



Division of Architectural Design & Construction
Interior Design Department
<http://www.hccs.edu/interiordesign>

INDS 1301: Basic Elements of Design | Lecture/Lab | #19921
Spring 2021 | 16 Weeks (01/19/2021 – 05/16/2021)
ONLINE
3 Credit Hours | 80 hours per semester

Instructor Contact Information

Instructor:	Kevin Hamby, RID	Office Phone:	713-718-6213
Office:	Central, Room 319	Office Hours:	By Appointment
HCC Email:	kevin.hamby@hccs.edu	Office Location:	Fine Arts Center Bldg.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Kevin.hamby@hccs.edu

713-718-6213

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

Expanding students understanding of the basic principles and elements of design and apply that knowledge through exploratory design compositions and modeling. Students will build a semester long journal of knowledge and use those lessons to create 3-dimensional conceptual abstract design models. Students will learn to how to create 2-dimensional presentations of their work and enjoy class discussions and engage in peer critiques this semester.

My Personal Welcome

Welcome to Basic Elements of Design—I'm delighted that you have chosen this course. One of my passions is interior design and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and

facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of design principles and elements and use them in your future classes and career. So please visit me or contact me whenever you have a question.

Prerequisites and/or Co-Requisites

INDS 1301 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in INDS 1301 include placement in college-level reading. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of INDS 1301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. We use the CANVAS software to post assignments, quizzes, projects and any other information you may need to be successful for this course. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

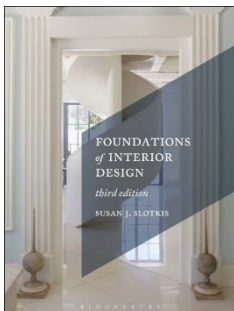
Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.
"Foundations of Interior Design" (3rd edition) by Susan J. Slotkis (Bloomsbury). ISBN: 9781501316043

It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from the publisher. Order your book here: [HCC Bookstore](#)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

INDS 1301 Basic Elements of Design is a study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion & form.

Core Curriculum Objectives (CCOs)

Houston Community College System is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for each program of study:

1. *Personal*: The student will follow the Program, Student Handbook, code of ethics, and the AST scope of practice as they participate as part of the class in study and practical situations. They will have to develop their time-management skills by reviewing the class agenda and test schedule to prepare a study schedule that allows them to prepare effectively for each test. The student will be expected to develop their integrity/honesty by choosing not to cheat on written exams and/or falsely claiming ownership of any assigned projects.
2. *Interpersonal*: The student will participate as a member of a team: form study

groups and show up at appointed times to study with the group. The student will study with fellow students regardless of sexual orientation, race, religion, or gender.

3. *Information*: The student will use computers to process information: create assignments and take lecture notes from computer generated class presentations.
4. *Basic Skills*: The student will have to listen to receive the lecture, presentation material and record this information in a proper note taking format. They will also have to speak properly phrased questions and responses during class. The student will have to read the assigned text in accordance to the syllabus and class schedule. And finally, the student will have to complete all written assignments.
5. *Thinking Skills*: The student will have to develop their critical thinking skills as they acquire the knowledge presented in class and in the text. The student will then have to develop their creative skills through assignments that ask them to apply what they have learned on a variety of design-oriented projects.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/art--design/interior-design/>

Course Student Learning Outcomes (CSLOs)

Upon completion of INDS 1301, the student will be able to:

1. Identify basic principles and elements of design through journal assignments.
2. Create and build 3 dimensional design projects utilizing the basic principles & elements of design.
3. Use appropriate design terminology.
4. Participate in class discussions & peer critiques relating to the basic principle & elements of design.
5. Create successful design compositions in regards to project concepts, renderings, imagery & graphic elements.
6. Communicate the design solution by developing a written and oral design statement to substantiate the project to the client.

Learning Objectives

Learning Objectives for each CSLO can be found at <http://learning.hccs.edu/programs/interior-design>

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Writing in your journal and working on your 3D models
- Attending class in person and/or online
- Completing assignments and projects

- Participating in class activities and peer critiques

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

INDS 1301 - SKILLS ASSESSMENT

To be proficient in this class, all students must be able hold and manage an xacto-knife with the ability to change out the blade. The assessment is based on the completion of cutting with an xacto knife, 12 strips (12" x1") shape from a white 4-ply museum board.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

See your CANVAS, Eagle Online classroom for details.

Peer Critiques

This course places an emphasis on class peer critiques. Each week you will be participating in a class critique that relates to the concepts studied during that week. The discussions are meant to deepen your knowledge within our area of study as well as demonstrating what you have learned. The critiques are meant to share ideas, identify successes and challenges constructively within your designs.

Assignments

Journaling is a large part of your knowledge within this class. Each week you will be required to write and collage inside an art journal of a certain topic assigned. These journals are a self-study into the concepts of the principle and elements of design as well understand more about abstract conceptual design.

Projects

The projects assigned are conceptual, abstract three-dimensionally based sculptural designs. They are all created with 4-ply museum board. You will understand principles and elements of design by way of creating with your hands and experiencing the concepts within a three-dimensional object.

Grading Formula

Professionalism/Participation	10%
Journal Assignments & Discussions	45%
Project 1	15%
Project 2	15%
Project 3	15%

Total	100%
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A = 100 – 90;.....	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F.....	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn).....	0 points per semester hour
I (Incomplete).....	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Refer to class calendar handout and the posted PDF in your CANVAS, Eagle online classroom webpage.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

NO LATE WORK WILL BE ACCEPTED, UNDER ANY CIRCUMSTANCES (includes: assignments, quizzes, projects, presentations) Your instructor will conduct lectures; provide demonstrations, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Academic Integrity

Plagiarism, cheating, and other forms of academic dishonesty are prohibited by college policy and the rules of this class. Plagiarism involves using the ideas or words of another person (either in whole or in part) without crediting the source. Cheating involves fraud and deception for the purpose of violating testing rules. Students who improperly assist other students are just as guilty as students who receive the assistance. **If two or more students submit work that is identical or nearly identical, in whole or in part, they are equally guilty of violating the academic honesty policy.** To further clarify, students are prohibited from:

- Sharing CAD files or any other computer files
- Using prior work and/or prior projects from other students
- Copying student work presented in class

The Interior Design Department has a zero-tolerance stance towards this policy. Any student found guilty by a professor through tangible evidence or testimony may be dismissed from the course and/or given a failing grade, as determined by the Dean of Workforce Development.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

It is the policy of the department that there are NO excused absences. Just as in the workforce, students absent from class are still responsible for all material assigned and/or covered during

the missed session. Attending class lectures and labs is vital to understanding, integrating, and applying the concepts discussed in class.

Generally, if a text is required for the course, the course material is covered in the text; however, lectures, exercises, and assignments augment and clarify the textbook material. You are encouraged to get to know your fellow students in order to have a source for lecture notes and handouts if you cannot attend a class session. Students are expected to assume the responsibility for learning. Your instructor may choose to assist you, but the actual responsibility rests with you.

1. A student is expected to attend all classes and lab experiences in order to meet course objectives. *The Interior Design program follows the policy that a student may be administratively dropped after absences exceeding 12.5% of scheduled class time.* This is in accordance with the HCCS policy. The instructor will monitor attendance. (12.5% = 4 absences for a Traditional Class, 2 Absences for a Regular Start Hybrid Class, 1 Absence for a Second Start Hybrid Class)

2. Attendance will be taken at the beginning of each class. A student, in order to be counted as present, must sign the attendance sheet or indicate presence when roll is called. The student may be marked absent if not present after the **first thirty minutes** of class. An instructor may also elect to take attendance at any time during the class. **Failure to sign the attendance roster or indicate presence when roll is called will result in being marked absent for the day.**

3. A student signs only his/her own name and never signs the attendance sheet for another student. Signing for another student is a form of academic dishonesty will result in dismissal from the Program.

4. The instructor controls the classroom. Students arriving late to the class in progress will refrain from walking across the front of the group. The instructor has the option of denying entrance until break-time.

5. Remain quiet during class. If there is a need to communicate with the instructor or to ask a question, the student is to raise his/her hand.

6. When speaking, address faculty and fellow students in a professional and respectful manner.

7. Refrain from interrupting when someone else is speaking. If a student is disruptive, the instructor is authorized to ask the student to leave the classroom.

8. Turn-off all personal communication devices (cell phones, pagers, etc) prior to start of class.

9. Have only water, if desired, in the classroom or lab.

10 Appropriate street clothing or business casual attire should be worn in class.

11. If you are late to class, do not expect the instructor to re-teach the information you have missed.

If you miss a lesson you need to make arrangements to get notes from a classmate or seek the assistance of a tutor.

***No children are permitted in the classroom.** Children should not be left unattended on any part of the campus.

Student Conduct

STUDIO AND LAB RULES

HCCS offers computers, equipment and lab resources for use by interior design students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction,

learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

1. Anyone under 17 yrs of age is not allowed to use the computer lab and equipment.
2. No food or drink containers are permitted inside the computer labs. This cause insect infestation.
3. Students will be respectful to staff and other students, even when there is a disagreement.
4. Abuse of equipment, facilities, and computer lab policies will result in disciplinary action.
5. Disruptive behavior may result in Security being called. Disruptive students will be removed from the class or computer and may be dismissed from the class or program.
6. **Do not spray any adhesives inside the studios, classrooms or corridors** – If caught, you will receive one letter grade deduction on your project. The overspray ruins the board covers and the flooring.
7. **Do not use an x-acto blade on the tables** because cuts in the surface ruin it for hand drafting. Bring
8. a portable cutting surface. If caught, you will receive one letter grade deduction on your project.
9. **Clean up after yourself on a daily basis.** Before leaving class for the day, ensure that your chair has been pushed in and drafting tables have been returned to their horizontal position.
10. Students are not allowed to interrupt classes to access equipment, print or use computers while another class is in session.
11. The interior design Resource Room (FAC 318) is a learning tool. The samples are available for your use. You are expected to sign in and out of the Resource Room. You **MUST** clean up after yourself. Failure to do so will result in closing of the Resource Room for the semester.
12. Students are prohibited from using any equipment such as the 3D printers, dry mount machine or laser cutters without instructor approval and trained supervision. If equipment is damaged, it will no longer be available for use by any students.

Instructor's Course-Specific Information (As Needed)

GRADES ARE EVALUATED ON THE FOLLOWING SCALES FOR THESE INDS COURSES:

INDS 1319 TECHNICAL DRAWING

INDS 1349 FUNDAMENTALS OF SPACE PLANNING

INDS 2305 INTERIOR DESIGN GRAPHICS

INDS 2313 RESIDENTIAL DESIGN I

INDS 1345 COMMERCIAL DESIGN 1

An INDS student receives one grade in each course. The student's letter grade will be based on the average of the student's component work. The components required and their relative weights are specified in the syllabus provided at the beginning of each course. The grading system used for students enrolled in the above INDS courses is as follows:

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 or below

•In order to pass the courses listed above, students must achieve a grade of 75 in each course.

•Failure to achieve a grade of 75 in the courses listed above will result in the student being required to repeat the course.

The following policies are used for informing Interior Design program students of their grades and are in keeping with the HCC policies regarding grade information dissemination:

-The student may initially learn of the grade earned in an INDS prefix class in private, individual counseling sessions scheduled with the class instructor.

-A student receives electronic notification, via the Internet, of the final grade at the time HCC posts electronic grade reports to all students.

-The grade an Interior Design student earns in a course identified with an INDS prefix will not be posted and will not be given to anyone other than the student. A telephone inquiry to the Interior Design program faculty or staff, concerning a student grade, even if by the student, will **not** be honored.

Electronic Devices

Please turn all cellphones to **SILENT** during the duration of the class. If you need to text or make a urgent phone call, please excuse yourself during an appropriate time. Do not record or take photos of any lectures or instruction during class without approval from your instructor.

Interior Design Program Information

DEGREE PLAN

Once accepted into the interior design program, a student must complete a degree plan. The degree plan, a contract between the student, the interior design program, and HCC, outlines all of the courses that will be necessary to obtain a degree in interior design. The student is encouraged to seek assistance from a faculty and advisors, available at the HCC instructional site, to develop their degree plan. It is the student's responsibility to seek counseling so that courses are completed in the required order. Failure to do so will result in being dropped from the program due to the lack of a pre-requisite courses.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing

General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual

assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

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