



SCHOOL OF DESIGN
COLLEGE OF FINE ARTS

UNDERGRADUATE STUDENT HANDBOOK

2026-2027

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DEAR UNDERGRADUATE STUDENTS,

Welcome to the School of Design at Florida State University!

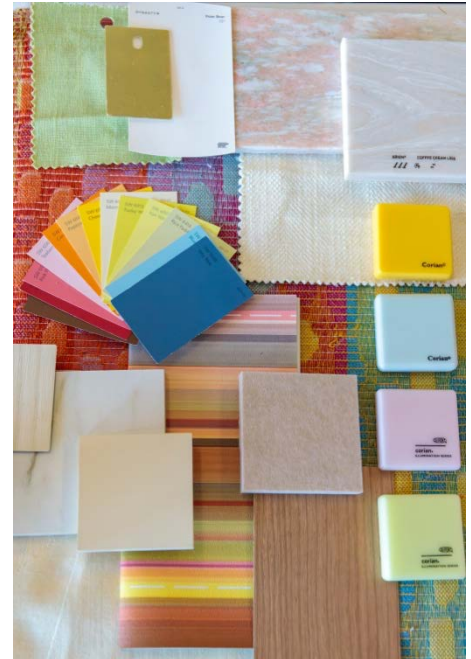
The School of Design prepares students for contemporary design practice through programs in Interior Design and Interdisciplinary Design. The School of Design is grounded in interior design while engaging broader, cross-disciplinary approaches that reflect the evolving nature of design education, professional practice, and student interests. Faculty expertise spans creative, technical, and research-driven domains, supporting curricula that emphasize collaboration, critical thinking, and adaptability. The interior design program offers rigorous professional preparation. While the interdisciplinary design program equips students to work across creative industries and emerging fields. Together, these programs offer innovative curricular pathways that support diverse learners and future-focused design careers.



PROGRAMS

INTERIOR DESIGN

Design is a pivotal driver of change, advancement, and equality in society, and it is essential to the physical and psychological well-being of the human experience. The Bachelor of Science in Interior Design provides a strong foundation for the collaborative practice of interior design. Throughout the interactive studio culture, students are nurtured as independent and creative learners who integrate fundamental skills, critical thinking, and evidence-based research into the design process. Employing constructivist pedagogies and experiential learning techniques, students move beyond passive learning to become active producers of knowledge in the field. Interior Design is concerned with the creation of all interior spaces, both residential and commercial, and the field of environmental design in general. Students are prepared to meet professional requirements and criteria.



INTERDISCIPLINARY DESIGN

The Bachelor of Science in Interdisciplinary Design prepares students to become agile, collaborative, and future-oriented design professionals equipped to meet the growing demand across creative industries. As the need for human-centered and cross-functional design solutions expands, this program will provide students with the frameworks and skills necessary to thrive in a range of design-focused careers. Grounded in the practice of design, the program encourages both creativity and problem-solving, connecting graphic design, spatial thinking, materials, and evolving tools used in contemporary design.



INTERIOR DESIGN

HISTORY

In 2026, the School of Design was created from what was once the Department of Interior Architecture & Design. The school took root in the Housing and Home Furnishings program offered at the Florida State College for Women prior to the reorganization and name change to the Florida State University (1947). The degree program was later changed to Housing/Interior Design and Decoration that evolved into the degree title Housing and Interior Design. In a reorganization of academic divisions in the late 1960s, the Housing program remained in Home Economics (now Human Sciences), and the Interior Design program was placed as a separate department in the School of Visual Arts & Dance (now College of Fine Arts). The department changed its name to Interior Architecture & Design in 2016 and in 2026 changed its name to the School of Design. The vision of the future is to offer multiple disciplines in relation to design.

ABOUT INTERIOR DESIGN

The current program and major in Interior Design, housed in the College of Fine Arts, offers a CIDA-accredited Bachelor of Science degree in interior design. The program also offers several tracks to obtain a master's degree. One way is to pursue a Combined Bachelor's/Master's Pathway for qualified bachelor's degree students can also provide a combined bachelor's and master's degree in 5-6 years. All students engage with design theory, history, technical skills, and participate in studio classes addressing residential and commercial spaces including health care, retail, office environments, hospitality, furniture design and specialized projects for children, seniors, and others in need of supportive spaces. The curriculum prepares students to work in interior design firms, as interior designers in architectural firms, or in many other design related fields.

The undergraduate program has been fully accredited since 1975 by the Council for Interior Design Accreditation (CIDA). The National Association of Schools of Art and Design (NASAD) accredits both the Undergraduate and Graduate Programs. Please see the [CFA handbook](#) for any additional information on NASAD. All students who graduate from the undergraduate or graduate programs are eligible to take the National Council for Interior Design Qualification Exam (NCIDQ). This gateway examination to professionalism is required for practice in many states and provinces.

UNDERGRADUATE SPECIALIZED ADMISSIONS

After acceptance to the University, students will be required to take three foundation courses in the first year of the Interior Design Program that include IND 1206 Introduction to Interior Design, IND 1203 Design Fundamentals I, and IND 1204 Design Fundamentals II, before being considered for acceptance into the program. Students should take ARH 2051 History & Criticism of Art II in the first year and take MAC 1105 College Algebra by the end of the second year. To be eligible for review, students must earn a B- or higher in all three IND classes and have a college GPA of 3.0 or higher.

We reserve the right to rescind eligibility for first year review should the GPA fall below 3.0 at the conclusion of the fall semester when grades are posted. Students will be notified prior to the spring semester. (Note, however, that most accepted students have either all A's in these classes or A's and B's; they also typically have above a 3.5 college GPA).

Note that due to high demand for our program and its limited enrollment, it is very possible to earn "A" grades in the foundation classes and still not achieve admission. All students will need an alternate plan in case they are not accepted.

From the FSU Registrar: "A specialized admissions (limited-access) program utilizes selective admission to limit program enrollment. Specialized admissions (limited-access) status is justified when student demand exceeds available resources (student/faculty ratios, instructional facilities, equipment, or specific accrediting requirements). Criteria for selective admission include indicators of ability, performance, creativity, or talent to complete required work within the program."

Part of the first-year review process is a mandatory design practicum that each student will take prior to first year review. This is a requirement to provide a student the opportunity to highlight their thinking and design problem-solving abilities. Upon completion of the three classes in the major and the design practicum, each student will participate in "First Year Review". School of Design faculty members review the work of first year students. A list of work to be included in First Year Review will be provided to students during the spring semester. The selection of students will be based on the quality of the work from the three interior design foundation courses listed above and the quality of the work produced during the practicum. In addition, disposition, work ethic, participation in course activities, attendance, ability to accept constructive criticism, and cumulative college GPA are also considered. Following First Year Review at the end of spring semester, each student will be given a status of acceptance or nonacceptance. Those students with acceptance status are admitted to the program and will begin the following fall. Those students with a non-acceptance status may not continue in the program and will need to find a new major. First-year foundation courses may only be taken once for credit. Students are not permitted to retake these courses, including cases of inadequate performance.

CURRICULUM

To obtain a bachelor's degree at Florida State University, each student must earn 120 total credit hours. For this major, 74 credits hours must be completed in major coursework. To see a complete list of classes in the interior design curriculum, please see the curriculum map button at <https://design.fsu.edu/programs/interior-design/>

COMMITMENT TO EXCELLENCE

The School of Design is committed to excellence. To that end, a program-wide grading standard has been adopted to ensure that an A is reserved for outstanding performance. Students should know that as a school, faculty have agreed that A and A- represent work of superior quality and extraordinary distinction. Grades of B+, B, and B- represent work of very good to good quality but that does not merit special distinction. Grades of C+ and C grade designate an adequate command of the course material. C-, D+, D and D- grades indicate work that shows deficiency in knowledge of the material. They are considered unsatisfactory, and the course must be repeated. F is a failing grade representing work that is awarded no credit.



MINIMUM COURSE GRADES

All interior design students must earn a C or higher in ALL classes in the major. Failure to do so will require taking the class again or leaving the program. Courses in which a student earns a grade of C- or below may be repeated once. Only two classes total in the major may be repeated. If a student earns a C- or below in a third class, they will be dismissed from the program. Because courses are sequential and build on one another—with many serving as prerequisites—it can be difficult to stay on track if a student falls behind and may prevent timely completion of the program.

LATE ASSIGNMENT POLICY

Assignments are due at the start of class on the day they are due unless otherwise indicated. If an assignment is turned in late, a 10% reduction (one full letter grade) will be applied for each day late, including weekends. An assignment is considered 1 day late if it is turned in 1 minute to 24 hours late; an assignment is two days late if it is turned in 24 hours and 1 minute to 48 hours late; and so on. For hard-copy deliverables, if a student is unable to give a late assignment directly to the instructor they should find a faculty member, teaching assistant, or staff member to document the time the project was turned in by marking the date and time on a note (with a signature) attached to the project—otherwise it will be assumed the project was turned in when it was found in the instructor's mailbox (WJB 1031) or the instructor's office as listed on the course canvas site. Deliverables submitted digitally (as directed/allowed by the instructor) will be time-stamped via the digital interface's clock.

If a student misses an exam/test/quiz/deadline, it is their responsibility to complete the work. All make-up work must be completed within two weeks of the absence unless otherwise agreed upon by the instructor.

COMPUTER REQUIREMENTS

For the Interior Design major, to see a complete list of requirements for each student's computer, please see the computer requirements button at <https://design.fsu.edu/programs/interior-design/> or the requirements are available to review on Canvas > Org: ID ALL> Modules > Student Resources. The requirements will be updated each summer in preparation for the fall/spring school year.

CONTACTS

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CAREER PATH

The Interior Design program resides in the School of Design. The program prepares each student for a professional degree of study. Interior Design students engage in projects relevant to the interior design profession while in school and in internships and eventually out in the workforce. Students are heavily involved in shaping interior space. The undergraduate program leading to the bachelor's degree (BS) is accredited by the Council for Interior Design Accreditation (CIDA), <https://accredit-id.org>, 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503. The CIDA-accredited program prepares students for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The bachelor's degree granted by Florida State University meets the educational requirements for eligibility to take the Council for Interior Design Qualification Examination (CIDQ Exam). For more information about CIDQ eligibility visit: <https://www.cidq.org/paths>. It is important to note that students remaining in the state of Florida will be eligible (upon passage of the CIDQ) to become registered as interior designers.

The interior Design program prepares each student for a flexible career in the interior design field. Sample occupations include Interior Designer, Interior Design Consultant, Facility Planner, Manufacturer's Representative, Lighting Designer, Drafter, Cost Estimator, Product Consultant/Designer, Residential Interior Designer, and Commercial Interior Designer. Here are a few sample work settings: Interior Design Firms/Studios; as an Interior Designer in an Architecture Firm; Furniture Companies; Fabric Companies; Museums; and Retail or Interior Product providers.

INTERDISCIPLINARY DESIGN

ABOUT INTERDISCIPLINARY DESIGN

The Bachelor of Science in Interdisciplinary Design degree with a major in (Design & Visual Communication), housed in the College of Fine Arts, offers students to think creatively, solve complex problems, and work fluidly across today's evolving design markets. The degree combines visual communication, design strategy, and hands-on fabrication. Each student will build skills in graphic design, spatial thinking, and material coursework while engaging with emerging technologies and contemporary design tools. The culmination of the coursework, skill-building, and exposure to areas of discipline for this program will give students an opportunity to explore a multitude of career possibilities.

The National Association of Schools of Art and Design (NASAD) accredits the Undergraduate program. Please see the [CFA handbook](#) for any additional information on NASAD.

ADMISSIONS

The Bachelor of Science in Interdisciplinary Design degree with a major in (Design & Visual Communication) does not have a specialized admissions entrance policy. The program utilizes the requirements established by the University for admission to the program.

CURRICULUM

To obtain a bachelor's degree at Florida State University, each student must earn 120 total credit hours. For this major, 68 credits hours must be completed in major coursework. To see a complete list of classes in the interdisciplinary design curriculum, please see the curriculum map button at design.fsu.edu/programs/interdisciplinary-design.

COMMITMENT TO EXCELLENCE

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CAREER PATH

The Interdisciplinary Design program resides in the School of Design. The program prepares each student with a flexible and career-ready skills set. Students should explore careers as a Graphic Designer, an UX/UI Designer, a Brand Strategist, a Creative Consultant, an Experiential Designer, a Digital Designer, an Exhibit Designer, an Entrepreneur and more! Here are a few sample work settings: Branding & Identity Firms; Advertising and Marketing Firms; Print & Fabrication Companies; Media & Publication Design Studios; Interior Design Studios; Digital/ UX Design Studios; Entertainment & Film studios; Museums & Cultural Institutions.

SCHOOL OF DESIGN RESOURCES

FACULTY

Learn more about the faculty on the website, <https://design.fsu.edu/people/>

FACILITIES

William Johnston Building

The School is housed in the William Johnston Building, on Landis Green in the heart of the FSU campus (with our main office in 1038 WJB). Aside from the main school and faculty offices, our facilities consist of 6 design studios, a computer lab, a print center, a resource room, graduate labs, seminar and lecture spaces, a gallery, a skills lab, and congregation spaces for our students. Within the William Johnston Building, a skills lab has evolved into the “IDDEAS Lab,” a fabrication and prototyping space on the ground floor for students to utilize for a variety of classes within the school. The building also hosts the Art & Design Library, a 2,500-square foot glass-walled meeting space, archive, and reading room overlooking the WJB atrium and is managed by Art History. The library houses a non-circulating collection of books donated by faculty and friends of the College of Fine Arts. The building achieved a Gold LEED certification in 2014. The FSU Innovation Hub is directly across the green. Strozier library is also conveniently located near the building.

Carnaghi Arts Building

The Carnaghi Arts Building houses a traditional woodshop in Studio D, digital fabrication equipment in Studio 3D, and also undergraduate and graduate studio space in the MOTL (Materials and Objects Testing Lab) and Fundamentals classrooms. Established in the summer of 2013, the Studio D: Design and Fabrication Labs prototype and test workspaces for design. Studio D labs focus on the design, fabrication, and testing of small and full-scale prototypes of furniture and interior design objects that support the three areas of curriculum development and instruction, research and critical analysis, and product development and material testing.

PERFORMANCE POLICY

The School of Design values student learning, and therefore strongly urges that students attend all classes in order to obtain the most benefit out of instructor activities as well as the connections and critique provided by peers and outside guests. In acknowledgement of the unique contribution that class experiences provide, a portion of the class's performance expectations are fulfilled through engagement in in-class-only (whether offered as an in person or remote experience) activities outlined in the course syllabus and/or other course material provided information. These experiences form a necessary part of the course's contribution to a student's preparation for design practice and/or research. It will be necessary to engage with each class as applicable to access these activities, which can occur at any point during a class meeting. Therefore, students will need to be present for the full period of a class meeting, neither arriving late nor departing early. Because class time is precious, it is not possible to provide these activities for students that are not present at the time of their offering.

Some courses have attendance policies, and the course canvas site is the best place to find this information. Instructors understand that students are adults preparing for their careers and are responsible for their own performance. While attendance may not be formally recorded in all courses, missing class can still negatively impact a student's grade. Many activities take place only during class and missing them means missing chances to show specific skills. If students face medical, family, or other personal challenges during the semester, they should speak with their instructor and the advisor within the major. Please refer to the syllabus for full details on how in-class activities affect your grade and to review any specific attendance expectations.

CLASS PARTICIPATION

As noted above in the Performance Policy, the School of Design strongly urges that students attend all classes as scheduled. Illnesses occur every semester that can conflict with participation. Faculty are prepared to work with students when 'stuff' happens and are generally as flexible as the course material and schedule allow relative to maintaining the university's academic integrity, educational content, and the overall learning environment. However, this flexibility in no way eliminates the responsibility of students to immediately notify the instructor regarding a potential illness and/or the necessity to make up all work that is missed. When a student anticipates an inability to participate, the student must notify the instructor immediately. Communication is vital during the semester to ensure the intended instructional delivery by faculty and its reception by students. It is the student's responsibility to directly notify the instructor via FSU Email or Canvas messaging. Notifications through verbal messages, text messages, voicemail, or other non-FSU message delivery systems via colleague(s) are not acceptable.

Students who are unable to complete class expectations due to illness should promptly communicate their situation to the instructor. Additionally, students should also notify the program advisor, academic program advisor, and program director.

PROFESSIONALISM

Professional conduct entails respecting diverse opinions, perspectives, and cultures; striving to gain knowledge and contribute to the understanding of others. Additionally, as students in a professional degree program, it is essential to maintain a standard of attire that reflects the values and expectations of the academic and professional environments you are preparing to enter. We encourage you to dress in a manner that is appropriate, respectful, and conducive to a positive learning atmosphere.

Guidelines for Appropriate Attire:

PROFESSIONAL STANDARDS	Students are expected to wear clothing that aligns with professional standards in their respective fields. This may include business casual attire such as dress shirts, blouses, dress pants, skirts, or dresses. • Slacks or business dress pants, khakis, chinos, knee-length skirts, dark jeans without holes • Button-down shirts, sweaters, blouses, henleys or polo shirts • Knee-length or maxi dresses • Optional cardigans, blazers, or sport coats (especially for the colder months)
INAPPROPRIATE ATTIRE	To foster a respectful and focused learning environment, the following types of clothing are considered inappropriate for the classroom: • Clothing that is overly suggestive or revealing, includes low-cut tops, short shorts, or skirts that do not provide adequate coverage. • Items with offensive language, images, or symbols. • Casual wear such as pajamas, gym shorts, or athletic wear that do not meet professional standards.
FOOTWEAR	Appropriate footwear is required. Consider using closed-toe shoes or professional loafers. Sneakers/athletic footwear are acceptable. Flip-flops and other casual sandals are discouraged. This is extremely important for a site visit or field trip.
PERSONAL PRESENTATION	Students should also maintain personal hygiene and grooming standards that contribute to a professional appearance.
CULTURAL SENSITIVITY	We recognize and respect diverse cultural expressions. If you have specific cultural attire that is respectful and aligns with the professional environment, please feel free to wear it.

By adhering to this dress code, you contribute to a professional learning environment that prepares you for your future career. Thank you for your cooperation and commitment to maintaining a respectful atmosphere in our institution.

THE FSU CARD CENTER

All students are required to have an FSUCard for identification on campus, access to campus buildings including all facilities in the School of Design, 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.

While you may have collected your FSUCard at orientation, if you did not, please visit the FSU CARD Center. The FSUCard Center is located at 104 N Woodward Ave, Tallahassee, FL 32306. It is physically connected to the Woodward Avenue Parking Garage, directly across the street from the FSU Student Union. Please be sure to check their website for hours of operation, but they are typically open Monday–Friday, 8 AM–5 PM. Also please use the Center if you need a replacement card.

FSU EMAIL ACCOUNTS

To effectively communicate with School of Design faculty, leadership, and staff in the college and 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 School of Design, college, and university.

THE SCHOOL OF 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.

COURSEWORK

Policy for Displaying Student Work

The School of Design reserves the right to display students' work for the purposes of public relations and marketing in print, digital or other formats including social media posts, brochures and for the purposes of accreditation. This work will be attributed to the student. The School also reserves the right to show examples of capable student work to future students so as to acquaint them with successful skills. In the latter case, the work will be available only to students and not openly shared with the public. Should a student not wish their work shared for these celebratory purposes, they should inform the chair.

TECHNOLOGY

Policy for Use of Computers & Phones in Class

The faculty realize that we are all living in a digital age, connected in many ways by phones and computers. However, during classes, so that students and faculty can engage with each other most effectively, the faculty asks that students refrain from using computers or phones unless the course activities require their use. It is discouraging for faculty to teach to a sea of computer screens, unable to see the faces of their students and making class discussion difficult. Student to student interaction and rich discussion are also absent when students are on their devices. In some classes, there may be days that require computers to be used—such as studio workdays—and faculty will make that clear. Please consult with the instructor if there are questions. Thank you for adhering to this policy and helping create an engaging learning community.

Guidance for Participating in Online/Social Media Study Groups & Digital Cheating

As social media becomes part of the mainstream, online study groups using various forms of online sites and/or social media are common. Students should keep in mind that when they participate in this sort of group where they (or others) are sharing ideas, questions, etc. online, they are responsible for anything that is posted by themselves and anyone else. For example, if another student acquires a test without permission and posts the questions online, all students with access to that material are in violation of the FSU academic honor policy. Be careful before getting involved in such a group. Unless the instructor approves the use of a non-FSU group venue in writing, the only accepted group venues are within that course's FSU Canvas platform. See the honor policy and consequences for violating the policy in the student handbook: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.



Use of Artificial Intelligence

If you are unsure whether the use of artificial intelligence (AI) is permitted for a project, be sure to ask your instructor prior to using these tools. Please also read their policy in the published syllabus for each course.

The integration of Artificial Intelligence (AI) tools and technologies has become increasingly prevalent in the fields of Dance, Design, Art, Theatre, Art Education, and Art History. As part of our commitment to fostering innovation and critical engagement with emerging technologies, we recognize the potential of AI to enhance the creative process, support research, and expand pedagogical strategies.

Guidelines for Appropriate AI Use:

ETHICAL USE	Students are encouraged to use AI tools ethically and responsibly, ensuring that their work remains original, and that AI-generated content is properly credited. Plagiarism and misrepresentation of AI-assisted work as solely one's own creation are prohibited.
CREATIVE EXPLORATION	AI can serve as a valuable tool for ideation, analysis, and production in various artistic disciplines. Students are encouraged to experiment with AI in ways that enhance their creative and scholarly projects while maintaining the integrity of their artistic vision.
ACADEMIC INTEGRITY	While AI can assist in research and production, students must ensure that their use of AI does not compromise academic integrity. All sources, including AI tools, must be appropriately cited in accordance with academic standards.
SKILL DEVELOPMENT	The use of AI should complement, not replace, the development of foundational skills in your discipline. Students are encouraged to develop a balance between leveraging AI tools and honing traditional techniques and methodologies.
AI IN RESEARCH	For research purposes, AI can be used to analyze large datasets, generate new insights, and support theoretical exploration. However, the limitations and biases of AI tools must be critically assessed and acknowledged in your research outcomes.
COLLABORATION & INNOVATION	We encourage students to collaborate and share their experiences and findings related to AI. This can foster a community of innovation where diverse perspectives and interdisciplinary approaches enhance the learning environment.
PRIVACY & SECURITY	When using AI tools, be mindful of privacy and security considerations. Protect personal and sensitive information and comply with all relevant data protection regulations. By integrating AI thoughtfully and critically, we can enrich our artistic and academic endeavors, preparing students to navigate and contribute to a rapidly evolving technological landscape.

SCHOOL OF DESIGN FACILITY USAGE

The William Johnston Building (WJB) is home to the School of Design among a number of other university programs and organizations. This facility has dedicated space for classrooms, studios, technology instruction, public presentation and critique, conference rooms, resource rooms, and faculty, staff, and administrative offices. These spaces are intended for use by faculty, staff, and students enrolled in both of the programs within the School. It is the responsibility of all persons to take care of the space and ensure it continues to be a clean, well-maintained, and operationally and functionally sound environment supporting higher education learning.



The Carnaghi Arts Building (CAB) is a facility used by the School of Design and also a number of other university programs and organizations. This facility has dedicated space for classrooms and studios, resource laboratories and rooms, and faculty, staff, and administrative offices. These spaces are intended for use by faculty, staff, and students enrolled in the programs within the School along with other units within the College of Fine Arts. It is the responsibility of all persons to take care of the space and ensure it continues to be a clean, well-maintained, and operationally and functionally sound environment supporting higher education learning.

Due to the sensitive nature of the technology and equipment unique to the school, absolutely no food, drink, or pets of any kind are allowed in any space authorized for use by School of Design students. Exceptions are made for service animals as defined by the ADA and for other accommodations formally authorized and documented by FSU. We love children (we even have children), but please do not bring children to class, studio, or lab while working. This is disruptive to other students as well as a liability for the university. Students should not let anyone outside of the School of Design into studios, classrooms, offices, and support spaces.

The only exception to the food and drink rule is that a drink in a bottle or other closed container is allowed. Additionally, a microwave and refrigerator are in some spaces throughout WJB and CAB for student use. Please use responsibly and clean any mess or spill directly after usage.

Students are expected to show respect for the building and the equipment, furniture, and spaces in which they work. Out of an abundance of caution, and to protect the health, safety, and welfare of all students, faculty, and staff, food should not be consumed in the classrooms, studios, or labs. Place trash in the trash receptacles provided both inside and outside of classrooms or the buildings. Place recyclable entities in the appropriate receptacles.

Please be respectful of floors, tables, desks, and all surfaces in all spaces. Do not use any materials that may damage surfaces in any space. Also clean your space after you have completed your work whether in class or working outside of class hours.

Do not use spray paint or spray mount adhesive inside any of the buildings. You must spray outside unless you are in a ventilated area that is designated by appropriate signage. In some classes the application of color is imperative to the project. Do not use any type of paint, marker or drawing apparatus directly on the desk or drafting board surface. Please protect the surfaces and clean up after use. Please dispose of materials appropriately. Do not pour any pigmented water in drains in any of the restroom sinks unless designated with appropriate signage.

Students must protect all surfaces when cutting. Most studios have a cutting mat that should be used if students need to cut. Never cut directly on drafting tables.

All spaces will be designated for use each semester based on usage type, course identification, and hours of operation. This information will be posted outside of each room/space. Students are not authorized to use any room/space outside of the posted hours. Violation(s) of this policy may result in a student being denied use of the room/space. Additionally, violations of the School of Design, College of Fine Arts (CFA), and/or FSU health or other policies may lead to rescinding of room/space use privileges.

CLASSROOMS & STUDIOS

All students are responsible for their personal belongings at all times in WJB & CAB. Some classes and studios will have “cold desks” dedicated to a single student for the entire semester. This is typically the case for upper-level undergraduate and graduate courses. Other classes and studios will have “hot desks” that will host several different students each day and will remain open for various students to use at will during School hours of operation in WJB and CAB. The University and the School can change room and desk designations at any time so please observe the usage rules of the space.



TECHNOLOGY

Executing any or part of a course project using a computer involves certain responsibilities. No computer-related excuses of any kind will be accepted if a student fails to meet course deadlines or requirements in any class in the School of Design. Students should save their work often and be sure that they always have a copy of their files in several different locations! It will be unfortunate if a student has computer problems, loses work, has files damaged or lost in the “cloud,” etc., but there will be no extensions granted for late projects under these circumstances.

The School of Design makes every effort to keep the computer lab computer lab (1023 WJB) and printer/scanner room (1022 WJB) in working order. However, keep in mind that equipment does malfunction, ink will occasionally run out, and students may not always be able to print in our print room. When many projects are due at once, students are advised to plan ways in advance to ensure they will have time to print. A line at the printer or at other print shops will not be accepted as an excuse for a late project. Have an alternate plan for reproducing work in case a problem arises.

Please keep in mind that the School’s materials and equipment fees fund the equipment and ink used in the printers. Students who are not in either major must not use the computer or printer/scanner rooms. Students who are allowed to use these spaces have swipe card access to these rooms—so please do not allow others into these rooms. The School and the College have the ability to track students logging on to the computers and how much they print. If students are printing excessively, the School reserves the right to remove printing privileges. Students should only print items for classes in their program. Students should never print class notes from Canvas for any classes in the print room.

We often find that flyers for campus events, sorority, or fraternity newsletters, and even wedding invitations have been printed on our computers— this type of printing/copying uses ink and is expensive. Printing these personal items such as these will result in a loss of printing privileges. The printer/scanner room has defined hours of operation for student use. Students should make note of these hours and plan their work accordingly. Use of the printer/scanner room outside of those hours is prohibited. Violating this policy will result in a loss of access to the room and/or its technology.

COMPUTER LAB RULES

Use of the computer lab is restricted to School of Design instructional activities and support for studio/class work during its hours of operation. Students are advised not to rely solely on any hardware, software, app, or storage device in the computer lab for their work. Past unauthorized use of the computer lab indicates that such a reliance results in students’ frustration with their inability to complete coursework. Students who ignore these rules will lose their swipe card access to the computer lab and/or use of the computers in the room. There are no exceptions to this policy.

DO NOT STORE WORK ON ANY COMPUTER IN THE COMPUTER LAB. Computers are constantly being updated and may be ‘wiped’ at varying intervals each semester by varying School of Design, CFA, and/or FSU ITS personnel. **Any loss of personal work is the student’s responsibility.**

Additionally, students are not allowed to use the computer, the document camera, or the projector at the teacher’s station or any computer for entertainment purposes.

Several stations in the computer lab have been formatted for remote use students. Remote access computing is associated with FSU's VLab platform and is managed by School of Design designees, IT personnel within the College of Fine Arts, and at the university's Information Technology Services. This feature does not relieve the requirement that all students maintain their own computer for coursework associated with each program. Remote computing is provided as an alternate means of utilizing course-specific software in cases where a student is experiencing technical difficulties with their personal equipment or software or needs computer lab time not available during the computer lab's normal hours of operation. For equity in use, each student will be limited to one time slot per day via a sign-up process. Please respect your allotted time slot so everyone is able to have access. Note that all course requirements can be met without use of this remote computing ability. Your instructors will expect compliance with all course deliverables whether or not you access this cloud computing option. Instructions for accessing this feature are outlined in a separate document.

The computer lab has defined hours of operation for in-person student use. Students should make note of these hours and plan their work accordingly. Unauthorized use of the computer lab outside of those hours is prohibited. Violating this policy will result in a loss of access to the room and/or its technology. The student technology manual will be available to review on Canvas > Org: ID ALL> Modules > Student Resources. The manual will be updated each fall semester.

AFTER-HOURS ACCESS

The William Johnston Building and the Carnaghi Arts Building are set up to allow 24/7 access to each building for all School of Design students. However, with that after-hours access comes quite a bit of responsibility. The safety of our students is a big concern, so please come and go with other students—safety in numbers is the goal. Keep an eye out for one another when you are in the building and please do not let students you don't know into the building at night or on the weekends. Never prop doors open on the outside or inside of the building. If you ever feel you are in danger, you should call the FSU police. Please do this only for emergencies—not just for personal inconveniences. They can be reached at 850-644-1234.

LOCKER POLICY

Lockers are available in Room WJB 1022 for use by School of Design students and can be accessed by using their FSUCard to swipe into the room. These are transient lockers and are not assigned permanently. Students should use them as needed on a daily basis using a self-created password. If items are left in lockers for more than a few days, the items will be removed.

Students are responsible for cleaning a locker prior to and after its use with university-approved cleaning supplies. Students are to maintain the locker in a sanitary manner during its use. If an issue occurs with the locker and you are unable to access it or swipe into the room, please contact the School of Design Administrator or email the tech team on their email address.

COLLEGE OF FINE ARTS POLICIES

PRINCIPLES OF PROFESSIONAL CONDUCT STATEMENT

In the College of Fine Arts, we are committed to upholding the highest standards of professional conduct through our core principles: Adaptability, Resourcefulness, Tenacity, Inquiry, Self-Awareness, and Teamwork. These principles ensure a respectful, supportive, and thriving environment across our disciplines of Dance, Design, Art, Theatre, Art Education, and Art History. Adaptability involves being flexible and open to change, adjusting to new challenges and opportunities. Resourcefulness emphasizes the ability to find creative solutions and make the most of available resources. Tenacity requires resilience and perseverance in the face of challenges, maintaining dedication to your academic and creative pursuits. Inquiry encourages a spirit of curiosity and critical thinking, seeking knowledge and understanding. Self-Awareness involves reflecting on your actions, recognizing your strengths and areas for improvement, and striving for personal growth. Teamwork highlights the importance of collaboration, respecting diverse perspectives, and contributing positively to group efforts. By adhering to these principles, you contribute to a professional and enriching environment that benefits everyone in the College of Fine Arts. To learn more about these principles and the accountability measures related to them, please reference the CFA handbook at: cfa.fsu.edu/student-success/.



UNIVERSITY POLICIES

ACADEMIC SUCCESS

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Consideration will also be given to students whose dependent children experience serious illness.

Required First Day Attendance Policy

University-wide policy requires all students to attend the first-class meeting of all classes for which they are registered. Students who do not attend the first-class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. Please refer to 'Class Attendance' below for additional information.

Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at

<http://fda.fsu.edu/Academics/Academic-Honor-Policy>

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

RESOURCES

Americans With Disabilities Act

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course.

Students with disabilities needing academic accommodation should:

- 1.) Register with and provide documentation to the Office of Accessibility Services
- 2.) Request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type.
- 3.) Meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request.

For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

Confidential Campus Resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

VICTIM ADVOCATE PROGRAM

Available 24/7/365,
Office Hours: M-F 8-5

**University Center A,
Room 4100 (850) 644-7161,
<https://dsst.fsu.edu/vap>**

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being.

The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

**250 Askew Student Life Building
942 Learning Way
Tallahassee, Florida 32306
Phone: 850-644-TALK (8255)**

**Walk-in and Appointment Hours:
M-F 8 am – 4 pm**

UNIVERSITY HEALTH SERVICES

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention.

**University Health Services Health and
Wellness Center
960 Learning Way
Tallahassee, Florida 32306**

**Hours: M-F, 8 am – 4 pm
Phone: 850-644-6230**

For more information, go to uhs.fsu.edu.

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options – see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

IMPORTANT INFORMATION

Statement on Public Health Protocols

Classes are expected to continue to meet in person this semester. If necessary, however, we will shift to remote instruction. There are currently no mask mandates in place at FSU, but it is likely that not everyone in the class will feel the same way about public health protocols. Some members of our community remain at risk more than others. We encourage everyone to be patient with one another while we navigate these ongoing challenges. While the Covid and M-pox pandemics are receding, in order to continue meeting in person, we must all work together as a community to protect one another and to promote our shared health and safety in indoor spaces. FSU will continue to monitor all public health issues. Whatever happens, we are committed to helping you learn the material thoroughly and stay on schedule with your degree program. For questions or concerns about health care services, please review <https://uhs.fsu.edu>

Statement for Classes Subject to HB233 Recording

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor policy violations and legal penalties associated with theft of intellectual property and violations of other state laws. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you to refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recordings so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.

Statement for Courses Not Subject to HB233 Recording

In this class, consistent with state law and university policy, you may not make recordings of classroom activities without the permission of the instructor. This policy applies to both audio and video recordings.