

# idi Space Planning: Course Syllabus

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The primary objective of the course is to teach the skills required to produce effective design solutions. The student will study space planning of both commercial and residential installations. However, the emphasis of this class is placed on commercial plans. Primary focus will be on the NCIDQ testing problems used for most professional organizations for advancement to professional standing. This class is intended to teach project phases and deliverables.

The student is to demonstrate ability in and comprehension of the following skills during this course:

- Matrixes
- Relationship and bubble diagramming
- Programing
- Furniture placement
- Drafting
- Barrier free design requirements
- Understand and utilize office system

As interior designers, we make decisions that should create the proper environment for our clients. Whether it is a small remodel of a modest home or a tenant improvement for a 100,000 square foot office building, space planning is a vital skill used for designing a successful space. Space planning is the key element to determine whether or not a space will support the needs of the end user. You will learn how to evaluate programs, converting the written problem into a functional space plan. You will apply ADA considerations to your space plan solutions, as required.

## **Course Policies:**

### **Attendance:**

Attendance is a responsibility. Attendance reports are submitted weekly to IDI administration and are tallied. Upon missing a second class session, whatever the reason, the grade drops one full letter grade. Three absences will cause student to fail this class.

Each student is expected to be on time and to remain online for the full class. Tardiness and early departure will accumulate toward an absence: three of either will equal one absence. Students who are tardy more than one hour after class begins will be considered absent.

You **MUST** submit the final program on the final day of class. Failure to do so will result in a failure of the class.

### **Deadlines:**

All quizzes will be done through Canvas. Practicums will be done in class and a hard copy of all assignments will be submitted in class on the due date. A photo of all work will be posted to Canvas as well the day it is due. No early or make-up exams will be given. Deadlines are as posted. No exceptions. No excuses. All assignments are due at the beginning of class. All quizzes and practicums are given at the beginning of class.

### **Academic Dishonesty:**

All academic work, written or otherwise, submitted by a student for a grade is expected to be the result of his/her own thought, research, or self-expression. Plagiarism includes reproducing someone else's work or employing or allowing another person to alter or revise the work a student submits as his/her own. Should a student use part of, or refer to another source in the exercise, it is expected that proper credit be given in accordance with established documentary formats. Any work submitted for grade, which proves to be that of someone other than the student will receive a zero for a grade.

### **Office Hours:**

All office hours will be in person. You will need to email me first to set up an appointment. I am available on Tuesdays from 11:30-12:30pm and 3:30-5:30pm. If you email me outside those times, I may not answer you until Tuesday morning when I return to school. I can always arrange a one on one with you outside of my office hours with advancement warning! You will also have the ability for on one ones with me during class most weeks so gather your questions and ideas you need to review and try to have them ready.

### **Grading:**

#### **Deliverables:**

Quiz #1	20 points
Quiz #2	20 points
Practicum #1	10 points
Practicum #2	10 points
Program #1	25 points
Program #2	25 points
Program #3	25 points
In class participation and attendance	5 points
Final project	20 points

Maximum Point Schedule: 160

A: 160 – 144    B: 143 – 128    C: 127 – 112    D: 111 – 96    F: 95 – below

**Required Texts:**

Class Handbook (Sold in bookstore)

Space Planning Basics, Mark Karlen, 4<sup>th</sup> Edition, 2016.

**Suggested Reference Texts:**

Problem Seeking, Pena, William, 3<sup>rd</sup> Edition, AIA Press, 1997.

Time Saver Standards for Interior Design and Space Planning, DeChiara, Panero, Zelnick, McGraw Hill, 1991.

CALDAG 2011

**Supplies:**

Tracing paper/flimsy (bring to EVERY class)

PENTEL sign pens (S 520-12)

Architectural scale

Drafting pencils H, HB, F

Erasers

Triangle

Drafting Dots

Templates (1/4" scale)

Highlighters

Marker rendering pen for pouche

**KEEP ALL WORK!****Space Planning Check List**

Project requirements for program #2, #3 and #4.

Any program requirements missing from the space plan will result in loss of points. 25 points possible and 1 point deducted for each missing item outlined below. All parts due on critique day with NO EXCEPTIONS. All items must be scanned or photographed and submitted on Canvas by the start of class. Originals to be brought to class on the due date PLEASE remember to label all of your drawings and include your name on all sheets.

1. Criteria Matrix and Prototypicals
  1. Completed matrix listing all areas and program requirements.
2. Relationship Diagram
  1. Should be based on criteria matrix
3. Bubble/Block Diagram and Single Line Floorplan
  1. All attempts to be numbered and sheets to be trimmed and stapled.
4. Plan Analysis
  1. Flow/Traffic plan and relationship (public vs. private) plan overlay
5. Enhanced Presentation
  1. Color added to enhance presentation quality

## **Projected Class Schedule**

### **Week 1**

Introductions, overview of course and materials required

Lecture: Office furniture sizes

Introduction of Program #1-Attorney's Office

Homework:

- Read chapters 1 and 2
- Study for quiz on furniture WEEK 3

### **Week 2**

Lecture: Chapter review

Homework:

- Read chapters 3 and 4
- Program #1 due week 3 - **Post to Canvas and bring in a hard copy**
- Quiz on furniture week 3

### **Week 3**

QUIZ on furniture sizes **taken on Canvas in class**

Due: Program #1 –class critique

Lecture: Chapter review. Matrix charts, bubble and relationship diagrams and other planning tools. Introduction of Program #2 – Accounting Firm

Homework:

- Read chapter 5 and 6
- Matrix with square footage
- Prototypical (2 minimum per area)
- Relationship diagram (5 minimum)

#### **Week 4**

Due: Matrix, prototypicals and relationship diagrams

Lecture: Chapter review. Bubble/block diagrams and rough planning. ADA restroom.

Homework:

- Bubble/block diagram (4 minimum)
- Single line floorplan and begin furniture layout (1 minimum)

#### **Week 5**

Due: Bubble/block diagrams and single line floorplan

Lecture: Barrier free codes. Plan analysis and traffic pattern plan. Enhanced presentation.

Homework:

- Quiz on barrier free codes week 7
- Program #2 due week 7 - **Post to Canvas and bring in hard copy**

#### **Week 6**

Due: Continued development of Program #2

Lecture: Barrier free codes.

Homework:

- Program #2 due week 7.
- Organize all “checklist” items and package in a professional manner for posting.

#### **Week 7**

QUIZ on barrier free codes **taken on Canvas in class**

Due: Program #2 –class critique

Lecture: Introduction of Program #3 – Meeting/Marketing Facility

Homework:

- Matrix with square footage
- Prototypical (2 minimum per area)
- Relationship diagram (5 minimum)
- Study for barrier free codes restroom practicum #1

## **Week 8**

PRACTICUM #1 on barrier free codes restroom

Due: Matrix, prototypicals and relationship diagrams

Lecture: Office systems and graphics

Homework:

- Bubble/block diagram (5 minimum)
- Single line floorplan and begin furniture layout (1 minimum)
- Read chapter 7

## **Week 9**

Due: Bubble/block diagram and rough planning

Homework:

- Study for office systems practicum #2
- Finalize rough plan and begin furniture layout (2 minimum)

## **Week 10**

PRACTICUM #2 on office systems

Due: Finalized rough plan

Homework:

- Program #3 due week 11 – **Post to Canvas and bring hard copy to class**

## **Week 11**

Due: Program #3 –class critique

Lecture: Review final

Homework:

- Prepare for FINAL program #4

## **Week 12**

FINAL program #4