

Master of Interior Architecture & Product Design Student Handbook
DEPARTMENT OF INTERIOR ARCHITECTURE & PRODUCT DESIGN
Kansas State University

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Master of Interior Architecture & Product Design Handbook

DEPARTMENT OF INTERIOR ARCHITECTURE & PRODUCT DESIGN

Kansas State University

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Section I – Introduction to Handbook

INTRODUCTION

This handbook is intended to help students admitted to the Department of Interior Architecture & Product Design, and those in other departments within the College of Architecture, Planning & Design comprehend the wide variety of opportunities available in the department and to provide assistance in career planning.

The academic program in Interior Architecture & Product Design is structured to respond to design needs related to enclosed human activities in the public sector. In order to stay abreast of present and future demands in this marketplace, there is a close and continuing working relationship through the Department of Interior Architecture & Product Design Professional Advisory Council, practicing professionals throughout the United States, and the Council for Interior Design Accreditation (CIDA). The Department of Interior Architecture & Product Design has a long term tradition of marketplace response as it was one of the first interior programs to be nationally accredited by CIDA.

Section II – Departmental Information

MISSION OF DEPARTMENT

The mission of the Department of Interior Architecture & Product Design is based on the belief that multiple perspectives provide deep insight into complex problem solving. Central to the mission is the provision of a high quality and comprehensive learning environment where graduates become literate, ethical and creative professionals. The knowledge gained from interaction with a diverse faculty and student population and with regular input from professionals who deal daily with the cutting-edge issues in the design profession leads to graduates who are responsive to the professional design environment and societal change. Creative endeavors are nurtured by faculty with diverse experience in space planning, product development and furniture design. Interior Architecture & Product Design is only one of the two Council for Interior Design Accreditation (CIDA) accredited programs in the State of Kansas and that accreditation is required for licensing of interiors professionals. The program is currently fully accredited by CIDA. The most recent accreditation visit occurred in 2012 successfully renewing the MIAPD accreditation for the full 6 year period. The program is approved by the National Association of Schools of Art & Design (NASAD).

PROFESSIONAL OPPORTUNITIES

Since its inception as a specialized professional field of practice, the influence of Interior Architecture & Product Design has continued to expand, and its responsibilities have increased to address many aspects of human endeavor. Although the department's primary educational objective remains in the area of interior space planning (with concentration on commercial, institutional interiors), its total curriculum assures a wide variety of educational experience which will help in understanding and enriching human activities within the built environment. Interior architects are witnessing a growth of job opportunities in government agencies, large corporations, consulting firms, and architectural offices. Areas of specialization include product design, marketing, facility management, sales, computer aided design, programming, historic preservation and adaptive use, communication graphics, exhibit design, furniture design and other specialized environments are demanded as well. Opportunities in these areas are expected to increase rapidly.

PROFESSIONAL INTERACTION

Advisory Council

The Department of Interior Architecture & Product Design has established a professional advisory council composed of recognized professional practitioners. These practitioners represent diversified areas of concentration within the United States in marketing, private and corporate practice and design management, as well as professional affiliation with A.I.A., I.I.A.A., and A.S.I.D. Meetings are conducted bi-annually on the Kansas State University campus with the departmental faculty for the purpose of providing vital input in reference to marketplace evaluation, future trends, course evaluation, and increased professional liaison.

Professional Licensing

Graduates of the Master of Interior Architecture & Product Design program at Kansas State University are eligible to be licensed and certified as interior designers under the standards of the National Council for Interior Design Qualification (NCIDQ). As of October, 2009, twenty-six states require licensing for interior designers.

FACULTY AND FACILITIES

The program has full time professional faculty with a breadth of experience and expertise. Each faculty member is dedicated to exposing and challenging each student to reach his/her maximum potential. All faculty are available for career guidance on an appointment basis. Students are encouraged to consult with Jayna Elsasser, the departmental academic advisor, regarding selection of their courses. Faculty information is located on the website at <http://apdesign.k-state.edu/about/faculty-staff/iapd.html>.

Classrooms for lectures, critique spaces for critical analysis of student work, and studio space for design education are located in Seaton Hall and Seaton Court. All of these classrooms have internet access. The IAPD Shop facilities houses large scale tools and machines for working with wood, metal and plastics. A model building shop offers small scale tools and machinery for constructing models.

The department's material resource library is located in Seaton Court 114D and is for Interior Architecture & Product Design students only. The hallway door must be kept locked at all times. It is the student's responsibility to maintain the resource room in proper order. Each studio will select a representative to organize and catalog all current material.

The Jack C. Durgan conference center is for departmental faculty meetings, special departmental student and faculty displays, executive meetings and IAPD Open House. Other requests will be handled on an individual basis. Requests should be made through Mary Cosimano, the Senior Administrative Specialist.

Advising

Ms. Jayna Elsasser serves as the academic advisor for all students admitted to the Master of IAPD program. All academic advising including enrollment, academic progress and departmental student record keeping is the responsibility of the advisor. Ms. Elsasser, with assistance from the faculty, help students identify potential professional employers.

COMPUTER REQUIREMENTS

Use of Computers

The IAPD Department is committed to the integration of appropriate technology in the classroom and studio. This commitment requires a great deal of initiative on the part of faculty and students. The MIAPD program has adopted the following policy:

The DEPARTMENT OF INTERIOR ARCHITECTURE & PRODUCT DESIGN, in order to prepare students for their professional responsibilities and leadership roles, requires that all students provide or have access to a computer and appropriate software to support their courses of study at the beginning of their third year. Current specifications are available at <http://apdesign.k-state.edu/cns/purchasing-a-pc/>

Because the computer and software are required, financial aid above and beyond standard amounts is available when an application is accompanied by a letter from the department. Please contact the academic advisor for assistance with completing this form: <http://www.k-state.edu/sfa/forms/coa1.pdf>

College Computer Lab

The College provides an instructional computer lab in Seaton Hall 111-112 for all students in the College of Architecture, Planning & Design. The lab is available 24/7 with student keycard access. Classroom instruction takes precedence over individual use of this lab.

University Computer Labs

University computer labs are provided across the campus. Specific locations and facilities are available through the university Computer and Network Services. Specialized software required to complete student work in the IAPD Department is not available on university computers.

APDesign Plotting Service

A plotting service for student use is located in 060 Seaton Hall. This facility allows students to plot and scan computer generated text and drawings for a reasonable cost. Services, prices and hours are determined by the APDesign plot club, a student run and managed organization.

DEPARTMENTAL POLICIES

IT IS THE INDIVIDUAL STUDENT'S RESPONSIBILITY TO READ AND UNDERSTAND ALL DEPARTMENTAL POLICIES.

Retention of Student Work

Student projects, assignments, presentations, and models may be retained by the department for display, use in teaching, course records, accreditation and documentation, etc. (See Student Academic Creations policy under Academic Policies and Standards for further explanation and clarification). A photography area is available for all IAPD students who wish to copy/record any work retained by the department. Students may also use the University's or other photographic services for the copies. Students are to submit a written request to the appropriate professor to obtain their drawings for purposes of copying.

Studio Deadlines

Studio professors have published deadlines for all studio work. Student work must be produced in the time stated by this deadline or the individual's grades will be lowered for the segment of

work or the class (whichever is applicable as stated in the syllabus). The universal departmental policy agreed upon by the studio faculty is one full letter grade deducted per day late. Weekends and holidays are excluded in calculating the number of days a project is late.

Grades in Graduate School

The grading policy of the Graduate School at Kansas State University requires that all graduate students earn a C or higher for all courses included in their program of study. A student must have at least a 3.0 grade point average for courses in their Program of Study at the time of graduation and a cumulative grade point average of 3.0 on all graduate courses to graduate with his/her degree. The Graduate School enforces several standards and policies regarding academic probation. All students should be familiar with the Graduate School's requirements.

Incomplete Grades

The grade of Incomplete is given only for personal illness or emergencies which are verifiable. The student has the responsibility of making the appropriate arrangements with his/her professor and completing the work accordingly. All Interior Architecture & Product Design core courses must be taken consecutively. Consequently, all "incompletes" in these courses must be completed prior to the next semester. If the student's work is not completed after receiving the "I" grade, a grade may be given by the faculty member without further consultation with the student. If after the end of the first subsequent semester the "I" remains on the record, "I" turns to "F" automatically unless faculty extend it for one or more semesters. To extend an incomplete grade for more than one semester, the student and faculty are expected to fill out an agreement form. Within this agreement a provision may be made to extend the incomplete to a particular date (within limits defined by policy).

Departmental Grading Scale - Studio and Laboratory Courses

A - Student's work has imagination and the solution to the problem shows depth of understanding of the program requirements. Project is fully developed and presented well orally, graphically and technically. Student develops some unusual concept or aspect of the problem which clearly enhances the overall solution and the full potential of the project is realized and demonstrated.

B - Student's work shows creative and innovative potential. All work presented in clear and concise manner. All project requirements fulfilled.

C - Student has solved problem but solution lacks depth of understanding of the problem and program goals. Skill development was marginal, and project lacked standard architectural qualities.

D - Student has major problems in two or more of the course work required proficiency levels.

F - Student's work unresolved, incomplete, unclear, etc.

Lecture Classes Grading Scale

The syllabus for lecture classes provides the guide for grading in each lecture course.

Performance Standards

The Kansas State University honor and integrity codes clearly define academic integrity. The following are reasons for a possible probationary hearing: deception, copying, misrepresentation of individual work, plagiarism and cheating are serious offenses and may be punished by failure on the exam, paper or project; failure in the course; and/or expulsion from the university. For more information refer to the K-State Honor and Integrity System website at <http://www.k-state.edu/honor/>

If a departmental faculty member feels a student is not attaining the expectations stated by the IAPD professional program, he/she may call a general faculty meeting to discuss whether the situation warrants further action. If the student's GPA meets expectations of the Graduate School, further action may consist of developing a plan with the student to manage the situation. The following are reasons for possible action: excessive unexcused absences recorded by faculty; evidence of repeatedly not completing class assignments; low grades recorded while in the professional program.

Attendance Policy

Attendance is mandatory in all Interior Architecture & Product Design classes and unauthorized absences will be noted. Final grades will be reduced to the extent that, in the judgment of the instructor, absences have interfered with the learning of the student or the effectiveness of the class.

APDesign Policy for Student Absence from Class

An official absence notification will be issued for the following reasons (verified documentation will be required if an examination, quiz, project or some form of assessment took place during the absence) if requested by the student:

- Illness or injury
- Personal or family emergency
- Severe weather delaying return to campus
- Funeral of a family member or friend
- Court appearance

Students are expected to immediately notify the faculty of all other absences including but not limited to:

- Illness or injury requiring absence from one class session
- Participation in family activities
- Non-emergency/routine doctor or dental appointments
- Participation in field trips, conferences, meeting or other similar activities
- Participation in non-varsity athletic activities

These are not official absences and a faculty member may determine whether the absence will be excused or unexcused.

With regard to faculty or department sponsored field trips (or similar activity), the sponsor should provide each student with a letter stating the purpose of the field trip, the date(s) and time(s) of that trip and any other pertinent information. The student is then responsible for informing each faculty member of his or her anticipated absence. Providing this letter well in advance of the scheduled field trip is highly recommended. It may be more efficient, or practical, for the sponsor to send a letter to the affected faculty and include a list of the students enrolled in that person's class who will be going on the field trip. A similar protocol should be followed by faculty advisors of student organizations if members are going to a meeting or conference. Please keep in mind that each affected faculty member will determine if this is an excused or unexcused absence for the student. Faculty members are not required to provide make up exams.

Students who miss more than three consecutive class sessions are encouraged to meet with their respective faculty and academic advisor to determine if adjustment to the program of study or other action is appropriate or necessary. There can be serious academic consequences due to absence from class.

Understandably, this is not an exhaustive list (official or unofficial). If you have a question about any issue regarding student absence, please call, email or stop by the Interior Architecture & Product Design office.

CLASSROOM GUIDELINES

The Studio

The studio is the primary academic work space for Interior Architecture & Product Design students. It is space which should enhance the quality of design education.

The department's wish is that the studio environment be planned, designed, utilized, and maintained in a professional office-like manner. The following policies have been established to protect the health, safety and welfare of all the students, faculty and staff who have occasion to use the studio environment.

- The department shall furnish one drawing table, computer desk or drafting table, computer cabinet, and one stool per student. It is the student's responsibility to report problems with the table and assist in maintaining the table in good operating condition. Cutting tables are available in each studio, so drawing tables should not be used for this purpose.
- Each student shall furnish and install a vinyl table cover.
- Each student shall supply a cutting board and use it.
- Each student shall display his/her name in a prominent place on their table.
- At the end of each academic year each student shall account to the department for the condition of department furniture in that student's possession.
- Radios and stereos may be used with head phones only.
- A check-out procedure will be announced to all students near the end of the spring semester. Students must adhere to this procedure and remove all personal belongings at the end of final exams of the spring semester or upon withdrawal from the

department. Failure to remove belongings shall result in a fine to offset the cost of removal and an academic hold will be placed on the student's account until the checkout is completed. An academic hold affects registration, fee payment, library holdings, parking fees, transcript requests, and other student transactions. The department will dispose of abandoned supplies and equipment immediately after the end of the Spring semester. No special cases for delay of this no-fault action by the department will be considered.

- All small cabinets must be stored in or under the desk area, and off the floor. The custodians will discard all materials on the floor, all valuable supplies and drawing materials need to be stored.
- The Interior Architecture & Product Design Department will provide computer cabinets for each student to house his/her computer in studio.
- All extension cords must be rated at 15 amps capacity (number 14 wire gauge) for use in Seaton Hall and Seaton Court. These cords must be secured to the floor or the desk and not left loose.
- There is not sufficient space for the students to store furniture projects in the studios. When a project is completed the student should take it with them. No outside furniture repair work will be done in the classrooms, studio areas, or in the furniture design workshop.
- Seaton Court 114F is the carpeted critique/lecture space and **will not be used for storage of projects or constructing models and/or furniture/product prototypes**. It is the student's responsibility to maintain this area for the use of all Interior Architecture & Product Design students and faculty.
- Seaton Court 119 is the Interior Architecture & Product Design's departmental spray, finishing, air brush, and model area. **THERE IS TO BE NO SANDING OF PROJECTS IN THIS SPACE AND NO PAINTING/SPRAYING OUTSIDE OF THE BUILDING**. It is the student's responsibility to keep this space in proper condition. Students in Material and Finishes laboratory classes have first priority during their scheduled class time.

Fire Code Regulations

- In the studios with hard floor surfaces, the State Fire Marshall does not allow individual carpeting.
- There is a regulation against furniture being used in the studio areas. This includes bean bags, recliners, sofas, etc. Any removal costs will be charged to the student.
- All studios are to maintain a clear aisle to the door(s) that is a minimum 36 inches in width (fire code).
- There are to be no bikes in the building. Adequate space is provided outside Seaton Hall and Seaton Court.
- There are not to be any combustible materials draped/hung in studios including blinds, tack surfaces, cardboard, foam core panels and/or curtains (fire code).
- Overnight sleeping is prohibited in Seaton Hall and Seaton Court (fire code).
- No smoking is allowed in any part of Seaton Hall or Seaton Court.
- Heaters, refrigerators, coffee pots, etc., are not allowed due to the capacity of the electrical circuits.
- No pets are allowed in the buildings or court yards.

ACADEMIC POLICIES AND STANDARDS

Academic policies and standards affecting Master of IAPD students are developed by the Program, the Department, the College, the University and the Graduate School. Those described in this section reflect Program, Departmental and College requirements. A few policies and standards of the other administrative units are repeated here. Others are outlined in the KSU Graduate Catalog, the KSU Graduate Handbook and the information sheets published by the Graduate School. See <http://www.k-state.edu/grad/admissions/virtual-orientation/policies.html>

Grievances

If a student feels he/she has been unjustly treated in some aspect of academic work, the student should first meet informally with the faculty involved to resolve the grievance. The student should be prepared to discuss the nature of the grievance, why he/she believes it is a legitimate grievance and to propose a remedy. If the informal meeting does not lead to a solution acceptable to both parties and the student wishes to pursue the grievance further, the student should follow the university's grievance procedures as stated in the Graduate School Handbook. <http://www.k-state.edu/grad/graduate-handbook/appendixa.html>

Competency Revalidation of Courses

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final master's examination will normally include an examination over the body of course work listed on the program of study.

The form and content of this competency examination is determined by each master's program which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

Student Academic Creations

Student academic creations are subject to Kansas State University and Kansas Board of Regents (BOR) Intellectual Property Policies. The BOR policy states:

"The ownership of student works submitted in fulfillment of academic requirements shall be with the creator(s). The student, by enrolling in the institution, gives the institution a non-exclusive royalty-free license to mark on, modify, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution shall not have the right to use work in any other manner without the written consent of the creator(s)."

"Otherwise handle," as reference in the BOR Intellectual Property Policy, includes display of student work in various media and use for accreditation purposes.

The Kansas State University Intellectual Property Policy can be found at: <http://www.k-state.edu/policies/ppm/7000/7095.html>

Special Services

If a student would benefit from special accommodations with physical or learning disabilities and/or attention deficit disorder, he/she may seek assistance from the KSU Student Access Center. It is the student's responsibility to provide documentation of a disability and request appropriate accommodations. Such requests should be made during the first two weeks of each semester.

Section III – Program Description

PROGRESSION OF THE LEARNING EXPERIENCE

The Master of Interior Architecture & Product Design consists of a core of required professional courses supplemented by elective credit hours. Students are accepted into the College of Architecture, Planning & Design and begin their education by enrolling in the Environmental Design Program (ENVD). Studies in basic design comprise the first year of this interdisciplinary design education for the four professional programs (Architecture, Interior Architecture & Product Design, Landscape Architecture, and Regional & Community Planning). The course work is under the direction of the Environmental Design Studies program and teaching is provided by the faculty of the four professional degree granting programs in the College of Architecture, Planning & Design.

CURRICULUM AND CLASSES

Electives in the Undergraduate Component of the Curriculum

When selecting electives, it is highly recommended that IAPD students find coursework applicable to the advanced studio work proposed as the final project. Coursework at KSU and transfer credits can be considered as a general elective if not applied to another curricular requirement.

Internship and Study Abroad Options

Interior Architecture & Product Design students who have successfully completed the required core courses of the first six or seven semesters in the Interior Architecture & Product Design program and who meet or exceed both the undergraduate and graduate grade point averages of the IAPD program are eligible for the Internship and Study Abroad options. A student with a cumulative grade point average in undergraduate coursework of less than a 2.00 and/or on academic probation by the Graduate School (below 3.0 on graduate courses) is not eligible for either the Internship Program or the Study Abroad Option and may enroll in courses on campus.

Students are highly encouraged to study abroad and to complete an internship in order to increase their design knowledge and value to potential employers. This option can be fulfilled in two ways. The first option (Option A) is to complete a 15-week internship for fourteen credit hours and a summer study abroad program for seven credit hours. The second option (Option B) is to study abroad for one 15-week semester for fourteen credit hours and complete a 10-week summer internship for seven credit hours. Depending on the choice of program for Study Abroad, the timing of the summer internship will occur after either the 6th or 8th semester of coursework. After approval by the Interior Architecture & Product Design Internship Program Coordinator, students may formally seek employment during the 6th or 8th semester with potential employers. Students interested in the Study Abroad program are required to file an APDesign Study Abroad Application.

Internship

Each intern must meet with the department's Internship Program Coordinator prior to going on the internship. The student will file monthly reports with the department's Internship Program Coordinator. Late monthly reports will be penalized. Missing reports and receiving no reports will result in failure of the course. Each intern must receive a stipend during their internship employment. The stipend will normally be based on prevailing salaries in a given area. Adjustments should recognize a student's experience and previous work-related responsibilities.

Option A - 15-Week Semester Internship

Students are expected to take a summer study abroad component to successfully complete the requirements for this option.

IAPD students applying for an internship in the spring semester of the fourth year must complete the APDesign Intention Form at the beginning of the spring semester of the third year. Eligible students will have successfully completed the undergraduate core courses. This 15-week internship will need to take place during the spring semester following the successful completion of the fall semester of the fourth year.

The internship must include a minimum of 15 weeks full-time (40 hr./wk.) continuous paid employment with a design firm; including, but not limited to: product design firms, facilities design departments, furniture designers, or exhibit design firms. Firms must be pre-approved by the IAPD Department prior to accepting a position to determine the quality of supervision available to students while working there. The 15-week internship must be continuous and cannot be divided between summer and/or winter breaks.

Students seeking an internship must enroll in IAPD 644 Interior Architecture Internship and IAPD 645 Interior Architecture Internship Report. Students are expected to report their tasks and hours monthly and maintain a monthly journal as required by the course syllabus. Employers will be asked to report on student's progress upon completion of the internship. Upon returning to campus, students will be asked to mount an internship exhibition and may be asked to speak to IAPD students regarding their experiences.

Students who successfully complete the 15-week semester internship will earn fourteen credit hours. This consists of nine credit hours for the internship and five credit hours for the internship reporting process and exhibit.

Option B - 16-Week Study Abroad Programs are available in several countries

Students are expected to take a summer internship component to successfully complete the requirements for this option.

Through APDesign sponsored programs, university sponsored programs, and other foreign institutions Interior Architecture & Product Design students may participate in a semester long study abroad program. Eligible students will have successfully completed the core courses. Students must take the equivalent of at least fourteen credit hours of studies in an approved curriculum at the guest institution. A student on academic probation is not eligible for study abroad. Please note that there may be a limited number of student positions available in some programs.

Students may choose from one of the following pre-approved programs or seek approval from the IAPD Department for other programs not listed here:

Danish Institute for Study Abroad (DIS) - Copenhagen, Denmark
Italian Studies Program - Orvieto, Italy
Coburg University of Applied Sciences - Coburg, Germany
Czech Technical University - Prague, Czech Republic
Trier University of Applied Sciences - Trier, Germany

Option C - 16-Weeks of On-campus Study

Students are expected to complete IAPD and KSU coursework during the following summer for this option.

If circumstances make the semester study abroad and semester internship options impossible, Option C is available. An IAPD student staying on campus for the 8th semester must enroll in fourteen credit hours which includes the required IAPD 606 Design Studio VI for five credit hours and electives at the University for nine credit hours.

Summer Options

Option 1 - 10-Week Summer Internship

Students are expected to take a semester long study abroad component to successfully complete the requirements for this option.

IAPD students applying for an internship in the summer semester following completion of their third year or fourth year must complete the APDesign Intention Form at the beginning of the spring semester preceding the internship. Fourth year eligible students will have successfully completed the core courses. This 10-week internship will need to take place during the summer following the successful completion of third or fourth year determined by which study abroad program is selected. It is the responsibility of the student to know if the combination of a semester study abroad program conflicts with the successful completion of a 10-week summer internship.

The internship must include a minimum of 10 weeks full-time (40 hr./wk.) continuous paid employment with a design firm; including, but not limited to: product design firms, facilities design departments, furniture designers, or exhibit design firms. Firms must be pre-approved by the IAPD Department prior to accepting a position to determine the quality of supervision available to students while working there. The 10-week internship must be continuous and cannot be divided between summer and/or winter breaks.

Students seeking an internship must enroll in IAPD 664 Interior Architecture Internship and IAPD 665 Interior Architecture Internship Report. Students are expected to report their tasks and hours monthly and maintain a monthly journal as required by the course syllabus. Employers will be asked to report on student's progress and performance upon completion of the internship. Upon returning to campus, students will be asked to mount an internship exhibition and may be asked to speak to IAPD students regarding their experiences.

Students who successfully complete the 10-week internship program will earn seven credit hours. This consists of six credit hours for the internship and one credit hour for the internship reporting requirements.

Students who plan to complete a 10-week internship and who are planning to study abroad to Coburg or Trier may have the option to complete the internship during the winter break, December through March, before attending the study abroad. This option works well with these programs due to the late start date of the program.

Option 2 - Summer Study Abroad Program

Students are expected to take a semester long internship component to successfully complete the requirements for this option.

This may be in any Study Abroad program offered through the Office of International Programs (OIP), APDesign or another accredited university foreign study/study abroad program that is under the direct supervision of qualified faculty. Students may participate in a single program earning a minimum of seven credit hours, or a combination of Study Abroad programs totaling seven credit hours. Students may be eligible to participate in this program upon acceptance into the IAPD Program. Students complete an "APDesign Application for Study Abroad" form at the beginning of the spring semester prior to study abroad. These applications are reviewed by the International Studies Committee, and students must obtain approval for the program prior to enrolling in classes.

Students may be given credit for a program previously taken where there is academic supervision and college credit has been awarded.

Option 3 - Summer Focus Courses

If circumstances make the study abroad and internship options impossible, a third option may be available if approved by the Department Head. Students will be required to enroll in KSU courses for six credit hours of focus courses and a one credit hour IAPD Problems course.

KCDC - Off Campus Urban Design Studio

Students may apply for a limited number of scholarship supported openings to study off campus at the Kansas City Design Center (KCDC) during the fifth year of study or as an option for the off campus study during the spring of the fourth year. Students are expected to live in and attend classes in an urban environment. Students apply for the Urban Design Studio in the Fall (7th semester) of their fourth year. Selection is competitive and notification of acceptance into the program is delivered prior to the end of the fall semester.

Students who choose to study at KCDC as a fifth year option must complete IAPD 813 Furniture Design Workshop Studio and IAPD 814 Furniture Design Workshop during the summer prior to attending KCDC. By December 1st (end of the ninth semester) at KCDC, the student must submit to the major professor a well formulated plan of study, including objectives and methodology, and the Supervisory Committee must review and approve the plan before the student continues into the Spring semester. In addition, the Supervisory Committee may require:

- That the major professor and/or a competent local authority must be available and approved by the department who can reliably guide the student and provide continuing on-site supervision.
- That the student provide the Supervisory Committee with periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority. These reports and updates may be submitted electronically.
- That the major professor or a departmental faculty member carry out local inspections of the student's activities.

The final oral examination will normally be given on site at the Kansas State University Manhattan Campus. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the student and their supervisory committee are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee.

Section IV – Application Requirements and Processes

APPLICATION TO THE MASTER OF IAPD DEGREE PROGRAM

Students in the Department of Interior Architecture & Product Design will apply to the Graduate School for admission into the Master of IAPD program early in the sixth semester of study. Minimum requirement for acceptance to the graduate program is:

- 3.0 - 4.00 GPA regular admission
- 2.75-2.99 GPA probation

When it is time to apply to the graduate school, the APDesign Student Services office will provide each student a letter that includes the GPA earned which the graduate school will use to determine the admission status during the application process. The graduate school reviews the last 60 credit hours earned, including transfer and KSU credit. Since this GPA is not readily available it is provided to each student.

If a student has attended KSU the last four semesters and if the KSU cumulative undergraduate GPA is above 3.200, it is assumed the student is eligible for full admission to the graduate school. Therefore the last 60 credit GPA is not calculated and the cumulative GPA is used. If, however, a student transferred a major part of the last 60 credits from another institution, or if the cumulative KSU GPA is less than 3.200, the unofficial last 60 GPA will be calculated.

Once admitted, the GPA earned on graduate work will be used to determine the student's academic status. Students must maintain at least a 2.000 GPA on undergraduate work and a 3.000 on graduate work to receive a graduate degree.

Applying to the KSU Graduate School:

- Go to: <https://www.applyweb.com/apply/kstateg/> and create a CollegeNet account.
- Go to Online Application, and complete the application.
 - IAPD Students are applying for admission to the Fall Term.
 - On the Post-Secondary Education page, enter K-State as a previously attended institution.
- Pay the application fee of \$90 before submitting the application.
- The graduate school will send an email confirming receipt of the application and will notify students in several weeks regarding the admission decision.
- International students will be issued an updated I-20 when accepted into Graduate School. They will work with the K-State International Student and Scholar Services to update their student visa.

Section V – MIAPD Program Completion Requirements and Timeline

THE PROCESS HAS A TIMELINE

Year	Semester	Requirements
1	1	Enroll in courses in Environmental Design Studies Program
1	2	Enroll in courses in Environmental Design Studies Program
2	3	Enroll in courses in Interior Architecture & Product Design Department
2	4	Enroll in courses in Interior Architecture & Product Design Department
		Purchase computer and specialized software for design coursework
3	5	Enroll in courses in Interior Architecture & Product Design Department
3	6	Apply for admission into IAPD graduate program
		1 st opportunity to select one of three summer options (may be a mandatory option depending on when the selected Study Abroad spring semester begins and ends). Consult Internship Program Coordinator or IAPD Academic Advisor
		Apply for Study Abroad Semester
4	7	Enroll in required graduate courses and undergraduate courses
		Optional: Apply for KCDC option
4	8	Enroll in required graduate courses and undergraduate courses
		2 nd opportunity to select one of three summer options
5	9	Complete Program of Study with IAPD Academic Advisor
5	10	Complete Program/Committee Change Form (if applicable) located on Graduate School website
		Submit 'Confirmation of Completion of Undergraduate Component of the Master's Degree' (January Deadline) to APDesign Director of Student Academic Services
		Review Graduate School Guidelines on Graduate School website. Complete exit interview, diploma information, and request for Graduation Clearance online ¹
		Each individual student schedules presentation of work with their Major Professor
		Request attendance of Supervisory Committee and other members of faculty or public
		Order cap, gown and Master mantle
		Present final project with oral examination to Major Professor and Supervisory Committee

¹ Student must be enrolled the semester the student graduates.

DETAILS OF THE TIMELINE

- To remain a graduate student in good academic standing, a student must maintain a cumulative minimum GPA of 3.0. To graduate students must have a cumulative GPA of 3.0 or higher and a GPA of 3.0 or higher for all graduate courses in the IAPD Program of Study.
- Students determine their final graduate project emphasis in Interior Architecture, Product Design or Furniture Design in the 9th semester. The Major Professor, who also is the advanced studio professor in the 10th semester, will be predetermined based on availability of space and the design emphasis selected. The Supervisory Committee for both the Fall and Spring semester of the 5th year will be the student's major professor, the Department Head and the IAPD Graduate Program Director.
- During the 9th semester, complete a Program of Study form in consultation with the Academic Advisor.
- In the final semester complete two forms, the "Confirmation of Completion of the Undergraduate Component of the Master Degree" and a "Request for Graduation Clearance" from the APDesign Student Services Office. Submit these forms to the APDesign Director of Student Academic Services, Seaton Hall 213. This office will confirm the student's completion of undergraduate requirements for graduation and send confirmation for graduation clearance to the Graduate School if eligible.
- When the Graduate School has processed the Request for Graduation in the 10th semester they will send an email to the student indicating whether or not the degree requirements have been satisfied. Once the requirements are met, the email from the Graduate School will describe the rest of the graduation process. It is required that all students complete the Graduate Student Exit Survey before they receive their diploma.
- Present final project. All final reviews must be held prior to the last day of final exams.
- Submit Diploma Information online to confirm name on diploma and address where diploma should be sent.
- Attend commencement(s). Deadlines to be met and information about K-STATE Graduate School commencement are available on the Graduate School website at <http://www.k-state.edu/grad/students/graduation/> The College of Architecture, Planning & Design holds its own convocation to honor students. This convocation information is made available by the APDesign Dean's office.

ADVANCED STUDIO WORK

During the 5th year in the Master of IAPD program, students enroll in IAPD 815 Advanced Studio Programming. In this course, students will determine the area of emphasis to focus on in the final year in the program. The policy of the Master of IAPD program is that students develop their own focus that reflects a focused investigation of topics and issues specific to their professional goals. The selected focus must reflect faculty experience, interest and expertise as well as the resources of the Department and the College. The final project referred to as advanced studio work, is a project that encompasses the following qualities:

The advanced studio work and programming document provides an opportunity to develop greater understanding of a topic related to Interior Architecture, Product Design, or Furniture Design. During a student's progression through the program, problems and issues are encountered that require in-depth review and analysis, so the

advanced studio work and programming document can be a vehicle for extending knowledge about such an area. Student learning is accomplished with the combination of the analytical programming document and the application of that analysis to advanced studio work; in a sense, it is the final product of several years of study and reflection, so it is important to represent that learning. Finally, the advanced studio work and programming document demonstrates that the student is an insightful consumer of research, possessing the ability to evaluate theory and research in the field and able to develop applications to a significant problem.

Students must choose one category as a general focus:

Interior Architecture Design Studio - Advanced studio works are complex and extend the architectural knowledge gained in the previous four years of study with special emphasis on basic knowledge required in the study of Interior Architecture. Studies are intended to utilize all skills developed by the student to this point in time but not limited to, various problem solving experiences in programming, horizontal and vertical spatial articulation, schematic design, design development, human behavior, energy conservation, sustainable design, adaptive use, presentation media, modeling, etc.

Furniture Design Workshops - Advanced workshops involve design and construction of contemporary furniture and other components related to the current environment. All projects are a series of iterative, full scale prototypes. Special attention is given to design syntheses, appropriateness of material, design detailing, ergonomic and anthropometric analysis, and selection of proper finishing materials.

Product Design- Advanced product design studios implement various processes and methodologies to develop systems and solutions that address needs, problems and opportunities for specific users, clients and stakeholders. Students must identify human need; research applicable users, markets, environments and technologies; generate, visualize and evaluate iterative design solutions; develop final concept models and prototypes; and finally develop pathways to commercialization. The work must address all aspects of product design... need; opportunity; human factors- physical, cognitive, and behavioral; form; color; technology; material specification; contextual/ interior architectural issues; sustainability; ethics.

Major Professor and Supervisory Committee

Each student receives initial academic advising from the Academic Advisor. In the ninth semester, during IAPD 815, students will be assigned a Major Professor based on the selected focus. The Supervisory Committee consists of the Major Professor (who is also the advanced studio professor in the tenth semester), the Graduate Program Director, and the Department Head. Each student will complete a Program of Study that requires signatures from the student, the Supervisory Committee and the Academic Advisor and the Department Head. The program of study form is submitted prior to the student's final semester in the program.

If the student would like to have input about his/her selected subject from Graduate Faculty members within the College, practicing professionals, experts, professors in other colleges or other knowledgeable sources, he/she may ask one or more persons for advice during their last year of study. These people form an informal advisory committee whose names do not appear

on Graduate School documents or forms. Communication with these informal advisory committee members is the responsibility of the student.

Project Review and Presentation

When the Supervisory Committee determines that the final project (advanced studio work) is substantially complete, the final project review is scheduled. During the oral examination, the student must present and defend the final project to the Major Professor and Supervisory Committee. The presentation is open to observers invited by the student and/or the Supervisory Committee and to departmental faculty and students. The presentation title, date, time and location will be submitted to the IAPD Academic Advisor who will post the information in the College.

The Supervisory Committee, which includes the major professor, determines whether the student demonstrated the depth of knowledge and quality of final project and presentation to meet departmental standards for graduate work. If the presentation meets the program's quality standards, the Supervisory Committee will pass the student. If the departmental standards are not met, the Supervisory Committee will notify the student by email and letter of either a conditional pass or failure in the examination and, therefore, the studio class. A copy of this email and letter will be sent to the Academic Advisor and placed in the student's file. (**Note:** Negative votes by two of the three member Supervisory Committee is a failure on the final oral examination.) Grades for the studio class are submitted to the University through the normal grade process at the end of the semester.

If the student passes the final project and oral presentation with conditions, the student must refine the project and submit it to the major professor for final approval. A grade of incomplete is assigned for the studio class. After the change in grade has been processed, the major professor notifies the Graduate School. If the student fails to complete all requirements by the deadline designated by the Graduate School, the student must enroll in a minimum of one hour the semester he/she graduates.

If the student fails the examination on his/her final project, a second examination may be scheduled no sooner than two months and no later than 15 months after the date of the initial examination. The student must submit a request for final oral examination to the major professor and receive a confirmation of date and time from that major professor for the presentation to take place. It is the major professor's option to include other faculty and members of the Supervisory Committee on the second final oral examination. Completing the second examination with a "fail" will require the student to retake the 10th semester studio again in the following year. This studio, which is only offered once a year in the Spring semester, must be taken on campus in the following Spring semester and cannot be done by distance learning.

Section VI – Student Support

SCHOLARSHIP OPPORTUNITIES FOR INTERIOR ARCHITECTURE & PRODUCT DESIGN STUDENTS

During the fall semester, all undergraduate and graduate students enrolled in the College of Architecture, Planning & Design are notified, in writing, by the Chair of the College Scholarship Committee about the scholarship application procedure. Each year faculty and/or administrators are notified about a number of scholarships that are not directly related to the university, the College or one of the departments. Some of these scholarship opportunities are of interest to our students. Many of these scholarships are sponsored by a particular agency or organization (e.g., AIA Minority Scholarship). The application procedures for most, if not all, of these scholarships are not related to the university/college procedures. As the Chair of the College's Scholarship Committee is made aware of these scholarships, the appropriate individuals are contacted, in writing, and the parameters of the scholarship are described.

Application Requirements/Deadlines/Continuing Students

All students seeking scholarships offered by the University, College or Department must apply for consideration by first submitting the necessary application materials. The application is available only on the Internet (<http://www.k-state.edu/sfa/scholarships/>). For consideration applications must be in the Office of Student Financial Assistance early during Spring semester. (Dates are subject to change--date must be verified with the Office of Student Financial Assistance.)

Scholarships

A partial list of scholarships which may be available in any given year are described below:

360 Architecture Scholarship - Any undergraduate student enrolled in the College of Architecture, Planning, and Design with a minimum 3.0 GPA. The scholarship will rotate between the Departments of Architecture and Interior Architecture & Product Design, starting with Architecture in 2006-2007. IAPD will eligible 2007-2008, 2009-2010, 2011-2012, etc.

Wendy Parks Acker and Douglas Parks Scholarship - Any student enrolled in the College of Architecture, Planning, and Design or Engineering (alternates every other year). Standard eligibility requirements are set by the General Scholarship Committee. Selected by the General Scholarship Committee from recommendations by appropriate scholarship committees from the College of Architecture, Planning & Design or Engineering in their respective years in the Spring. Stipends are based on the annual earnings from \$2,500.

Joy Anne Balderson Memorial Scholarship - Entering 4th year Interior Architecture & Product Design student who must have a vibrant personality, commitment to chosen profession, and above average scholastic standing. Determined by the Balderson Family upon recommendation

from the Head of the Department of Interior Architecture & Product Design determined by departmental faculty. The stipend is a \$500 minimum.

David R. Earle Memorial Scholarship - 3rd year Interior Architecture & Product Design student with a minimum GPA of 3.0 with high moral character as exemplified by active participation in the college and campus activities. Final selection is made by the departmental faculty.

The Gossen Livingston Associates Scholarship - Available to any student enrolled in the College of Architecture, Planning & Design majoring in Architecture, Interior Architecture & Product Design, or Landscape Architecture. Preference will be given to a family member or children of current employees of Gossen Livingston Associates should they apply. This scholarship rotates among the three departments.

The HOK Sport Minority Scholarship - Available to any student enrolled in the College of Architecture, Planning & Design.

Larry W. King Scholarship - Available to 4th or 5th year students from the state of Kansas who are enrolled in either the Department of Interior Architecture & Product Design or the Department of Architecture in the College of Architecture, Planning & Design. Preference will be given to students demonstrating a passion for their chosen profession, strong level of talent, and not on their GPA. This scholarship rotates in alternate years between these departments.

McCiuggage Van Sickle & Perry Scholarship - Available every third year to Interior Architecture students who are 3rd, 4th, or 5th year with a minimum of a 3.0 GPA.

Pettijohn Kinney Architects and Interiors Scholarship - Any student enrolled in the College of Architecture, Planning & Design.

Weigel Scholarship - Any student enrolled in the College of Architecture, Planning & Design

Employment and Internship Opportunities

The IAPD website has a link dedicated to assisting students and alumni gain employment or internships from firms who have reached out to the college. Periodically, a firm will reach out to the college or department with a job posting and immediately the department posts the announcement online with the location, type of position (internship/employment) and the date the position was posted. All posts are kept on the website for a year for later reference of companies who have been interested in hiring IAPD graduates. The employment and internships link is a password protected site. To access the information, please contact the IAPD Office to get the log in information.

Other Student Opportunities

The IAPD Department often gets information on various conferences, competitions, grants and publications for our faculty, staff and students. This information is posted on the IAPD website: http://apdesign.k-state.edu/iapd/awards/opportunities_main_page.html

Section VII – Student Responsibilities

ORGANIZATIONS AND COMMITTEES

College and Departmental Committees

Students across the college are members of standing college committees including: the College Committee on Planning (CCOP); Diversity; Building and Facilities Management; Environmental Health and Safety; Responsible Stewardship; Technology; Weigel Library; Interdisciplinary Studies and Service Learning; Design Expo/Mock Interview; and Open House. IAPD students are invited to serve on departmental committees as they are formed. Any student who is interested in participating in a College or Department committee should make his/her interest known to the Department Head.

Graduate Student Council

The Graduate Student Council is the governing board of the Graduate Student Association, and consists of representatives from each of the Graduate Student Organizations registered with Office of Student Activities and Services (OSAS). The Master of IAPD students elect one student to serve as a delegate to this board. The primary function of the board is to provide funding to student organizations and to distribute travel grants to graduate students in each department. Graduate Student Council members are also eligible for travel grants.

Other Organizations

IAPD students engage in many professional and service organizations, available throughout the department, college and university. Professional organizations in support of the design disciplines often have a student membership option, sometimes at a heavily discounted rate compared to professional membership. Some of these organizations include:

- American Institute of Architecture Students (AIAS)
- APDesign Ambassadors/Mentors
- *APDPro* - is a professional development program offered to APDesign students. The mission of *APDPro* is to enrich the student experience in APDesign and provide a competitive advantage as they study and prepare to enter the workplace. The programs offered through *APDPro* provide easy access to a variety of valuable support services and university and professional resources through workshops, lectures, seminars and leadership activities. For more information, please see: <http://apdesign.k-state.edu/current-students/apdpro/index.html>
- Dean's Student Advisory Council (DSAC): The Dean's Student Advisory Council is the College Council for the college of Architecture, Planning, and Design. It is an informational committee designed to connect all leaders of the college to easily convey information to the entire student body. The mission of the Dean's Student Advisory Council is to facilitate communication between all students, faculty, programs, and

administration within the college of Architecture, Planning, and Design. Members will consist of leaders throughout the whole college and representatives from every major discipline and organization. To apply see: <http://apdesign.k-state.edu/forms/dsac-form/>

- Emerging Green Builders
- Freedom by Design
- Interior Architecture Student Council (IASC) - IASC is a group of Interior Architecture & Product Design students who voluntarily serve their student body. IASC is responsible for many activities within the department including recommendations on curriculum adjustments, studio topics, and coordinating special service projects. The IASC Constitution can be found at: <http://apdesign.k-state.edu/iapd/pdf/iasc-constitution.pdf>
- IDEC
- Industrial Designers Society of America (IDSA)
- Tau Sigma Delta
- National Organization of Minority Architecture Students (NOMAS)
- Women in Design

COMMUNICATIONS

Departmental Communications

The IAPD Department utilizes many ways to communicate information and keep everyone informed of upcoming events and important news. Some examples of the communication efforts includes a weekly newsletter and accounts such as - “K-State IAPD” Facebook page, “@K-StateIAPD” Twitter and “Interior Architecture and Product Design” Linked In. The IAPD webpage is also updated with the weekly newsletters as well as notable awards and accomplishments.

Mail

Master of IAPD student mailboxes are located in the corridor on the second floor of Seaton Hall, across from Seaton 212. All APDesign students have a mailbox in this area. Mailboxes should be checked frequently. The mailboxes are for internal College of Architecture, Planning & Design messages and for notes between faculty and students, as well as student- to-student communication. Because there are no security measures for these mailboxes and the Department staff does not distribute student personal mail, the Department of IAPD address should not be given out as an official mailing address.

Email and K-State eID

All students and faculty have email addresses and communicate by electronic mail. Students must use their official K-State email address and eID for access to the network and university online resources. Many announcements from university and college offices will arrive by email. Students are expected to check their email frequently and to keep the inbox available for receipt of new email.

Telephone

There are several emergency telephones located in Seaton Hall and Seaton Court. If a student must be reached in an emergency, the departmental staff (532-5992) will deliver the message to the studio. If a student must be reached after office hours, the campus police (532-6412) may be contacted and asked to locate students in the studio or classroom.

iSIS (Student Information System)

Students use this system to enroll in courses, maintain personal information records, monitor degree progress, and access information such as account status, financial aid awarded, and grades received. It can be accessed through the K-State home page.

TRADITIONS

Department Picnic

Near the beginning of each Fall semester, IAPD students, staff and faculty bring Frisbees, volleyballs, and food to this annual cookout in a local Manhattan park.

Wine & Cheese

The custom of serving wine with cheese has been popular with peasants at least since the days of Homer. It became the rage among the smarter set only when King Louis XIV of France stopped for refreshments at Varenne where he enjoyed a fresh Brie cheese taken together with bread, butter and a dry red wine. From that day until the present, there have been few treats more sophisticated than the combination of wine and cheese.

A social event for students and faculty alike in the department to enjoy each other's company and conversation while partaking in the accoutrements of the socially elite; an event of which the Sun King himself would undoubtedly approve. The charge to organize this affair is brought upon the fourth-year students, held annually in the fall semester (to allow those students who might be interning or studying abroad during the spring semester the opportunity to attend.) Tradition has it that this event serves as a gift to the fifth-year students to celebrate their soon-to-be graduation and to commemorate their accomplishments thus far.

Field Trips

Each year IAPD students participate in field trip experiences. Overnight field trips include traveling to Dallas and Chicago. Many daytrips are also planned throughout the semester. These trips give the students an opportunity to meet with professionals in the field.

Open House

Held every spring, the KSU Open House provides an opportunity for prospective students, families, and the general public to explore and engage in the work of Interior Architecture and Product Design students. This event helps educate everyone about the social, sustainable and human issues in interior architecture, product design and furniture design projects accomplished in the program and the associated designing and making activities.

5th Year

There are many traditions the 5th year class partake. These include: Friday Studio Breakfast, Pecha Kucha event and annual graduation celebration picnic. Near the end of each Spring semester, 5th year Interior Architecture & Product Design students, staff and faculty celebrate the successful completion of students' academic career at K-State with a barbeque near Tuttle Creek.

NOTE: *From time to time situations may arise where the department will need to revise current policies or initiate new policies. The students should be advised that any new policies adopted will be disseminated to the students and that they will be responsible to comply with the new directives.*

Appendix