Interior Design Portfolio

INTD - 2700 001

Course Description

This is the final course in the Interior Design program. Students will further their knowledge of computer graphics to create a professional portfolio of all the projects they have completed throughout the program. A professional portfolio is a requirement by the Interior Design industry.

Pre-Requisite: INTD 1250
Semester: Fall & Spring

Course Student Learning Outcomes

- Demonstrate the ability to use and apply industry standard skills using Adobe InDesign and Photoshop.
- Demonstrate effective communication and interpretation of design ideas in creating an Interior Design portfolio.
- Demonstrate the application of branding in creating an interior design portfolio package.
- Apply the principles of good design in creating portfolio page layouts.
- Demonstrate the ability to create a professional quality design portfolio in printed and digital format for Interior Design job interviews.

Course Prerequisites

Although the only prerequisite is INTD 1250, this class must be taken your last semester in the program. If it is not, **drop this class.**

This course is designed to showcase your work from the SLCC Interior Design program in a professional portfolio and support your transition into the workforce. If you haven't completed—or are not currently enrolled in—the upper-division courses, this course will not be beneficial.

If you have questions or concerns, please email me through Canvas.

Hybrid Course (what does it mean) & Schedule

This is a **hybrid course,** which can mean different things depending on the class. We will meet weekly at our scheduled class time (unless noted otherwise) —either over **Zoom** or **in person.**

See the Home Page for the semester schedule so you can plan ahead and make arrangements for the in-person days (also corresponds with calendar events, check the **Calendar** icon). On those days, Zoom will not be available, and **you must attend in person to participate in critiques and receive the full benefit of the class.** Participation in critiques will also earn additional points that count toward your final grade. Overall, attendance and critique participation (both Zoom and in-person) will make up 15% of your final grade. You can find the details under the **Assignments** link, the assignments that begin with "CRITIQUE."

A note for **Zoom meetings** - I expect you to have your camera on the duration of class to receive attendance points.

I'll post weekly announcements to remind you of upcoming schedules and assignments. To access Zoom meeting links, click the **Zoom link** on the left sidebar in Canvas.

Engagement Plan

I will respond to email and questions within 24 hours, M-F. On weekends, I will check my email once on Saturday and once on Sunday. Longer holiday breaks, response times will vary.

I will offer feedback on major assignments and grades as soon as possible - within one week, no longer than 10 days.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication. Especially considering this is a fully online course. You are welcome to reach out to me to set up an appointment over Zoom or check my in-person office hours above.

Brief Description of Assignments/Exams

Course Materials. There is no textbook for this course. Required materials are primarily having access to a computer and also the **Adobe Suite** (specifically Photoshop, InDesign and Illustrator) to create the digital content for this course or a graphics program of your choice. Ensure your license and information is up-to-date. You will also need access to the Microsoft Suite. See Module 1, page "Technology Requirements" for more details.

Modules. Each week you will have a module that contains everything you'll need to complete in the week including the assignment(s). Make sure to keep up with the Modules week to week. You'll also notice the modules are locked so you can't work too far ahead. This is to ensure the feedback you are giving is pertinent AND you're able to incorporate the feedback received if a re-submission is required. The next week's module will unlock the Friday before the week. We will review the following week's module during our scheduled class time.

Assignments will be broken down into 3 main sections for your final grade:

30% - Assignments & Discussions - these will be general assignments as you assimilate the content through module 7 (around midterm). They will elaborate on the module content to help reiterate the course content for each week. Assignments will be due each Sunday at 11:59pm or at the time of our scheduled class when we will be utilizing the assignment in class. For **discussions** - it is important for you to receive feedback from me and your peers. Responding to your peers will be factored into the discussion grading. All discussions require 2 comments on your peers work for full credit.

55% - Portfolio & Final Board - these assignments will build up to your final portfolio after midterm, building on one another each week to help make creating your portfolio a bit more broken down into a multi-step process. We will often have weekly check-in's to monitor progress on your portfolio from week to week.

15% - Attendance, In-Person Critiques - Overall, weekly attendance (both Zoom and in-person) and critique participation will make up 15% of your final grade. For more details on the critique dates, you can find the details under the Assignments, any that begin with "CRITIQUE."

Late Work. Students are expected to be aware of due dates by referring to the weekly announcement, the overview page in the module, the To Do list on the right side of the home page, or the calendar in the course. Assignments can be accepted late. If an assignment is submitted within one week past the due date, it will receive a 20% deduction. If it is within two weeks, it will receive 30% deduction; three weeks will be a 40% deduction, four weeks will be a 50% deduction. Beyond that point (4 weeks), assignments will not be accepted late.
The final portfolio and branding assignment will not be accepted late. The late policy will also be different for assignments near the end of the semester, specifically on the portfolio. Make sure to review the late policy posted in each assignment or discussion individually. *It is imperative if you start falling behind in the course to communicate with me.*

Cheating Policy. Students found cheating on an exam/assignment will be given a zero for the first offense. If it happens again, the student will receive an E for the entire course. There will be no tolerance for cheating. This includes plagiarism and the use of AI in some instances. Please review my policy on plagiarism and the use of AI under "Additional Policies" below.

Keys for Success (how to succeed in the course)

This is a Hybrid Course - Consult the weekly schedule and plan accordingly!

Course Work:

All work that is turned in should be neat and professional. There will be detailed instructions and rubrics with each assignment that will go over the specific requirements and expectations for each assignment.

It is expected that skills and knowledge are used from previous and current courses with a heavy emphasis on drafting as we get into the final project. As mentioned previously, in-

person attendance is directly related to how well you will do in this course. Plan to be at class each week and on time.

Student Participation Expectations:

- **Between classes:** Check the latest announcement to see specific reminders for the week's module. You can access all of the announcements by selecting the Announcements tab. Depending on how you have your notification preferences set up determines when you receive the announcement. I won't accept, "I didn't get the information" as an excuse. So be sure to check-in frequently to Canvas and set your preferences to have alerts of new messages and announcements go to the device of your choice.
  - If you have questions, **try your best to ask them before the weekend** as I consistently check e-mail through the week, but not consistently on the weekends. Also consult my office hours above to coordinate any in-person meetings with me.
- **Night before class:** If there is a assignment that is to be submitted online, make sure it is submitted on time. Most assignments are due the date and time of our scheduled class.
- **Day of class:** Arrive to class on time. I start promptly at the scheduled start time whether on Zoom or in-person. Each class will vary, but will most often be time to receive and hear feedback on your assignments from me and your peers. I will also cover the important tips and tricks for the upcoming assignment in the module.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
	Roll Call Attendance	Assignment	100
8/31/25	ASSIGNMENT 1: Building Your Brand	Assignment	30

Due Date	Assignment Name	Assignment Type	Points
8/31/25	DISCUSSION 1: Introduce yourself	Discussion	10
8/31/25	Quiz 1: Syllabus	Quiz	13
9/7/25	DISCUSSION 2: Branding and Design Inspo	Discussion	10
9/8/25	ASSIGNMENT 2: Design Approach + Concept Boards	Assignment	30
9/14/25	ASSIGNMENT 3A: Brand Guide - First Draft	Assignment	25
9/15/25	ASSIGNMENT 3B: Personal Logo Options	Assignment	40
9/21/25	ASSIGNMENT 4B: Business Card Concept Board	Assignment	15
9/22/25	ASSIGNMENT 4A: Brand Guides Final Draft	Assignment	30
9/22/25	DISCUSSION 4: Logo - Final Draft	Discussion	20
9/28/25	DISCUSSION 5: Resume Concept Board	Discussion	15
9/29/25	ASSIGNMENT 5: Business Cards Options	Assignment	35

Due Date	Assignment Name	Assignment Type	Points
9/29/25	CRITIQUE 1: Business Card Options	Assignment	10
10/5/25	DISCUSSION 6: Business Card Final Draft	Discussion	25
10/6/25	ASSIGNMENT 6: Resume Options	Assignment	45
10/13/25	ASSIGNMENT 7A: Final Resume	Assignment	40
10/13/25	ASSIGNMENT 7B: Cover Letter	Assignment	30
10/13/25	CRITIQUE 2: Resume & Cover Letter	Assignment	10
10/20/25	ASSIGNMENT 8A: Portfolio Table of Contents	Assignment	20
10/20/25	ASSIGNMENT 8B: Portfolio File Check	Assignment	20
10/20/25	DISCUSSION 8: Portfolio Concept Boards	Discussion	20
10/27/25	ASSIGNMENT 9: Portfolio Project Page Template	Assignment	20
10/27/25	CRITIQUE 3: Portfolio Project Page Template	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
11/3/25	DISCUSSION 10: Portfolio Progress Check	Discussion	25
11/10/25	ASSIGNMENT 11: Portfolio First Draft	Assignment	90
11/10/25	CRITIQUE 4: Portfolio First Draft	Assignment	10
11/17/25	ASSIGNMENT 12: Portfolio Progress Check	Assignment	20
11/24/25	ASSIGNMENT 13: Portfolio Presentation Board Draft	Assignment	40
11/24/25	CRITIQUE 5: Portfolio Presentation Board Draft	Assignment	10
12/10/25	DISCUSSION 14: Portfolio Final	Discussion	300
12/10/25	EXTRA CREDIT: Spring '25 Portfolio Competition	Assignment	0
12/15/25	ASSIGNMENT 15: Portfolio Presentation Board Final	Assignment	60
12/15/25	IN-PERSON: Print & Mount Final Portfolio Board	Assignment	10
12/15/25	EXTRA CREDIT	Assignment	0

Grading Scale

Grades are to follow the SLCC grading scheme: A (100-93), A-(92-90), B+(89-87), B(86-83), B-(82-80), C+(79-77), C(76-73), C-(72-70), D+(69-67), D(66-63), D-(62-60), E(59-0).

Incomplete Grades

An incomplete is a conditional grade given only in extraordinary cases where a student has completed a major portion of the class but is unable to complete course work due to circumstances beyond their control such as major illness/injury or a death in the family. Written documentation from your physician will be required. Please visit this page for more information.

https://www.slcc.edu/student/enrollment/grade-policies.aspx

Additional Policies

Plagiarism

This is taking someone else's works and/or ideas and presenting them as your own. Please do not plagiarize your academic studies or your art. This is a serious form of academic and artistic misconduct and cheating. You will likely fail this course if you are guilty of cheating in any such fashion. However, using others' ideas and giving proper credit is acceptable.

AI Tools such as Chat GPT, Grammarly, etc.

You can use them for punctuation and grammar correction only on your assignments. AI can also be a good study tool to synthesis your class and reading notes. It can also create study questions for you.

What you cannot do is use it to write things for you. It is not your own work and is a form of plagiarism. You are here to learn how to think and build up your own skills in writing and communication. Don't lean on this crutch.

The second big issue is the way AI works is that is finds patterns and so it can create information based on patterns (so, it will fill in the blanks). This is problematic because

the information and source material used to train AI is not always transparent nor is it peer reviewed, so it is not a reliable academic source.

The third issue is that is super unethical, and you are putting labor into electronic sweat shops. Most likely some form of modern slavery and child labor operating in the developing nations. The energy cost and data storage for AI to work is not sustainable or environmentally friendly. So, think twice before you use these tools.

AI can also detect something that has been written with AI. I will be using these as necessary to check your work. If AI is detected, you will receive a 0 on said assignment.

Communication and "Netiquette"

It is very important in this course that all communication through Discussions and emails be held with respect. Rudeness and disrespect will not be tolerated. The communication policy is on the Introductory page regarding Netiquette, please review it if you haven't already. There is more information on Student Code of Conduct Policy in the Institutional syllabus linked below.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the Institutional Syllabus page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)