

VCU SCHOOL OF THE ARTS

DEPARTMENT OF INTERIOR DESIGN

DEPARTMENT POLICIES

Evaluation

Process

Process refers to the activities required to complete course work, both in and out of the class and incorporates the entire spectrum of activities required to do this. Research in the library, making sketches, reading a book, thinking about the project, watching a movie, drawing and making products all could be part of the process. How the student analyzes, evaluates and synthesizes these activities toward the successful completion of an assignment is part of the process.

Realization

Realization refers to the products students produce as part of each assignment. This includes all the intermediary parts of the assignment as well as the end product. Student work is evaluated according to how appropriately they have answered the questions posed by a particular assignment. Use of visual organization and aesthetics, and an appropriate level of craft and skill are evaluated here.

Professionalism

Professionalism refers to the attitudes and ways of working a student demonstrates in course work activities. To be a professional in interior design requires standards of behavior. Developing and understanding these standards is an important part of the interior design curriculum. What does it mean to act professionally? To be a professional one must always be on time, prepared, and responsible. A professional person is thorough, and always meets deadlines. He/She always gives an assignment complete and individual attention. Professional verbal and written articulation exhibits clarity, conciseness, fairness and understanding of the problem at hand. A professional knows how to both give and take meaningful criticism.

Grading

As student work is reviewed, faculty will assess whether is outstanding, very good, acceptable, below average or unsatisfactory depending on how well the student's behavior and course work meet the above criteria. Although individual faculty may determine when they will apply grades throughout the semester, the student will receive some indication as to whether or not their work is satisfactory, either in written or verbal form at mid-term. The instructor will notify students who are not likely to successfully complete the course as soon as possible after the assessment. Students have the responsibility to monitor the evaluation of their classroom performance and to communicate with the instructor if they are in danger of not successfully completing the course.

Grades: Course assignments and final semester grades:

A = Outstanding Achievement (100-90)

- Your work should be provocative, possibly addressing an assignment from a perspective that most students have not considered, perhaps even changing the way they look at it altogether. The work takes an original and innovative approach to the assignment, conveying a clearly articulated idea that is fully developed.

- You have investigated the full range of positions for the issues embodied in an assignment. You have carefully examined the underlying assumptions, values, and use of evidence in your research, instead of taking them at face value.
- Your work actively engages the reader and makes a clear point that it is supported with excellent reasoning, evidence and research. The work provokes the reader to reflect on the topics subtleties and complexities.
- Your work's organization reflects the logic and analysis necessary to support the idea. The organization is clear, strong and fully developed.
- Your work has virtually no grammatical, mechanical or technical errors. Research sources are appropriately documented and cited.

B = Very Good Achievement (89-90)

- Your work addresses a complicated or more challenging idea. You employ a variety of techniques that go beyond the specific requirements of the assignment and respond more directly to the concerns and values of your particular audience. The work has a clear purpose beyond the minimum requirements of the assignment.
- You synthesize and evaluate research in developing your own idea. You understand the importance choices, styles, and competency. The work demonstrates a working understanding of the assignments complexities, and reasons through an original insight without flaws in logic.
- Your work is organized so that ideas are connected. Some minor gaps in logic and communication may appear.
- Your work has few grammatical, mechanical, or technical errors, and they do not distract the reader from the content. Research sources are appropriately documented and cited.

C = Acceptable Achievement (79-70)

- You have taken a clear stand on one idea and provide sufficient research to support that position. The ideas you present demonstrate that you understand the concepts that your instructor has addressed in class. The work shows some audience awareness and establishes a basic idea, giving some evidence and detail to support a point. The work offers some element of insight and thoughtfulness about the subject matter. The work has some sense of purpose and meets the minimum requirements of the assignment.
- Your work has a basic structure, organization, and transitions, and the ideas are ordered and linked. Ideas are focused but may require development.
- Your work is adequate and, despite some awkwardness and clutter, communicates clearly.
- Your work has grammatical, mechanical, and technical awareness. Some errors distract the reader from the content. Research sources are documented and cited.

D = Below Average Achievement (69-60)

- While demonstrating a general understanding of the topic and concepts, you have not mastered some basic skills. You misunderstand the assignment; show little understanding of the required concepts; or ignore the technical requirements of topic, length or format of the assignment. Your work ignores the needs of the audience, offering insufficient research, irrelevant evidence of details, or illogical, flawed reasoning to support your ideas. Your work offers little to no insight for thought about the subject matter. Your work does not fulfill the minimum requirements of the assignment.
- Your work is tangential, disordered, or not discernable, and the work has weak or non-existent support.
- Your work's organization is difficult to discern. The parts of the work do not work together towards a unified whole. Ideas are underdeveloped or lack focus or cohesion.
- Your work has weak or confusing grammatical, mechanical, and technical awareness.

F = Unsatisfactory Achievement (59-0)

- Your work does not fulfill the requirements of the assignment.
- Your work has little or no research attribution of evidence is problematic or neglected.
- Your work is full of grammatical, mechanical, and technical errors, which make it impossible to understand.
- Your work is largely that of another person.

Faculty may assign plusses (+) and minuses (-) for performance of course assignments, but not for semester grades.

Attendance

The department of Interior Design requires a rigorous attendance policy in all courses as outlined below. Proper class attendance requires that the student be present for the class meeting in its entirety; be alert and contribute to class discussions; have all appropriate tools and materials needed to participate during that class period; and complete assignments required for that class. Students are expected to participate in class discussions, project presentations, critique sessions, and formal juries.

Allotted absences are given to accommodate illness, car trouble, etc. Doctor appointments, advisor conferences, meetings and employment should not be scheduled during class time. Prolonged illness should be verified by a physician and may require the student to withdraw from class if he/she cannot complete work in a comprehensive and timely manner.

While attendance and class participation relate to professionalism (attendance, deadlines, verbal articulation, and participation), they also affect other areas of a student's performance. Instructors rely on classroom observation and discussion in evaluating a student's process. Students who attend class and are prepared for the scheduled activities and discussions reveal valuable information about their performance that may not be evident in course work.

Attendance Policy for Studio Courses

Regular class attendance for the full period and participation in class discussion is expected. The instructor is required by the University to maintain an accurate record of class attendance. Students are responsible for any information missed due to lateness or absence and must complete assignments as required. A grade in the class will not be assessed on the basis of attendance alone, however, regular class attendance and participation is of the utmost importance. Three (3) absences (excused or unexcused) will result in an official letter from the department stating concerns and a possible lowering of the course grade. Five (5) absences (excused or unexcused) will result in a faculty review of student work, lowering of the course grade and/or possible withdrawal from the class.

Attendance Policy for Lecture and Seminar Courses

Regular class attendance for the full period and participation in class discussion is expected. The instructor is required by the university to maintain an accurate record of class attendance. Students are responsible for any information missed due to lateness or absence and must complete assignments as required. A grade in the class will not be assessed on the basis of attendance alone, however, regular class attendance and participation is of the utmost importance. Two (2) absences (excused or unexcused) will result in a faculty review of student work, lowering of the course grade and/or possible withdrawal from the class.

Other Policies

Students with special needs should notify each instructor during the first week of class each semester.

The VCU Academic Integrity Policy states that the student is guilty of a violation if he/she “represents the work of others as the student’s own; obtains assistance in any academic work from another individual in which the student is expected to perform independently; gives assistance to another individual in a situation which that individual is expected to perform independently; offers false data in support of laboratory or field work.” The policy continues to outline specific types of violations for cheating, plagiarism, and aiding and abetting others to cheat or plagiarize. Students are expected to be familiar with this policy and adhere to it.

All students are responsible for understanding and abiding by university policies, including the Honor System, Rules and Procedures, Prohibitions of Sexual Harassment, Grade Review Procedure, AIDS, Privacy Rights, Posting Materials, Demonstrations on the Campuses, Class Attendance, Alcohol Consumption and Distribution, Drug-Free Schools and Workplace, Affirmative Action/Equal Opportunity, Ethics Policy on Computing, and Intellectual Properties. (See *Resource Guide: A Directory of University Services and Policies.*)

The Department of Interior Design discourages outside employment during each semester. The course load is structured as a full time endeavor and outside work presents both distraction and additional demands that infringe on course work. Students are advised to reduce their employment time so that commitment can be given to their courses. Outside employment should not be used as an excuse in completing required course assignments.

Every student must attain a VCU e-mail account and password. Access to Blackboard and other Internet tools for coursework and research require a VCU account.

Students must maintain a minimum grade of “C” in each studio course in order to continue to the next level studio. Students must maintain a minimum of a 2.0 GPA in the major in order to continue in the program. A second portfolio review will take place at the end of the sophomore year to determine whether a student may continue in the program. A student who has received academic suspension must re-apply to the program and be accepted through portfolio review to re-enter the program.

Students should exercise caution for their own security when working in the Pollak Building. Do not leave valuables unattended in the classrooms. Do not work alone in the studios after class hours. Always make sure doors are locked and secure before leaving the building.