INTERIOR DESIGN STUDENT HANDBOOK

KANSAS STATE UNIVERSITY

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This handbook outlines the policies and procedures for the Interior Design (ID) Program in the Department of Interior Architecture and Industrial Design (IAID) in the College of Architecture, Planning and Design.

The information contained in this document is to be considered a part of all syllabi for interior design courses.

This handbook is a working document and is subject to revisions. Students should always consult the most current version of the handbook for important information relevant to their participation in the Interior Design Program.

To contact the Interior Design Program:

Department of IAID
College of Architecture, Planning and Design
Kansas State University

Kristianna Johnson | ID Program Coordinator
kristyjo@k-state.edu

Nathan Howe | Department Head
nhowe@k-state.edu

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DESCRIPTIONS

Interior Design: Our Educational Philosophy

The ID Faculty approaches design education as a team of engaged scholars whose charge is to facilitate student success both in and out of the classroom. We believe interior design advances human health and wellbeing and engages broad intellectual questions.

Our interior design students learn to design environments that shape human behavior and foster human health and well-being. You will learn to effectively apply design research in the conceptualization, planning, and execution of environments that meet the needs of diverse individuals and complex human interactions.

We value each faculty member's contributions to the interior design curricula and the roles they play in creating excellent educational experiences.

Expected Attitudes of a Professional

As a faculty team, we appreciate the framework developed by David Maister (1997) that outlines the attitudes and conduct of professionals. We encourage all students and faculty members to adopt and apply these principles in their work and interactions with others.

David H. Maister's Attitudes of a Professional:

- Taking pride in your work (and being committed to its quality)
- Taking responsibility and showing initiative
- Being eager to learn
- Listening to and anticipating the needs of others
- Being a team player
- Being trustworthy, honest, and loyal
- Welcoming constructive criticism

Source: Maister, D.H. (1997). True professionalism: The courage to care about your people, your clients, and your career. New York: Free Press, pp.15-16

Time Commitment

Design studio courses require a commitment of adequate time to address assigned problems using published materials, creativity, and problem-solving skills. Studio courses typically require developing multiple alternative solutions to given problems using modeling, drawing, graphics, and writing.

Studio assignments will require additional time outside of the regularly scheduled class period in order to sufficiently fulfill the stated problem requirements. Students enrolled in 3-credit hour studios should be prepared to spend 12-18 hours outside of class each week. Students enrolled in 4-credit hour studios should be prepared to spend an additional 18-27 hours outside of class each week. Faculty members expect to see notable progress on student work between studio sessions.

Professionalism and Academic Integrity

The study of interior design and professional design practice relies upon active, cooperative design investigation informed by conceptual and factual study, professional ethics, and a commitment to human improvement. Consequently, design investigation in studio and other courses must comply with academic and professional standards for intellectual integrity.

INTERIOR DESIGN PROGRAM POLICIES

Student Academic Creations

Student academic creations are subject to Kansas State University and Kansas Board of Regents (KBOR) Intellectual Property Policies.

The KBOR policy states: "The ownership of student works submitted in fulfillment of academic requirements shall be 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 referenced in the KBOR Intellectual Property Policy, includes display of student work in various media and for promotional, educational, and accreditation purposes.

For more information see the K-State Intellectual Property Policy.

Retention and Display of Student Work

The Department of Interior Architecture and Industrial Design (IAID) reserves the right to retain any student work completed in departmental classes. Individual instructors will determine which projects, if any, will be retained by the department. The instructor shall provide the student a digital image(s) or other form of reproduction of her or his project.

Projects will be displayed in the hallways and classrooms of Justin Hall and Seaton hall at various times during the semester. If you have concerns or questions regarding this practice or do not want your projects displayed, please notify IAID in writing using the Item Display Waiver form provided by your instructor.

Please be advised that, even though reasonable precautions will be taken, neither Kansas State University, the College of Architecture, Planning and Design, IAID nor the faculty or staff are responsible for the displayed items. There is no insurance coverage for theft and/or vandalism of displayed items.

Standard Format for ID Project Labeling

Students are expected to label each piece of submitted work with the following information;

1. the names of author(s) / creator(s) of the submitted work,
2. the faculty member(s) who assigned the project/ instructed the studio,
3. the number of items in the project submission, and
4. the semester and year the work was completed

This information is to be located on the back side of the submission in the lower right- hand corner on physical submissions. Digital submissions should include this information on either a cover slide, or with credits at the end of the submission along with other citations and references.

This standard labeling format allows for all work to be quickly identified when items need to be archived, retrieved, and/ or returned. Instructors will provide a digital version of the label for student use.

Academic Honesty & the Honor Code

Kansas State University has an Honor & Integrity System based on personal integrity which is presumed to be sufficient assurance in academic matters one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor & Integrity System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses oncampus, off-campus, and via distance learning.

The Interior Design faculty are committed to the role of honor and integrity as an aspect of professionalism. We expect professional behavior, including academic honesty, among our students. If a student is in doubt regarding what is required of him/her, he/she should ask the faculty member responsible for the course.

A component vital to the Honor & Integrity System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students.

The Honor Pledge is implied, whether or not it is stated:

> "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."

The default in ID classes is that ALL work will be accomplished individually, UNLESS faculty permission is given in advance of an assignment or testing activity.

The ID Program faculty understands the Honor Code to require acknowledgement for the use of ideas, graphic images (including photography and copyright-free online images), and quoted text in all work completed for ID program studios and courses.

Appropriate citations and acknowledgement should accompany any work that is not the sole product of a student's own effort.

Use of AI

It is up to the discretion of a course's instructor whether or not generative AI content may be submitted. When used, the use of AI must be

cited when used for general assistance and generation of ideas and images.

The [Honor & Integrity System web page](#) contains additional information on the university policy.

Academic Advising in Interior Design

The ID Program assists students entering the ID program in selecting first semester courses through the K-State summer enrollment process. In the fall semester of the first year, students prepare a customized four-year plan that reflects each student's semester-by-semester approach for academic course enrollment and other structured professional development experiences (such as study abroad, study tours, practicums and internships).

ID students will receive assistance enrolling in courses prior to the subsequent course either individually or with their cohort in a group advising session. Students with questions regarding their academic plan at any point during their time with the ID program, or students with a desire to speak privately with the Advisor, need to contact the Advisor for an advising appointment prior to semester registration. Students may use email correspondence to address advising questions or make appointments for individual meetings.

Faculty Mentorship

Faculty are available for answering questions about a host of professional development topics including but not limited to scholarships, study abroad opportunities, graduate study, ideas for internships.

It is encouraged and often organic that students form a mentor-mentee rapport with faculty so that faculty members can assist a student for letters of reference and guidance in exploring employment and graduate education options. Mentoring often continues after students leave the university with their degree; alumni frequently seek career and/or professional advice.

Students are welcome to meet with the Advisor or a faculty mentor to discuss concerns about their choice of major, failure to do as well as they would like in specific courses, and time management or life balance issues.

Weapons and Safety Policy

Kansas State University prohibits the possession and use of firearms, explosives, and other weapons on any University campus, with certain limited exceptions, which include use of weapons as part of approved University Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided in the weapons policy, which may be found at: https://www.k-state.edu/police/prepare/weapons/

Concealed Carry

Under the Weapons Policy, individuals who carry a concealed handgun must have the handgun on or about their person at all times. A backpack or other bag used to carry a handgun must be within the immediate reach of the individual.

Before bringing a concealed carry handgun into a University building, individuals who choose to carry a concealed handgun, should consider whether or not they may be required to be separated from their handgun. Courses in the Interior Design Program regularly require students to participate in activities, such as engaging in group work, moving between studio and lab spaces, and presenting information to a group from the front of a room. Many times these activities are in response to a unique learning opportunity and cannot be fully anticipated or announced in advance. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities.

Students in the Interior Design Program should consider this Handbook policy "advance notice" that any ID course (studio, lecture, lab, etc.) may create a circumstance where students may be out of immediate reach of their belonging. If you plan on carrying any type of concealed weapon, you should take this into consideration for each interior design class you attend, and plan accordingly.

Per University policy, the lockers assigned to students are not acceptable locations for storing firearms. Students are encouraged to take the online weapons policy education module to ensure they understand the requirements related to concealed carry. Violations of the university weapons policy can and should be reported to authorities.

Campus Safety

Kansas State University is committed to providing a safe teaching and learning environment for student and faculty members. In order to enhance your safety in the unlikely case of a campus emergency, make sure that you know where and how to quickly exit your classroom and how to follow any

emergency directives. To view additional campus emergency information go to the University's main page, www.k-state.edu/advisories/, and click on the Emergency Information button.

Field Trips

The ID curriculum is supplemented with learning experiences that happen outside of the classroom, beyond the campus, and outside of the city of Manhattan. The ID Program occasionally organizes transportation for field trips. Students may not use personal vehicles to travel to field trips if organized transportation is provided.

Dress for field trips:

Dress for field trips will be determined by the activities and site visited. At construction sites, pants and closed-toe (flat) shoes are mandatory. Hardhats will be provided as required. Field trips to museums, offices, and historic sites typically require business casual dress. Clothing and shoes should be chosen to match weather conditions and appropriate for walking for extended periods of time (indoors and outside).

ID Student Symposium

The Interior Design Student Symposium (Symposium) is an event organized by interior Design student leaders for the entire department's student body.

The Symposium is held annually in the spring and features a showcase of excellence, keynote speaker(s), panels of design professionals, and a networking luncheon. This event provides students the opportunity to interact with a variety of professionals working in all facets of the design profession.

Students value the experience of learning firsthand the expectations that will accompany their transition from the academic setting to the professional office environment. The symposium is a critical professional development activity for students at all levels of studyInterior Design students are expected to fully participate in Symposium events.

Students are not required to attend supplemental activities that require purchased tickets (e.g., showcase of excellence, networking luncheon), but attendance is mandatory at other activities (e.g., keynote address, professional panels). Studios and other interior design classes will not be held during Symposium events.

Students who need to attend other K-State classes are excused from the Symposium for the duration of those class sessions, but are expected to return to the Symposium when they are not in class. Students attending symposium events are required to wear business casual dress.

EXPLANATIONS

Role of the Critique

Much of the coursework in the ID Program is taught and evaluated through the process of group or individual critique. The primary role of the critic (faculty member or invited guest professional) in a design studio is to provide constructive critical evaluation of each student's design work and their progress in learning to be a designer.

Critique draws on the experience of the faculty members (and guests) to guide students. While the faculty members have shared expectations, the member's individual expertise and experience provide them with different ways to understand and approach a design problem. Critics may suggest multiple, different ways to resolve design challenges. When a student hears differing feedback from different critics, it is not expected for the student to choose the "right" solution from the offered critiques. What faculty intend for students to learn is that the piece of the design being evaluated is weak or unresolved and requires further consideration.

The critique process provides direct feedback to a student for the improvement of a specific assignment, as well as exposure to different ways of understanding and approaching the issues involved. These discussions model the ways that professional designers evaluate design using theory, critical viewpoints, and research. Students will learn to distinguish successful design solutions and ways to talk about design strengths by watching and participating in these critique discussion as an observer and presenter.

As design students mature, they learn to critically evaluate their own work. The development of self-criticism is an important goal for design students. Design studios rely on the critique process to demonstrate common design processes. In one-to-one and group meetings, studio instructors frequently model specific design methods or direct students through abstract thinking processes. The instructor may suggest alternative approaches to challenge a student to look at a problem in a different way.

The process of talking about a design solution (to a colleague or an instructor) requires testing the solution by communicating ideas and checking professional responses. The critique process also allows faculty members to teach skills and knowledge relevant to design in ways that are directly engaged with the students' ongoing development. Throughout the critique process, faculty members (and guest critics) use a professional lens that mirrors design practice.

The studio critique process enables regular, one-to-one communication between students and an instructor about progress, student interests, work habits, and communicative ability (verbal and graphic). End-of-assignment and mid-assignment critiques often focus on part (rather than all) of a student's work product. Instructors will evaluate student work for a holistic understanding of accomplishment. Studio syllabi and assignment grading rubrics will address the way points/ grades will be scored.

Studio Culture and Expectations

Active engagement in the studio environment is critical for mastery of course content and developing the mindset and behaviors of a professional designer. Studios are modeled after workplace practices that involve the contribution of all participants. We look at studio attendance like the professional expectation of "showing up for work."

Attendance and participation during scheduled class meetings is required and is an important part of developing a professional attitude toward responsibilities. Unlike working in isolation (e.g., working on projects at home), the studio environment allows for spontaneous exchange of knowledge and exposure to timesaving information, much like a professional office. This simple but valuable interaction is only available to students in attendance who are engaged in the activities assigned for the full studio time period.

Participation & Attendance Policy

Attendance is expected because a productive learning experience is more effective when all students are present to participate in the exchange of information and ideas. This culture of shared and participatory learning has multiple academic and professional development benefits:

1. Mastery of presented content has been shown to be stronger when students actively engage with others in the learning experience (e.g., they usually earn higher grades because their

performance is better).

2. Students who develop the habit of working effectively during scheduled blocks of time are more adept at handling the pace of work in a professional office.

3. Information that is shared during studio is often in response to new ideas or questions posed by students "in the moment" and solutions can be discussed spontaneously as a group, thus saving time.

4. Many design problems will be team-based and working alongside design colleagues during scheduled studio times reduces challenges of coordinating schedules outside of structured class period – which demonstrates professional respect for others.

Students are expected to:

- Arrive at class on time and stay until the scheduled ending time. Students are responsible for discussions, assignments, and materials delivered during class sessions.

- Be prepared for the scheduled activities. Assigned readings and out-of-class activities should be completed. Materials and work should be in the format identified by the course instructor (e.g., printed pages, digital

file(s), notes, drawing development). Being unprepared for class limits interaction and discussion with colleagues and the instructor.

- Provide evidence of significant progress on projects since the last class meeting. When students are working in teams or groups, students are expected to complete individual work on time to meet obligations to their colleagues. Students should fully participate in class meetings, as well as group activities.

- Have the necessary equipment and materials to perform current projects. Studio supplies may need to be replenished throughout the semester.

- Focus on studio work during the scheduled class session. Use time efficiently to maximize learning opportunity.

- Be respectful of colleagues, instructors, staff, and university personnel at all times.

- Adhere to the Guidelines for Studio Use in Justin Hall.

Note: Attendance policies for each course are up to the instructor's discretion for the individual course's requirements, objectives and expectations. Students should refer to individual course syllabi to become aware of the attendance policy specific to each course.

Guidelines for Studio Use in Justin Hall

1. Students are free to imagine, to consider, to question, to debate, to design, and to make things in the Interior Design Studios. The studios are learning and working environments.

2. Students are encouraged to use the studio workspaces during and after their studio class session for producing the creative work required by interior design courses. Regularly scheduled studio classes ALWAYS have priority to studio space when class is in session. Students may use unoccupied tables and equipment during regularly scheduled classes only with the expressed permission of the instructor leading the class. The opportunity to work in studios while other classes are in session is not a right. Students are expected to respect regularly scheduled classes.

   a. Students are also allowed to use the Interior Design Studio workspaces as a study center for other course work outside of studio class hours.

   b. Students may not provide access to the studio spaces for individuals not enrolled in the ID Program.

3. Students are free to do work that creates debris, if the debris is cleaned up and does not interfere with regular class sessions, or create hazards for electronic equipment or indoor air quality.

   a. Sprays, paint, and adhesives which have a strong smell cannot be used in the studios and must be applied only in properly ventilated environments. No aerosol sprays, paints, and/or adhesives may be used in the building, even with the windows open. If these materials are used outside, the ground and/or wall(s) must be protected from overspray. The suround area should never be damaged, even temporarily.

   b. Students may not make a mess that they cannot or do not clean up. Smoking, burning candles, incense, and any type of open flame are strictly prohibited.

4. Students may talk quietly, move around, and meet with fellow students or faculty members in the ID studios as long as the actions do not disturb, harass, or otherwise interfere with the legitimate studio activities or colleagues.

5. Students may use electronic devices during studio sessions as permitted by course instructors. During open studio hours, students may only listen to music or other media using personal headphones with the instructor's permission. Sound that distracts other students is never allowed.

6. Students may keep a computer and other personal possessions required for studio in individually assigned work areas and in secured lockers. The Department and College accept no responsibility for the security of personal possessions.

7. Students may access resources provided in the studios and through the ID Resource Library for the completion of interior design course work. Literature resources should be returned to their original locations as soon as possible after use. Unused samples and materials must be returned to the Resource Library to be re-filed.

8. Students may use the furniture, equipment, and techonology provided by the ID Program in a safe and appropriate manner. The creation of student work should not result in damage to the studio environment or its contents. Damage to the studios, equipment, or services will result in restriced access to the studios and equipment. Inappropriate use, including cutting on tabletops and furniture, will require restitution for repair or replacement. Safe cutting surfaces are provided. Sharps must be disposed properly in a sharps waste receptacle.

9. Students share in the responsibility for the maintenance of the Interior Design studio environment. Report repair and maintenance needs to departmental staff in the IAID office, or by calling the staff at (785) 532-5992.

10. Students are free to speak with faculty members, student organization representatives, and/or department or college administrators about problems or needs in the studio spaces.

11. Students are expected to exercise good judgment in the use and care of the ID studios, labs, and other building facilities, and to expect the same from your classmates.

Recycling and Waste

The Interior Design Program faculty support a commitment to design that addresses the complex concerns of sustainability, including, but not limited, to the reduction of over-consumption and waste, the reclamation of materials, and the financial stewardship of program and departmental resources that help keep costs for students at a minimum.

To address sustainability and model professional behavior towards the use of resources students and faculty are expected to use all resources within the IDFS department efficiently and wisely. The following are simple, yet very impactful steps and actions that when applied collectively help us maintain a positive culture of respect for our environment and each other.

Keep it Clean

It is your responsibility to pick up after yourself each time you use a space, including food and beverage items. Non-recyclable, waste materials should always be placed in the waste bin located in each classroom or studio. Food and beverage trash is to be taken to recepticles outdoors or in the restrooms for disposal.

Why it Matters

Keeping our spaces, furniture, and equipment clean, helps keep them in good condition, reducing costs for repair and/or replacement. This translates directly into keeping costs of education in check.

University custodial and maintenance staff provide general building and room cleaning. If a spill or mess is difficult to manage alone or needs special attention or cleaning, students should ask for help by reporting it to a faculty member or the IAID department office as soon as possible.

Reduce, Reuse, Recycle, Reclaim, Repurpose

Think about every element that you put into assembling a physical project or assignment and how it will have a life "after" you are done with it.

Over-consumption and premature disposal of goods and reusable materials is a major source of unnecessary waste in our landfills and results in negative consequences for costs of production and environmental impact.

Remember:

- Separate out recyclable materials and place in the respective receptacle. K-State provides one-drop recycling that accepts paper, cardboard, and plastic. Glass cannot currently be recycled on campus. If you have a question about a material, ask a faculty member for guidance.

- It is inappropriate to contaminate the recycling bins by throwing all waste materials into one bin. You are expected to make the first sort of non-recyclable from recyclable materials.

- Food waste or items contaminated with food waste (including wrappers and drink containers) should not be placed in recycling bins.

- Select project materials to avoid non-recyclable options (e.g., use cardboard or museum board in place of foam board).

- Minimize the number of material samples ordered from manufacturers and distributors. While samples may be free to the student, they costs money to produce and ship, as well as have environmental costs in embodied energy. Students are responsible for returning unused samples if the manufacturer has a return program, or, taking any unused samples to the Resource Library.

- Test plotting should be limited to a partial, representative strip of a digital image. Any unused plots should be recycled.

- The last person to leave a studio or classroom is responsible for turning off any electrical lighting and/ or fans and closing any open windows.

The resources we save through our professional and responsible use of materials and spaces reduces costs, limit potential tuition increases, and help lower our impact on the natural environment.

Evaluation

The curriculum for Interior Design Program has been carefully planned to strategically and incrementally build skills and knowledge required for entry level professional practice. Evaluation of preparedness to move to the next level of studio/classes is holistic and involves a measured assessment of knowledge related to course content and attainment of professional competencies.

Grading: Faculty assess each student's level of mastery of skills and knowledge through the student's responses to projects and other related course assignments. Letter grades are assigned based on the following criteria:

A 90%-100% Superlative: Work goes beyond the dictates of the exercise or assignment in level of skill and/or richness of development. Addresses the issues in a truly exemplary manner.

B 80%-89% Very Good: Solves the problem and exhibits some special qualities. The consistency of these qualities is variable.

C 70%-79% Good: Solves the basic problem, but without any particular distinction. Solution is acceptable, average, but could be improved.

D 60%-69% Below Average: Acknowledges a few of the issues, but with some problems, awkwardness or misunderstandings.

F 0% - 59% Deficient: Ignored, missed, misunderstood the problem.

Evaluation of student preparedness is also assessed by the student's ability to demonstrate the type of work-place practices required to be effective on the job. This includes being actively engaged in the learning experience (see Studio Culture and Expectations) and being able to produce the assigned work within an established time frame.

Submitting work by a deadline reflects multiple academic and professional aptitudes, including but not limited to the following:

1. the ability to effectively apply previously learned skills and knowledge to new problems,
2. the capacity to establish and follow an iterative process which requires critical thinking and timely decision making,
3. an awareness of time-factors associated with completing work to a level where it expresses a response that can be interpreted by others, and
4. a professional mindset that demonstrates respect for other colleagues who are also vested in the outcomes of shared process.

Instructors will establish the due date and time for each project and assignment. Students are expected to submit their work by the established deadline, even if they feel it is not entirely completed to the level they had aspired to accomplish.

Project work or assignments that are submitted late (regardless of excuse or reason) will be evaluated for student feedback but may not receive a formal grade. At the end of the semester, faculty will make a holistic assessment of the student's preparedness for the next studio/class by evaluating all work produced by the student as well as the other skill sets, and patterns of professional behaviors demonstrated throughout the course.

Late submissions, if assessed to be related to a pattern of poor decision-making, may impact a student's final grade.

Achieving your potential

The Interior Design Faculty are committed to helping each student recognize their potential as they complete their degree requirements. Each semester, all faculty participate in a review of outcomes from each studio and discuss how to build upon strengths student cohorts have as well as address any areas where student cohort learning outcomes should be stronger. The goal is to identify cohorts who might need additional resources that could help them be more successful.

Studio Engagement, Performance & Application

A portion (typically 10% but this can be adjusted by each faculty member) of a student's grade will be based upon in-class effort, engagement, attitude, and participation. Studio attendance will be taken daily and the level of effort and engagement will be frequently noted.

Absences from studio, regardless of the reason, is often detrimental to project performance and as a result may lower a student's final grade.

Much can be accomplished during a studio session if you establish good working habits. When you step into studio, you should have a list of questions or outcomes that you intend to address.

Before you leave your studio session, you should have a list of items that you will have completed before the following studio session. Students who approach studio with this type of mind-set are more likely to be highly productive, and be able to manage the multiple other activities that fill their calendar.

Statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces

The Interior Design faculty are committed to promoting equity and believe the success of an inclusive learning environment relies on the participation, support, and understanding of all students in keeping with the K-State Principles of Community https://www.k-state.edu/about/values/community/.

Every student has the opportunity to add to the legacy of the program. The ID faculty and students can build a studio culture that values hard work, good time management, and high standards of personal/professional behavior, excellent projects, and the learning that comes from a stimulating and dynamic environment for design education

Equal Access to Learning

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, it is your responsibility to bring this to the attention of the Kansas State University Student Access Center.

All academic accommodation requests must be registered by the student with the Student Access Center who will then request appropriate accommodations with the instructor. You can reach them at accesscenter@k-state.edu, 785-532-6441. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety.

Students receiving academic accommodations must recognize that their work and performance in their courses must still demonstrate that they possess the minimum competencies (by end of the regular semester) required to proceed to the next course. The assignment of incomplete grades is reserved for highly unusual circumstanstances and is not to be expected in order to complete the coursework.

The bottom line, in order to pass a course, your work must meet the same mark as expected for everyone else. Even if you are absent for a legitimate reason, it doesn't excuse you from doing the work competently, being responsible for the information that is shared in class, or meeting the established deadlines.

Dress for Professional Settings

The ID Program requires students to dress appropriately for all presentations, field trips, and professional seminars (including the IDFS Student Symposium). In most cases, appropriate dress will be business casual. Students who are not dressed appropriately for professional events may be asked to change attire and/or may not be permitted to attend program or department sponsored events.

Business casual attire can also vary according to regional, cultural, and business/organization expectations. These guidelines represent a common "Midwest" standard. Students attending professional activities in other parts of the country (or in other countries) should inquire about local expectations.

Professional attire (also known as interview attire) is appropriate for interviews for internships and summer or post-graduation jobs in the profession. Students seeking employment and attending job fairs on campus or participating in interviews (or mock interviews) should wear professional attire.

Professional attire will be more formal than business casual. Professional attire usually requires a suit (or matched suit separates), a collared shirt, and dress shoes. Men are commonly expected to wear a tie. For events sponsored by the ID Program, business casual attire will be understood to follow these recommended guidelines:

- Shirts with collars (this could include banded collars and turtle-necks)
- Sweater or blazer / sport coat (optional)
- Khaki or dress pants
- Knee-length (or longer) skirts or dresses
- Dress shoes (usually closed toe) with dress socks or tights (seasonally appropriate)
- A limited amount of jewelry & other accessories
- A tie is not required

Business casual NEVER includes:

- Flip-flops, sandals, athletic sneakers, and most open-toed shoes
- Halter tops, tank tops, or spaghetti strap tops
- Casual or athletic t-shirts or sweatshirts
- Torn or ragged jeans or pants
- Sweat pants or "yoga" or athletic stretch pants
- Short skirts or shorts (defined as higher than 2" above the knee)
- Transparent (sheer) or otherwise revealing clothing items
- Clothing items with provocative statements or messages

Be "you" – Just a more "Professional You"

Students are encouraged to dress stylishly in fashions that represent their personal aesthetic and body types. Recognize however, that business attire is typically considered more conservative than trendy. While how an individual dresses should reflect the individual (e.g., in personal aesthetic, body type, color choice), the individual's dress also makes a statement about the organization or business he or she represents.

Business casual and professional attire should be comfortable and seasonally appropriate. Clothing should not be tight or revealing. When an individual is ill at ease or preoccupied with clothing (e.g., riding up, falling down, pinching), the distraction can create unprofessional or embarrassing situations.

It is NOT appropriate to expose cleavage, backs, legs more than a few inches above the knee, or tattoos and/or piercings located on the torso. Clothing should be in good repair, clean, and unwrinkled.