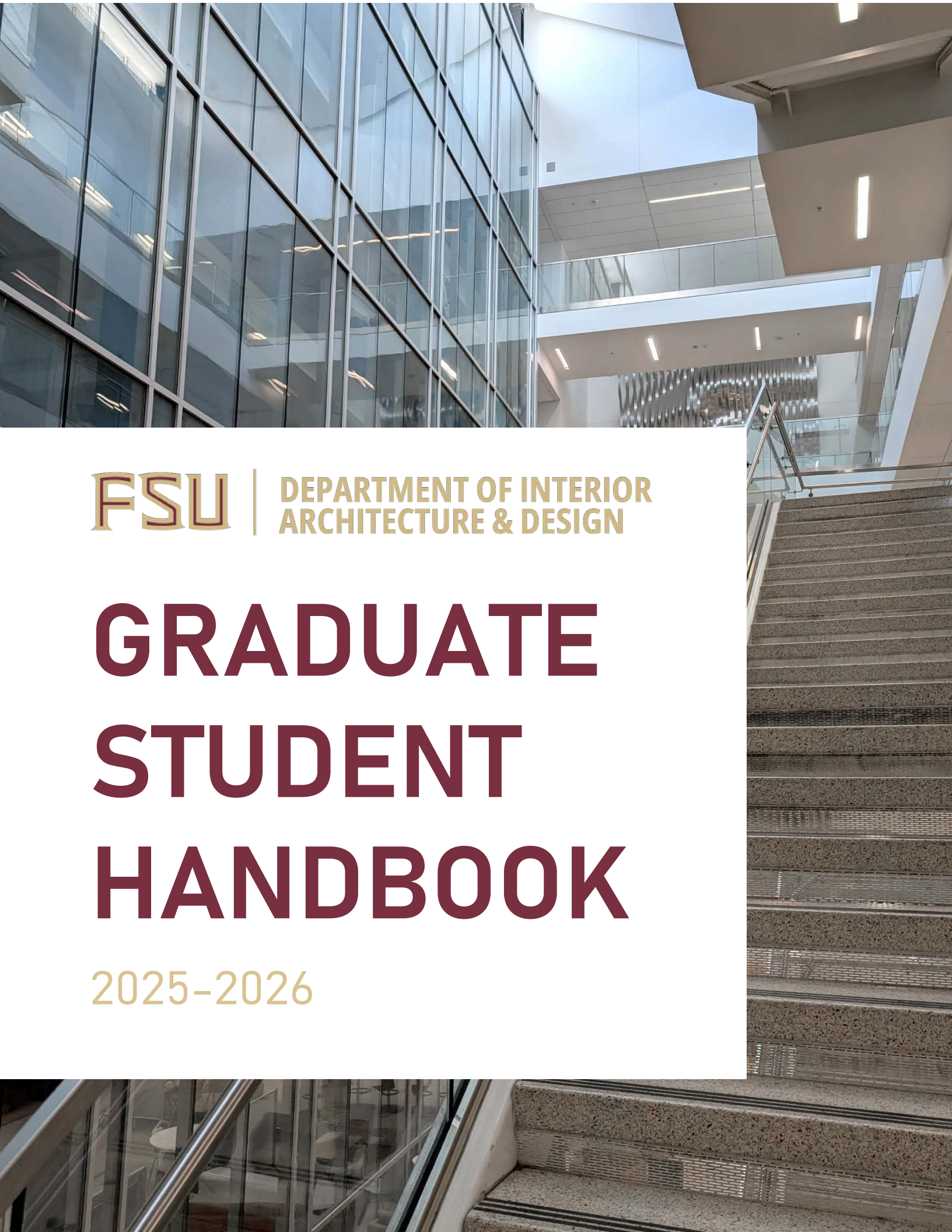

FSU | DEPARTMENT OF INTERIOR ARCHITECTURE & DESIGN

GRADUATE STUDENT HANDBOOK

2025-2026

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DEAR GRADUATE STUDENTS,

Welcome to the Department of Interior Architecture & Design at Florida State University!

Thank you for choosing us for your graduate studies! This handbook was assembled to guide you throughout your studies in the program and to serve as a supplement to the official Florida State University Graduate Bulletin and College of Fine Arts Student Handbook.

Our department offers a rigorous curriculum, which we believe is the best way to prepare you for practice, teaching, research, or all of these. We are pleased to welcome you and look forward to sharing our knowledge and expertise with you!

The department includes faculty members with expertise in many areas of design practice and academic research. We invite you to peruse the department website to learn about each faculty and to think about how they might assist you in your studies. Please feel free to request an appointment with any professor by visiting them during office hours or emailing them. We are always happy to meet and help you!



GRADUATE PROGRAMS

MS FIRST PROFESSIONAL
MS ADVANCED PROFESSIONAL
MFA PROGRAM
DEPARTMENT CONTACTS

Florida State University offers multiple graduate majors for students pursuing a master's degree in interior design. These include:

- **Master of Science Interior Design, First Professional**: Designed for students without an undergraduate degree in interior design or architecture.
- **Master of Science Interior Design**: Intended for students who already hold a bachelor's degree in interior design or a closely related field.
- **Master of Fine Arts Interior Design**: A terminal degree emphasizing advanced design practice, theory, and scholarship, typically for students with a strong academic and professional background in design.

Each major has distinct coursework and degree requirements tailored to students' prior experience and academic preparation. It is essential that you know which major you were admitted to and follow the specific course of study aligned with that program. If you are unsure, contact your academic advisor or program director for clarification.

THE MS INTERIOR DESIGN, FIRST PROFESSIONAL

The First Professional program is designed for students who have already completed an undergraduate degree in a field other than interior design or architecture. This program provides the necessary coursework to help students develop the competencies required for practicing interior design. It primarily focuses on coursework and portfolio development, culminating in an original programming report in the final year of study. The curriculum introduces students to key concepts and processes in interior design, gradually advancing their knowledge and skills each semester. Most classes must be taken in sequence to ensure comprehensive learning experience.

This program prepares students for a career in interior design and enables them to sit for the NCIDQ examination after fulfilling the necessary practice preparation requirements. As part of the MS Project Track, all graduating First Professional students must design and successfully defend a capstone graduate design project.

THE MS INTERIOR DESIGN

The Advanced Professional Program combines coursework with research components and offers two tracks: the MS Advanced Professional Project Track and the MS Advanced Professional Thesis Track.

MS Interior Design—Project Track

If your goal is to prepare for a career in interior design by enhancing your design skills, learning about project management, and gaining specialized knowledge in your area of interest, this program is ideal for you. Students engage in designing a complex, large-scale interior environment of their choice and develop their programming skills during the project design phase. Additionally, there are opportunities to network with industry leaders and potential employers. The curriculum includes research and programming, design theory and criticism, developing design concepts, preparing construction documents, detailing, specifying finishes and materials, and presenting a comprehensive solution that meets the project requirements. Students will graduate with a portfolio of well-crafted work suitable for career interviews. This degree requires all students to defend their capstone graduate design project successfully as a graduation requirement.

MS Interior Design—Thesis Track

This track is designed to develop and conduct an original piece of academic research focusing on the built environment. It serves as a preparatory step for pursuing a doctoral degree in design or architectural studies or a career in interior design education. The curriculum includes an introduction to research methods along with courses in both quantitative and qualitative methods, writing, and other graduate-level electives based on student interests. Throughout their studies, students collaborate with their major professor and thesis committee to identify a research problem, review relevant literature, select appropriate research methods, collect data, and present findings that address the initial research question. The degree culminates in a defense of a research thesis.

THE MFA INTERIOR DESIGN

If you hold an undergraduate degree in interior design or architecture and wish to advance your career by addressing complex design challenges, honing your advanced problem-solving skills, and making a significant impact in the field, then a Master of Fine Arts (MFA) degree is for you. As the demand for evidence-based design increases, architecture and design firms invest in research to create innovative solutions that demonstrate their value to clients. The MFA program will equip students with foundational research skills and provide opportunities to apply research findings to a hypothetical design project. This degree is considered terminal in the industry, allowing graduates to teach interior design, including in tenure-track positions at institutions that do not require a doctoral degree in design.

Another way to view the differences between the various master's programs is to look at them through the perspective of how they treat knowledge and research:

Program	Building foundation knowledge for design	Using foundation knowledge for design/ research	Using advanced knowledge as evidence for design	Generating knowledge through original research
MS ID First Pro	●	●	○	
MS ID Project		●	●	
MS ID Thesis		●		●
MFA ID		●	●	●



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GRADUATE STUDENT INFORMATION

GRADUATE STUDENT ENROLLMENT

GRADUATE ASSISTANTSHIPS

FINANCIAL AID

FSU CARD CENTER

FSU EMAIL ACCOUNTS

CAMPUS PARKING

CONGRESS OG GRADUATE STUDENTS

UNIVERSITY CONTACTS

GRADUATE STUDENT ENROLLMENT

The FSU Graduate School provides a wealth of information for incoming graduate students on its website, including classifications for full-time graduate students and various academic policies. The graduate programs within the department operate under the Graduate School's policies, which include those governing a graduate student's request for a leave of absence.

A graduate student may not carry more than 15 credit hours without obtaining permission. A heavier load may be permitted by the student's academic dean or the department chair. Graduate credit hours outside of formal coursework (such as thesis credit hours, directed individual study (DIS) credit hours, and hours spent in supervised research and/or teaching) are included in student-load calculation.

Students who wish to register for fewer than nine credit hours per term must initiate the request, have it approved by the student's faculty advisor and department chair prior to registration. Graduate students may be registered for fewer than nine hours if they are not receiving a graduate, teaching, or research assistantship or scholarship/grant/loan that requires them to take nine or more hours per semester. Students must be registered for at least six hours, which is considered to be part-time enrollment, to be eligible for financial aid.

Master's students on the thesis track must complete a minimum of six thesis hours for the master's degree. They need not be enrolled in thesis hours continuously after completing six thesis hours if they meet the minimum university requirement for full-time enrollment through other coursework.

Master's students may be able to register for the university's minimum enrollment of two credit hours per semester. The decision to register for two credits must be initiated by the student, approved by the student's faculty advisor, and may require approval by the department chair or academic dean. Before registering, the student must consult with the major professor about the proportion of time to be devoted to the thesis project. A master's student must be enrolled in a minimum of two thesis or project hours in the semester of graduation.

A **Leave of Absence** allows graduate students in special circumstances to take a break from the university for a specific period, lasting up to three consecutive semesters, including the summer term. Valid reasons for requesting leave may be personal or family medical issues, military duty, parental leave, the death of an immediate family member, or the completion of an off-campus internship. Students need to consult with their major professor and graduate coordinator to understand what constitutes an acceptable justification for a leave of absence. International students are strongly encouraged to consult with the Center for Global Engagement to discuss how a leave of absence affects their immigration status.

The university reserves the right to **dismiss** graduate students and **terminate their enrollment** in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the department chair and may occur for a number of different reasons. As specified by university policy, Graduate policy, **College of Fine Arts' Student Handbook**, and in this Graduate Student Handbook, reasons may include, but are not limited to:

- Inability to conduct independent research in a fashion appropriate to the accepted norms of interior design research and practice.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice, and/or research of fellow graduate students.
- Behavior that does not meet the professional standards of interior design research and practice.
- Failure to meet technical, creative, research, or professional practice standards.
- Failure to be approved for an Extension of Time (EOT).
- Failure to complete important degree milestone requirements within a reasonable period.
- Inability to pass the thesis prospectus defense for advancing to the data collection phase of research.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis.

Please refer to the **College of Fine Arts' Students Handbook** for more information about academic performance expectations, professional conduct principles and policy, and the academic grievance process.

GRADUATE ASSISTANTSHIPS

A limited number of departmental assistantships may be available for graduate students. These assistantships are typically awarded to MS Interior Design and MFA students who have demonstrated the necessary skills to assist in instructing undergraduate students or to help faculty with research.

Incoming First Professional students are not eligible to receive an assistantship until they have completed their first-year course work. At the end of the first year, these students may apply for an assistantship, but the award will be based on the merit and skills of all graduate applicants. Therefore, we advise that incoming First Professional students be prepared to cover their tuition or seek other financial aid options.

The Director of Graduate Studies and the Graduate Policy Committee are responsible for assigning the assistantships. Each assistant will be paired with a faculty member who will provide their assignment and serve as an advisor for the assistantship position.

The **assistantships are classified as follows:**

Graduate Assistantship (Teaching)

Students selected for a graduate assistantship will be paired with a faculty mentor to assist them in the teaching function throughout the semester. The assistantship includes providing in-class support to students, managing classroom attendance and activities, grading, and preparing course materials. When assigning teaching responsibilities, we consider each graduate student's skills and their potential to effectively handle the demands of the course in which they assist. Graduate assistants in teaching are not instructors of record and do not have primary responsibility for teaching.

Graduate Teaching Assistantships

Students selected for a teaching assistantship perform primary teaching duties as the instructor of record related to the student's academic program. Teaching assistants will be paired with a faculty mentor and work closely with them throughout the semester. Teaching assistants' primary responsibilities include conducting course instruction, providing in-class support to students, managing classroom activities, grading, and preparing course materials. When assigning teaching responsibilities, we consider each graduate student's skills and their potential to effectively handle the demands of teaching a class.

Graduate Assistantships (Research)

These assistantships change from semester to semester. Their purpose is to assist faculty with research, publications, or related academic activities. The assignments will be based on the department's needs, faculty requirements, and the skills of the students involved. The assistantships provide students with valuable teaching or research experience, along with a tuition waiver and a stipend for the Fall and Spring semesters. The stipend is distributed in biweekly payments. Both the stipend amount and the number of tuition waiver hours depend on the department's and the College of Fine Arts' budget.

Please note that **tuition waivers cover only course tuition.** Graduate fees, which are mandatory and support various campus services, must be paid by the student each semester.

Graduate assistantship holders of appointments that combine to a quarter-time or greater than nine credit hours per term is defined as a full-time load for those university policies that require a student to be considered full-time (see University Registrar for **Graduate Academic Regulations and Procedures**). For more information on assistantships, contact the Director of Graduate Studies for Interior Architecture & Design.

FINANCIAL AID

To formally apply for financial aid from Florida State University, students must complete two forms: 1) the Free Application for Federal Student Aid (FAFSA) and 2) the Florida State University application for financial aid. Both forms can be obtained from the **FSU Office of Financial Aid**.

There are various sources and types of financial assistance available to students. There are various sources and types of financial assistance available to students. For information regarding scholarships, loans, and employment opportunities, students should check with the FSU **Office of Financial Aid**.

The FSU **Graduate School** also offers resources to support your graduate studies. It's important to note that the application process for graduate school admission and the application for financial awards are separate and may have different deadlines. Students need to submit individual applications for each financial award they wish to pursue. To effectively identify and secure financial assistance, students should begin this process at least one year prior to starting their graduate program. The Graduate School offers various funding options, including merit-based and need-based fellowships, awards, and grants. More information can be found on their website.

Additionally, the **STARS Alliance** is dedicated to supporting first-generation college students, nontraditional students, students from low-income families, students with disabilities, transfer students, and Pell Grant recipients. They do this through a variety of interventions, including assistance with graduate school applications.

FSU CARD CENTER

All students are required to have an FSUCard for identification on campus, access to campus buildings, get a parking permit, access libraries, and utilize virtual services. Each student needs their driver's license or other government-issued ID (passport or military ID) to obtain the card. The **FSUCard Center** is located in the FSU Bookstore next to Woodward Avenue. Please be sure to check their website for hours of operation before visiting. There is a small fee attached upon receipt of your FSUCard.

WE STRONGLY ADVISE THAT YOU GET YOUR ID AS SOON AS POSSIBLE UPON ARRIVAL TO FSU!

FSU EMAIL ACCOUNTS

To effectively communicate with the department, faculty, and other areas of the university community, you will need an FSU email account. It is **essential** to **check your FSU email regularly**, as this is the official method of communication from the department and university. To obtain your email account, you must apply for an FSUCard, which is required for the application process. You can **apply for your account online**.

CAMPUS PARKING

Everyone needs a permit to park on campus. If you need a permit, please log in to the **FSU Parking Portal** to register for/purchase a permit and add your vehicle's license plate information. Your campus parking permit is included in your fees paid along with your tuition. Your car license plate is what you register to park on campus.

Parking on campus can be frustrating, especially if you are unfamiliar with the area. Allow extra time to navigate traffic and find a parking space. Consider driving around and getting acquainted with the surroundings before classes begin. You may need to walk a couple of blocks, but no location on campus is very far from another. Parking tends to be more challenging during the first two weeks of classes.

All parking lots are color-coded. Students may park in Student (W) White Spaces, Monday - Friday, 7:30 AM - 4:30 PM. Students may park in Employee (R) Red Spaces from 4:30 PM (unless denoted by signage) to Midnight, Monday - Friday. Students may also purchase optional reserved parking with a **VRES permit** or in **the Stadium Green Lot**.

CONGRESS OF GRADUATE STUDENTS

The **Congress of Graduate Students (COGS)** is the official representative body of all post-baccalaureate special, master, specialist, professional, and doctoral students at the Florida State University

COGS offers **funding** for recognized graduate student organizations (RSOs) and individual students attending and presenting at conferences. Contact the COGS for the most accurate information on graduate travel grants. They sometimes have money available to assist students attending conferences, and even more money is available if students present a paper.

UNIVERSITY CONTACTS

The **FSU homepage** is a general navigational tool. If you have any questions about graduate requirements, enrollment, or student life, please contact **Graduate School**. For concerns, please go to **Graduate Ombuds**. We advise that you familiarize yourself with the contents of these pages as they may be helpful to you during your studies at FSU.

FSU General Information

(850) 644-3535
http://www.fsu.edu/

FSU Directory Assistance

(850) 644-2525

FSU Graduate Admissions

(850) 644-3501
https://gradschool.fsu.edu/prospective-students/graduate-admissions/prospective-students

FSU Graduate Funding

(850) 644-0539
https://gradschool.fsu.edu/funding-awards

FSU Center for Global Engagement

(for international students)
(850)-644-1702
https://cge.fsu.edu/



DEPARTMENT RESOURCES & INFORMATION

GRADUATE STUDENT MAILBOXES

DEPARTMENT CANVAS SITE

GRADUATE WORKSPACES

STAYING SAFE

GRADUATE STUDENT MAILBOXES

Every graduate student in the department has a mailbox located in the William Johnston Building, Room 1031. Please check your mailbox at least once per week. Other than email and the department Canvas site, this is the best way for the department to keep in touch with you and let you know about important upcoming events and reminders.

THE INTERIOR ARCHITECTURE & DESIGN CANVAS SITE

This organization site lives on Canvas and is known as IDALL. Helpful information, policies, and documents are uploaded there. Communications will periodically be sent out through this site. Set up your communication settings so that you will see all notifications sent to you through IDALL.

GRADUATE WORKSPACES

The William B. Johnston Building features several spaces dedicated to graduate students. These rooms are available by card swipe, as is building access. See our office administrator in the main office WJB 1038 to activate your card access if necessary. See the map at the end of this document (Appendix B) for locations:

GRADUATE STUDIO ROOM 1079	Graduate students take Studio 6 and 7 in this space and can keep those desks for the term of study. There are also graduate-dedicated computers and printers in this room.

LOUNGE & DESIGN RESOURCE LIBRARY ROOM 1063	A place to relax with comfortable seating and conference furnishings. See the DGS if you have questions about the use of this room.
RESIDENT DESKS ROOM 1081	This space is for teaching or research assistants. This room must be locked at all times and is available to assistants only via card swipe to secure grading materials.
MS FIRST PROFESSIONAL STUDIO ROOM 3004	This room is available to First Pro students only via card swipe.

STAYING SAFE

The William Johnston Building is open to graduate students 24/7 with swipe card access. For your safety and that of the entire WJB community, please **do not hold open doors for others.** There have been incidents in the past of individuals sleeping in lounge areas and some cases of theft, and your vigilance with access will help alleviate this problem. We recommend walking to your car with others after dark or calling Campus Police for an escort.

If you have an off-hours emergency in the building, immediately call:

Campus Police at (850) 644-1234 or 911

COURSE INFORMATION

ADVISING & REGISTERING FOR CLASSES

GRADUATE COURSE DESCRIPTIONS

INTERIOR DESIGN ELECTIVE COURSES

INTERDISCIPLINARY CERTIFICATE

POLICY ON STUDENT WORK

ADVISING & REGISTERING FOR CLASSES

Each graduate degree program has its own specific curriculum, and students are required to follow the designated course of study for their program. The Director of Graduate Studies is available to meet with students to provide guidance on required and elective courses, select a thesis advisor, and address any other curriculum-related questions. The department's Academic Program Specialist assists students in registering for the correct section and course numbers. FSU's Office of the **University Registrar** publishes the Registration Guide, which contains a list of all registration deadlines, fee and payment information, and important announcements specific to the semester.

GRADUATE COURSE DESCRIPTIONS

Graduate students must take courses at the 5000 level or higher for course credit toward the master's degree. See the **Graduate Bulletin** for course number updates. Please refer to your curriculum map for required courses. Below is the list of graduate courses currently offered by the department.

IND 5005 — **SURVEY OF INTERIOR DESIGN**
3 CREDITS

This course surveys the fundamentals of interior design to create an awareness and appreciation of the built environment and acknowledgement of the process that leads to intentionally designed spaces.

IND 5105r — **HISTORY OF INTERIORS SEMINAR I**
3 CREDITS

Advanced study of history of interiors, furnishings, and architecture from antiquity through the Renaissance. May be repeated to a maximum of six semester hours.

IND 5135r **HISTORY OF INTERIORS SEMINAR II**
3 CREDITS Prerequisite: IND 5105r

Advanced study of history of interiors, furnishings, and architecture of the seventeenth and eighteenth centuries. May be repeated to a maximum of six semester hours.

IND 5208 **INTEGRATED DESIGN FUNDAMENTALS**
4 CREDITS

This course centers on the study and development of two- and three-dimensional design projects using the elements and principles of design.

IND 5232c **INTEGRATED DESIGN STUDIO I**
5 CREDITS Prerequisites: IND 5005, IND 5208, IND 5327, and IND 5476

This course is an introduction to predesign and schematic phases of the design process, graphic communication, and verbal communication abilities supporting the applied beginning to intermediate-level creation of design solutions for interior environments.

IND 5246c **INTEGRATED DESIGN STUDIO II**
5 CREDITS Prerequisites: IND 5232C, IND 5479, IND 5487, and IND 5609; Corequisites: IND 5435, IND 5477, and IND 5528

This course is an intermediate examination and application of predesign and schematic phases of the design process, graphic communication, and verbal communication abilities supporting the creation of design solutions for interior environments.

IND 5281c **GRADUATE STUDIO VI**
5 CREDITS Prerequisite: IND 5634

Graduate Studio VI concentrates on advanced interior design projects involving critical thinking and creative problem solving. The project involves design programming and in- depth research studies. Student work evidences advanced design processes and communications. This course fulfills required project credit hours for the Master of Science and Master of Fine Arts degree programs.

IND 5282c **GRADUATE STUDIO VII**
5 CREDITS Prerequisite: IND 5281C

This course develops the final phase of the master's project and builds on the Pre-Design and Schematic Design documents produced in Studio VI, and it involves Design Development project activities using critical thinking and creative problem-solving skills. It fulfills required project credit hours for the Master of Science and Master of Fine Arts degree programs.

IND 5283 **PROJECT DEFENSE**
0 CREDITS (P/F grade only)
Prerequisite: IND 5281; Corequisite: IND 5282
This course documents the final graduate design project presentation and defense.

IND 5315 **ADVANCED VISUAL COMMUNICATION**
3 CREDITS Prerequisite: IND 5634

In this course, students explore current media used to communicate complex research and design ideas by assessing and developing effective communication strategies.

IND 5327 **INTEGRATED GRAPHICS**
4 CREDITS

This course is an introduction to sketching and design drawing media that enables design thinking, with emphasis on quick sketch techniques and digital graphic ideation to aid problem solving, refinement, reproduction and presentation.

IND 5328 **GRAPHIC DESIGN FOR ENTREPRENEURSHIP AND BRAND IDENTITY**
3 CREDITS

This course is a hands-on introduction to graphic design useful for data visualization, creation of publications, and development of a personal brand for coherent and consistent communication and portfolio needs. Explorations include event promotion materials, animations, introductory video editing techniques and basic website creation.

IND 5428 **MATERIALS AND METHODS**
3 CREDITS Prerequisite: IND 5235

This course offers an in-depth exploration of furnishings and finishes for interiors, focusing on the aesthetic and performance qualities of the materials typically utilized in interior spaces. Emphasis is placed on the relationship between manufacturers, Interior Architecture & Designers, installers, and clients with regard to liabilities and product warranties.

IND 5435 **GRADUATE LIGHTING SEMINAR**
3 CREDITS

Detailed study of lighting and electrical plans, reflected ceiling plans, calculations, and acoustics.

IND 5445 **GRADUATE FURNITURE DESIGN**
3 CREDITS Prerequisite: Instructor permission.

This course is advanced graduate study in furniture design and fabrication applying principles of ergonomics and anthropometrics.

IND 5476 **COMPUTER-AIDED DESIGN I**
3 CREDITS Prerequisite: IND 5425

This class teaches computer-aided design and drafting using AutoCAD software. Students develop an understanding of how designers and architects use computers and how AutoCAD can be applied to other types of software.

IND 5477 **COMPUTER-AIDED DESIGN II**
3 CREDITS Prerequisite: IND 5476.

This course is an advanced computer-aided design class focusing on tools and software to aid in three-dimensional design.

IND 5479 **CONSTRUCTION SYSTEMS**
3 CREDITS Prerequisite: IND 5235

This lecture course focuses on general construction techniques, terminology and sustainability. Integration of the building systems of structure, plumbing, mechanical and fire safety is emphasized.

IND 5487 **CONSTRUCTION DOCUMENTS**
3 CREDITS Prerequisites: IND 5236 and IND 5477

This studio course focuses on the generation of a comprehensive set of specifications and construction drawings.

IND 5508 **PROFESSIONAL PRACTICES**
3 CREDITS Prerequisite: IND 5236

Advanced analysis and research into the theory and philosophy of professional Interior Architecture & Design practice with emphasis on business development, management, marketing and contract administration.

IND 5528 **GRADUATE PORTFOLIO REVIEW I**
1 CREDIT S/U grade only

A faculty review of all graduate student work after completion of the foundation course IND 5005, or on admittance to the program if the student has an undergraduate design degree. Continuation in the degree program is dependent upon a satisfactory grade in this review.

IND 5609 **GRADUATE SEMINAR: SOCIAL-PSYCHOLOGICAL ASPECTS OF DESIGN**
3 CREDITS

This course is an exploration of the relationship between humans and their environment through the study of personal and social use of space, proxemics, spatial analysis, and the effects of the environment on human behavior.

IND 5624 **LIFE-CENTRIC DESIGN**
3 CREDITS

This course explores how designers can respond to a varied and changing world to create sustainable, safe, and equitable spaces. Students will learn basic theories of environmental psychology, and how the spaces they create affect humans, other species, and the ecological systems we share.

IND 5634r **PRE-DESIGN RESEARCH AND PROGRAMMING**
3 CREDITS Prerequisite: IND 5637

This course provides graduate students with a basic understanding of the role of pre-design research and programming in interior-design project development.

IND 5636 **GRADUATE SEMINAR: DESIGN THEORY AND CRITICISM**
3 CREDITS

This course is a survey of the aesthetic, political, economic and social theories that have shaped modern design, including critical methods applied to design integral to culture and human expression.

IND 5637 **GRADUATE SEMINAR: RESEARCH METHODS IN DESIGN**
3 CREDITS

This course is designed to give students a basic introduction to the fundamentals of research in Interior Architecture & Design. Included in this course are a survey of the major types of research and an overview of what is involved in the inception, planning, and conduction of a research project.

IND 5638 **GRADUATE SEMINAR: DESIGN ISSUES**
3 CREDITS

This course provides a critical appraisal of the historical, philosophical, and contemporary trends and issues in the design field.

IND 5910r **DIRECTED INDIVIDUAL STUDY**
1-3 CREDITS S/U grade only

Student has the opportunity to pursue independent work under the direction of a faculty member. May be repeated to a maximum of twelve semester hours.

IND 5911r **SUPERVISED RESEARCH**
1-5 CREDITS S/U grade only

May be repeated to a maximum of five semester hours. A maximum of three semester hours may apply to the master's degree.

IND 5930r **SPECIAL TOPICS IN INTERIOR ARCHITECTURE & DESIGN**
1-4 CREDITS

Topics vary from term to term. May be repeated to a maximum of eight semester hours as topics vary.

IND 5945r **SUPERVISED TEACHING**
1-3 CREDITS S/U grade only

May be repeated to a maximum of three semester hours. A maximum of three semester hours may apply to the master's degree.

IND 5948r **GRADUATE INTERNSHIP**
1-3 CREDITS S/U grade only

May be repeated to a maximum of twelve semester hours.

IND 5971r **THESIS S/U GRADE ONLY**
1-6 CREDITS A minimum of six semester hours credit is required.

IND 8976r **MASTER THESIS DEFENSE**
0 CREDITS P/F grade only



INTERIOR DESIGN ELECTIVE COURSES

Electives provide an opportunity to tailor your course of study to meet your individual goals. We recommend selecting your electives in advance, as not all courses are available each semester. Please note that electives must be at the 5000 level or higher to qualify for graduate credit. The MS Advanced Professional and MFA programs offer the most options for electives. You can find a list of currently offered electives at the end of this manual in Appendix A. Additionally, Directed Independent Studies courses on topics of your choice are available; however, these require the supervision of a faculty member to guide the project's outcomes.

INTERDISCIPLINARY GRAPHIC DESIGN CERTIFICATE

In 2025, the department launched a thirteen-hour interdisciplinary **Graduate Certificate in Graphic Design**. This program introduces graduate students across campus to the graphic communication process and practice, equipping them with cutting-edge graphic design skills applicable in fields such as the built environment, art, and marketing. The certificate will help students hone a design process that begins with a critical assessment of cultural contexts, audience perceptions, information processing, and narrative approaches. These insights will be synthesized through an iterative process that culminates with a design outcome that effectively informs, persuades, or motivates human behavior with carefully crafted images and text in a variety of media.

Students interested in pursuing the certificate must be enrolled in or have taken IND 5324, Graphic Design Foundations 1 and must submit their application prior to week 14 of the semester they are enrolled in Graphic Design Foundations 2. The application must include the following items: letter of intent, examples of graphic design work from the Graphic Design Foundations 1 and Graphic Design Foundations 2 courses, and designer statement, and FSU GPA of 3.0 or above. If you have any questions, contact the program advisor, Amy Huber at **amattinglyhuber@fsu.edu**.

POLICY ON RETAINING STUDENT WORK

The department graduate program is accredited by the National Association of Schools of Art and Design (NASAD), and this process makes it necessary to retain examples of student work. For this purpose, the department has the right to retain student work for these or for teaching or research purposes. We urge you (always) to take photographs or make scans of your work immediately after its completion. The department also retains the right to photo document and show your work to others for these purposes.

GUIDES & PROGRAM-SPECIFIC REQUIREMENTS

ETHICAL AND PROFESSIONAL CONDUCT

MFA STUDENTS

MS ADVANCED PROFESSIONAL STUDENTS

MS FIRST PROFESSIONAL STUDENTS

GRADUATE STUDENT COMMITTEES & BOARD POSITIONS

ETHICAL & PROFESSIONAL CONDUCT

Graduate students should follow the Florida State University **Student Conduct Code**, which emphasizes the university's commitment to balancing the exercise of student freedoms with the responsibility for the consequences of one's behavior on oneself and others. Graduate students should uphold the highest standards of professional conduct, academic integrity, and ethical and respectful behavior throughout their time in Graduate School. This expectation extends to all professional activities both on and off campus, including internships, conference travel, and other meetings, as graduate students necessarily serve as representatives of the department and the university.

Professional conduct includes honest self-representation, commitment to ethical practices in professional development, research, and instruction, acknowledgment of the contributions and values of others, providing support to peers and student groups, and positively impacting the intellectual and collegial environment of the department.

Professional conduct entails respecting diverse perspectives and cultures; striving to gain knowledge and contribute to the understanding of others; accurately representing one's work and recognizing the contributions of others; demonstrating honesty and integrity in academic endeavors; interacting respectfully and appropriately with faculty, staff, and fellow students; honoring commitments and schedules; offering constructive criticism of peers' work; preparing adequately for classes and program activities; and maintaining a professional appearance.

Graduate students should avoid making any false communications, whether written or spoken, that could harm the reputations of other students or faculty members or otherwise disparage their character.

Upholding professional conduct enables graduate students to achieve their educational and professional goals while fostering an environment where everyone can thrive. Serious violations of professional conduct may lead to dismissal from the graduate program.



MFA STUDENTS

All MFA students must choose a major professor who will act as their mentor and play a crucial role in guiding them on research topics, course selections, and career planning. Selecting your major professor is one of the most significant decisions you will make during your studies. In addition to the major professor, each MFA student is required to have two other faculty members—one from the department and another from outside the department—to serve on their thesis committee. All faculty members serving as major professors or committee members must hold Graduate Faculty Status at FSU.

Faculty members with Graduate Faculty Status eligible to serve as your Major Professor or Committee Members

- Luis Castaneda
- Jim Dawkins
- Amy Huber
- Daejin Kim
- Jae-Hwa Lee
- Daniel Leonardos
- Terry Londy
- Yelena McLane
- Meghan Mick
- Amy O'Keefe (4th member)
- Marlo Ransdell
- Kelley Robinson
- Stephanie Sickler
- Steve Webber

Our faculty members have expertise in various specialized areas related to both research and practice, including interior design, architecture, landscape architecture, museum design, and graphic design. We are here to support you in your selection of major professors or committee members. For more information, please visit the department website to view the biographies of our faculty.

Thesis Defense

Students in the Department of Interior Architecture & Design may not schedule prospectus or thesis defenses during the last two weeks of the semester. This includes "dead" week and finals week. Please see the Graduate School's **manuscript clearance process** overview (see also Appendix C) and deadlines for thesis completion.

MS ADVANCED PROFESSIONAL STUDENTS

MS Advanced Professional students already have their faculty mentors assigned. They are their instructors for IND5634 Research and Programming, Grad Studio VI, and Grad Studio VII. You do not need to ask these faculty to assist you—they are already ready and willing to do so!

MS FIRST PROFESSIONAL STUDENTS

First Professional Student First Semester Review

To ensure that students are making adequate progress, all First Professional students will undergo a faculty review following the completion of their first semester in the program. After completing the review, each student will receive a status of either *acceptance, provisional,* or *non-acceptance.* This assessment is based on evidence of student performance in all first semester courses required for the major.

- If a student's work is deemed ***acceptable,*** they may advance to the second semester.
- If a student's work shows potential but raises concerns about future success, they will fall under the ***provisional*** category. Provisional students may progress to the second semester but must meet specific grade and/or performance requirements during their second-semester courses. Failure to meet these requirements will result in dismissal from the graduate program.
- Students whose work is classified as ***not acceptable*** will not be allowed to continue in the First Professional program training. As outlined in the **College of Fine Arts Academic Performance Expectations**, the department will develop a remediation plan with specific support mechanisms and a detailed improvement strategy. The university reserves the right not to retain students who do not demonstrate satisfactory academic progress.

This assessment is based on student evidence of performance in the First Professional Design Fundamentals, First Professional Graphic Techniques, Survey of Interior Design, and CAD 1 courses.

The assessment includes evaluation of these student performance indicators:

1. Course attendance and grades
2. Mastery of applied project requirements including craft, drafting, and technical abilities. Please see course assignments and rubrics for these.
3. Given all factors above, the faculty's assessment of the student's likelihood of success in the program

First Professional Student Internship

All students enrolled in the First Professional program are required to complete a three-credit-hour internship course prior to graduation during a summer (highly recommended), fall, or spring semester. This on-the-job experiential learning is a crucial part of interior design training, connecting academic coursework with practical work in the field.

GRADUATE STUDENT COMMITTEES & BOARD POSITIONS



Graduate students can participate in various graduate student committees or councils that build a sense of community, enrich graduate student experiences, and contribute to the appearance of our facilities.

The Events Committee

Responsible for the development, planning, and facilitation of graduate student events throughout the year. This committee is advised by a faculty member in the department. Participation in the committee is open to all graduate students, and committee membership is volunteer based. A student from the previous year's committee generally serves as the chair of each committee so that continuity is maintained.

Other Service Opportunities

Each year a graduate student is nominated by the Director of Graduate Studies to serve on the **Interior Design Student Organization** board. Another graduate student is nominated by the faculty to serve on the department's **Student Advisory Council**. These positions are honors that are suitable for inclusion on a resume.

FAQ & IMPORTANT REMINDERS

COMPUTER REQUIREMENTS & COMPUTER LAB

TECHNOLOGY & PRINTING

ACADEMIC ASSISTANCE ON CAMPUS

The following requirements are frequently asked by graduate students. Please read these carefully to avoid any delays of your degree!

- **A graduate student must achieve a grade of at least a C to pass a class**. If a student receives a grade lower than a C, they will be required to retake the class. (Please note the bullet below regarding overall GPA.)

- To be eligible for degree conferral, a graduate candidate **must maintain a cumulative GPA of at least 3.0 in all graduate coursework.**

- **Graduate students whose cumulative GPA falls below 3.0 for two consecutive semesters will be dismissed from the university.** For more information, please refer to the FSU **Graduate Bulletin** for more information.

- **Thesis writers are required to enroll in at least 2 thesis credit hours during their final semester** and must sign up for **thesis defense** (a zero-credit hour class). Once a student begins taking thesis hours, they must continue to enroll in them each succeeding semester. Please follow the program of studies to ensure compliance with this requirement.

- **Thesis writers must meet the deadlines established by the Graduate School.** Students should defend their thesis before the 8th week of their final semester to satisfy the **manuscript clearance requirements and deadlines**. Make sure to **check all Graduate School deadlines well in advance** and refer to the department's Thesis Guide for additional information.

- **You must apply for graduation**. For information about applying and the necessary forms to complete your degree, please check with the Registrar's Office.

COMPUTER REQUIREMENTS & THE COMPUTER LAB

Each interior design student is responsible for purchasing his or her own laptop with required software. This allows students to work on their own computer in studio classes. Please follow the specifications below:

Hardware

PROCESSOR	Latest multi-core Intel Core Ultra, Core i-Series, Xeon®, or AMD® equivalent with 2.5 GHz or higher as a minimum requirement (3+ GHz processor is recommended). NOTE: AutoCAD 2025 does not support ARM Processors on Windows devices
MEMORY	16GB minimum (32GB or higher is recommended.)
HARD DRIVE	SSD (Solid State Drive) storage of 512GB minimum. Note: High-resolution images or 3D files can take considerable disk space. Programs also require free disk space: Adobe Photoshop, 20GB minimum; Revit 2025, 30GB minimum; Lumion 2025, 105GB minimum
DISPLAY	1920x1080 (higher resolution recommended but might impact performance. Revit 2025 note: 4K (3840x2160) is the maximum supported resolution)
GRAPHICS	Though most laptop vendors have integrated graphic/video cards instead of a dedicated graphics/video card, we recommend purchasing a laptop with a dedicated graphics/video card as it will improve computer performance as your design work and presentations grow in complexity. Lumion is often one of the most graphic-processor-demanding rendering programs and could be a good gauge when anticipating your future needs. Lumion 2025 requires 6GB of graphic card memory as a minimum requirement, 10GB or more as recommended, and 16GB or more as high-end requirements.
POINTING DEVICE	External mouse with at least 3 buttons
OPTIONAL	3- or 4-year warranty / protection plan

MAC *vs.* PC

With the current state of software, the Department recommends purchasing a Windows-based computer. This is largely due to the fact that Autodesk Revit does not run directly on a Macintosh operating system. This means that students who choose to purchase Apple computers will be responsible for configuring their Apple device and virtualization software (Parallels / VMWare) or with Bootcamp (Please note, Bootcamp is not compatible on Arm based Apple devices) to allow use of Windows environment; additional cost will be needed for virtualization and Windows licenses. The decision is the students to make, and students will be responsible for ensuring the computer's compatibility, installation, and configuration as per Autodesk Revit requirements. The faculty will not be able to troubleshoot students' personal Apple computers.

Software and Applications

If you are a First Professional MS student, we advise you not to purchase software required by the department until you are fully accepted into the program (after a successful First Semester Review). You should have purchased computers prior to enrollment into the first interior design studio after the First Semester Review. You will be expected to purchase software and applications during this first studio.

Advanced Professional and MFA students can purchase software and applications at any time.

Students will need to pay for the **Adobe Creative Suite,** but student discounts are available. **Autodesk products** (AutoCAD, Revit, etc.), which will be used in CAD I and beyond can be downloaded from the Autodesk Student Community web site for free. Your CAD faculty will give you more details in class. We do not recommend downloading this software prior to taking these classes, as software upgrades are frequent.

The computer lab has a limited number of computers available if you have an emergency with their computer, but the primary responsibility for supplying the computer falls to you. The lab is equipped with several large format printers, as well as an 11" x 17" scanner that may be used by students. Paper is supplied for the small printers, and some classes supply paper for the large format printers/plotters. Graduate lab assistants are usually on duty at specified times each semester to assist students in the computer lab or printer/plotter area. The computer equipment in the Graduate Studio room 1081 of the William Johnston Building is reserved for graduate students only. Signs posted in the print areas provide information on getting help if technology equipment malfunctions.

Printer

Students are strongly advised to purchase a desktop color printer with scanning capabilities. Printing paper size is 8.5 x 11. Students are encouraged to find a suitable scanning application that can be added to the phone that they carry.

Additional Needs

Students may want to purchase an external hard drive to back up their laptop. Also, have one or two thumb/flash drives on hand to easily transport information between the computers in the department and your laptop.

TECHNOLOGY & PRINTING

Printing Procedures for the Large-scale Department Printer

Please consult your course instructor prior to arranging large-scale boards or posters above 11x17 in size. Professor Amy O'Keefe has a process for printing large format items, and she will orient all graduate students to this process at the start of each Fall semester, or as needed if the process changes.

Large format print requests cannot be turned around within a day or over the weekend due to work schedules. Please refrain from making same-day or weekend requests. As the semester ends and projects become due, extra hours will be needed for printing multiple documents. There will be times when the printers may be down, so do not wait until the last minute to print.

We ask that faculty notify the print lab of upcoming heavy-volume print needs (both for normal-size and large-scale documents).

The printers in the print lab and graduate studio are great for normal documents, however, if high-quality prints are desired, it may be best for students to pay a print shop to print final-quality documents. See your instructor for guidance on the required print quality.

Support for Department Technology

(printers and department computers)

Printing & Printing Supplies

For Department printing problems and supply issues please email issues to **fsuidtechassist@gmail.com** and copy **aokeefe@fsu.edu**. Include which printer and what error message has been received.

Computer Issues

Your instructor will submit computer-related technology problems, or errors to the college IT staff. Amy O'Keefe will be listed as the contact person for the request, and she will follow up with IT staff. Please email both to **fsuidtechassist@gmail.com** and **aokeefe@fsu.edu** about issues and be as specific as possible when reporting the error message or problem. The more specific you are, the faster the problem can be directed to the appropriate party.

IF THE ISSUE DEALS WITH EQUIPMENT IN A STUDENT AREA OR THE CAD LAB, PLEASE INCLUDE THE FOLLOWING:

1. Description of equipment and number (located on the computer monitor)
2. Location of the equipment
3. Description of the problem

ACADEMIC ASSISTANCE ON CAMPUS

Reading-Writing Center

The Reading-Writing Center (RWC) is an inclusive resource for FSU students of all majors, programs, and backgrounds. Whether you are working on a paper or larger writing project, the RWC-DS can assist you during any stage of your work process.

RWC has three locations: in the Williams Building, room 222; on the ground floor of our William Johnston Building; and in the Strozier Library. This tutorial service is devoted to individualized attention for all levels of students. From getting ideas to learning editing/proofreading skills, the center is a great place to obtain help. For more information, visit the **Reading-Writing Center's** website and sign up for appointment there.

Fablab @ The Hub

FSU's **Fabrication Lab** is located in the Innovation Hub (Fablab @ The Hub). It is a multimedia technology walk-in center that has all the tools you need to design and manufacture parts and products. Their specialty is teaching students with no experience about 3D printing, laser cutting, vinyl cutting, electronics, robotics, and drone piloting. Check it out and take this amazing opportunity to liberate and empower your creativity.

Strozier Library

If you need locating or accessing resources for your research, contact our subject librarian at the **Strozier Library.**
Her name is Leah Sherman and you may reach her at **lrsherman@fsu.edu**. Ms. Sherman is very helpful in answering questions about literature searches, conducting research, and similar matters.



IMPORTANT POLCIES

ACADMIC HONOR POLICY | SEX DISCRIMINATION & SEXUAL MISCONDUCT

ACADEMIC HONOR POLICY

The Academic Honor Policy is an integral part of the FSU academic environment. All students are expected to uphold the Florida State University Academic Honor Policy. New students are introduced to the Policy at Orientation and pledge to uphold it at New Student Convocation.

The Academic Honor System at Florida State University is based on the premise that each student has the responsibility to:

1. Uphold the highest standards of academic integrity in the student's own work,
2. Refuse to tolerate violations of academic integrity in the university community,
3. Foster a high sense of integrity and social responsibility on the part of the university community.

The policy identifies that the university ***"aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process."***

- Values and moral standards at FSU retrieved from the current **General Bulletin**

Academic honor violations are taken very seriously at FSU. These infractions include:

PLAGIARISM	Presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
CHEATING	Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
UNAUTHORIZED GROUP WORK	Unauthorized collaborating with others.

FABRICATION, FALSIFICATION, & MISREPRESENTATION	Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
MULTIPLE SUBMISSIONS	Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
ABUSE OF ACADEMIC MATERIALS	Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
COMPLICITY IN ACADEMIC DISHONESTY	Intentionally helping another to commit an act of academic dishonesty.

ATTEMPTING TO COMMIT ANY OFFENSE AS OUTLINE AS ABOVE

Plagiarism

Students are expected to produce original work in visual projects as well as written work. This includes citing references when paraphrasing or directly quoting another individual's works. If you are unsure about writing without plagiarizing, visit the Reading and Writing Center on the ground floor of the Johnston Building. They can set up appointments and typically accept drop-in appointments also.

Your design projects also must not commit these infractions, and this particularly includes plagiarism. If you are uncertain if your design is sufficiently original to avoid plagiarism, ask your instructor.

For further information regarding the FSU Honor Policy please refer to the Florida State University **General Bulletin**.

SEX DISCRIMINATION & SEXUAL MISCONDUCT

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of the university 2-2 Sex Discrimination and Sexual Misconduct policy and contrary to the university's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

Pertinent University Policies

TITLE IX STATEMENT outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.

NON-DISCRIMINATION POLICY prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.

SEXUAL MISCONDUCT POLICY provides detailed guidance about the university's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct. It gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

Sexual Misconduct Resources

If you have experienced sexual misconduct, FSU wants to help. The university has policies and services available to support you.

You may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discreetly, many university employees including faculty and supervisors are required to report sexual misconduct to university administrators. If you are unsure whether someone can maintain complete confidentiality, ask them *before* you give details about your situation.

Staff members at the following offices can maintain confidentiality and provide help:

FSU VICTIM ADVOCATE PROGRAM Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.	850-644-7161 850-644-2277 nights/weekends: 850-644-1234, ask for advocate on call **victimadvocate.fsu.edu**
FSU COUNSELING CENTER Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.	850-644-2003 **counseling.fsu.edu**
FSU EMPLOYEE ASSISTANCE PROGRAM Confidential, free, mental-health counseling, referrals, and other support services for employees.	850-644-4444 **vpfa.fsu.edu/Employee-Assistance-Program**

REFUGE HOUSE Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.	850-681-2111 **https://refugehouse.com/**
211 BIG BEND Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.	2-1-1 Big Bend **https://211bigbend.org/**

On Campus Complaint Resolution

FSU POLICE DEPARTMENT Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The university encourages survivors to simultaneously pursue both a criminal investigation with the police and a university sexual misconduct complaint investigation.	850-644-1234 or 911 **police.fsu.edu**
TITLE IX OFFICE Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about university policies and complaint procedures.	850-644-5590 students 850-644-8082 non-students **https://knowmore.fsu.edu/title-ix/title-ix-signed-statement**
DEAN OF STUDENTS DEPARTMENT Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).	850-644-2428 **deanofstudents.fsu.edu**
EQUAL OPPORTUNITY & COMPLIANCE Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).	850-645-6519 **https://hr.fsu.edu/sections/equal-opportunity-compliance-engagement**
FSU ETHICS POINT HOTLINE Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.	855-231-7511 **fsu.ethicspoint.com**

Additional On Campus Resources

UNIVERSITY HEALTH SERVICES Healthcare services for students (including emergency contraception through the Women's Clinic).	850-644-6230 **https://uhs.fsu.edu/**
SEMINOLE ALLIES AND SAFE ZONES Support network and resources for lesbian, gay, bisexual, and transgender students and employees.	850-644-2003 **https://pie.fsu.edu/sites/g/files/upcbnu711/files/20Spring_AlliesandSafeZonesOverview%20(1).pdf**
FSU MEASURE UP Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.	**FSUmeasureup.com**
M.A.R.C. (MEN ADVOCATING RESPONSIBLE CONDUCT) Student group devoted to peer education regarding sexually responsible behavior.	850-645-6519 **https://hr.fsu.edu/sections/equal-opportunity-compliance-engagement**

Off Campus Services

TALLAHASSEE POLICE DEPARTMENT Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).	850-891-4200 or 911 **https://www.talgov.com/publicsafety/tpd**
LEON COUNTY SHERRIFF'S OFFICE Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).	850-922-300 or 911 **https://www.leoncountyso.com/**
TALLAHASSEE MEMORIAL HOSPITAL Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").	850-431-0911 **tmh.org**

TALLAHASSEE POLICE DEPARTMENT VICTIM ADVOCACY 24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).	850-606-5800 (non-emergency) or 911 **https://www.talgov.com/publicsafety/tpd-victimadvocacy**
LEON COUNTY SHERRIFF'S OFFICE VICTIM ADVOCATE 24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).	850-606-3300 (non-emergency) or 911 **https://www.leoncountyso.com/citizen-center/victim-information**
FLORIDA BAR LAWYER REFERRAL SERVICE Referral service to find legal representation in Florida.	800-342-8011 **floridabar.org**
FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE State-wide information and resources for sexual violence.	1-850-297-2000 **https://www.fcasv.org/**
FLORIDA COALITION AGAINST DOMESTIC VIOLENCE State-wide information and resources for domestic and dating violence.	800-500-1119 | TTY 711 850-385-0611 | TTY 1-800-955-8771 **https://www.fpedv.org/**
NATIONAL DOMESTIC VIOLENCE HOTLINE 24/7 support, crisis intervention, and referral service for victims of domestic violence.	1-800-799-7233 or TTY 800-787-3224 **https://www.thehotline.org/**
RAINN (RAPE, ABUSE, & INCEST NATIONAL NETWORK) Rape recovery support services.	1-800-656-4673 **https://rainn.org/resources**



APPENDICES

APPENDIX A

Graduate Elective Course Options in Interior Design

Fall 2025

IND 5324 3 CREDITS	**GRAPHIC DESIGN FOUNDATIONS 1**
IND 5337 3 CREDITS	**GRAPHIC DESIGN FOUNDATIONS 2**
IND 5445 3 CREDITS	**GRADUATE FURNITURE DESIGN**

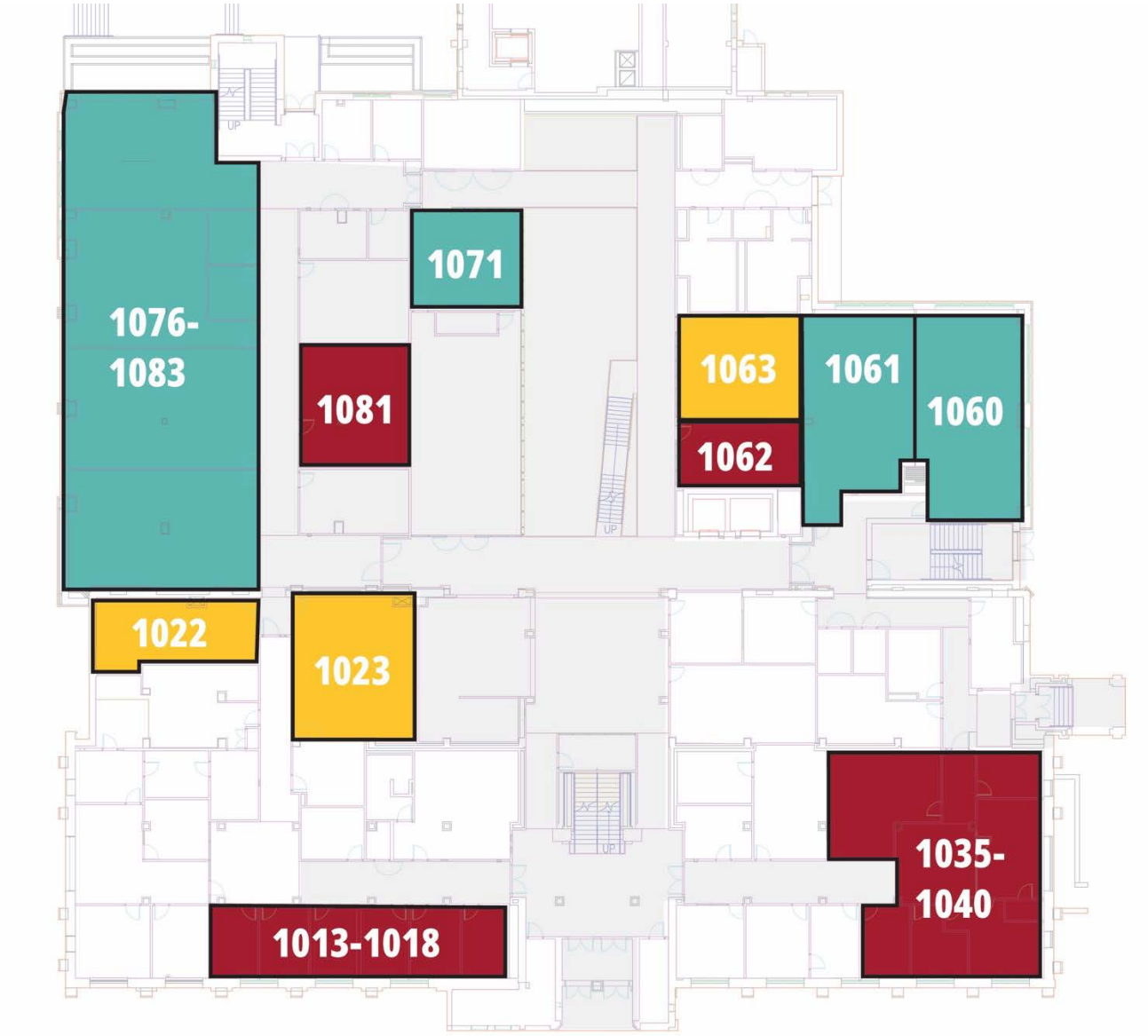
Spring 2026*

IND 5324 3 CREDITS	**GRAPHIC DESIGN FOUNDATIONS 1**
IND 5328 3 CREDITS	**GRAPHIC DESIGN ENTRE**
IND 5929 3 CREDITS	**BRANDED ENVIRONMENTS AND EXPERIENCES**
IND 5930 3 CREDITS	**ENVIRONMENTAL GRAPHIC DESIGN AND WAYFINDING**

*—please follow the department announcements and class schedules for possible adjustments to these class offerings.

APPENDIX B

William Johnston Building, First Floor Map



Student Support	Classrooms	Offices & Meeting Space
1022: Print Lab; Snap-n-Go Board	**1060-61, 1076-83: Studios**	**1013-18, 1035-40: Faculty Offices**
1023: Computer Lab	**1079: Dedicated Grad Studio**	**1062: Conference Room**
1071: Materials + Lounge	**1071: Crit. Space/Studio**	**1081: TA Office**
	2009: Lecture	

APPENDIX C

Manuscript Clearance Overview

Completed on ProQuest ETD Website: (https://www.etdadmin.com/fsu)	*Completed on Manuscript Clearance (MC) Portal:* (https://clearance.fsu.edu)
1. **Student** uploads pre-defense manuscript to *ProQuest ETD* approximately four weeks before defense (or when the draft is provided to **committee members**), but no later than Pre-Defense Deadline. 2. **Student** will receive formatting feedback from the **Manuscript Clearance Advisor (MCA)** by email (timing varies based on proximity to deadlines).	
	3. **Student** submits Defense Announcement Form on the *MC Portal* no later than two weeks before the defense. (Students should make sure the committee that appears on this form is correct before submitting.) 4. *Recommended:* **Student** submits Access Agreement Form on the *MC Portal*. 5. *Recommended:* **Committee chair** signs the Access Agreement on the *MC Portal*. If embargoed access was selected, the form will then be signed by the **MCA** and the **Graduate School Dean**. 6. **Student** defends successfully. 7. All **committee members** log into the *MC Portal* and provide a grade for the defense on the Manuscript Signature Form. 8. *Doctoral Only:* **University Representative** submits the University Representative Doctoral Defense Report on the *MC Portal*. The **Graduate School Dean** will then review and sign the form.
9. **Student** makes all content changes requested by their **committee members** and all formatting changes requested by the **MCA**.	
	10. **Committee chair** signs the Final Content Approval Form on the *MC Portal*.
11. **Student** submits their post-defense, content-approved manuscript on the same *ProQuest ETD* account used for the pre-defense submission. 12. **Student** receives any additional formatting revisions from the **MCA** by email and continues to make revisions and resubmit in a timely manner until all revisions are complete. 13. **Student** receives clearance email from the **MCA** on *ProQuest ETD* confirming revisions are complete and manuscript is now locked.	
	14. **Student** is given "Official Final Clearance" in the *MC Portal* and receives email from the **MCA** indicating all forms have been received and the manuscript was approved.
The following step can be completed at any time before the final deadline: • **Student** completes surveys indicated by the Surveys tab in the Portal. [**Ph.D. students** should forward the email with their Certificate of Completion from the Survey of Earned Doctorates (SED) to the **MCA**.]	


Gallery
1085
RYAN MARCOVSKY