Mississippi College – Art Department - Interior Design Program Policies and Procedures

Interior Design Studio and Lecture Classrooms

1. No eating in the studio and lecture classrooms. Eating is only allowed in the break room.

2. No drinks on the drafting tables.

3. Desks must be kept neat and orderly.

4. Only use your desk. If using other surfaces in the building to work on group projects, clear surface before leaving the building. Keep these surfaces cleared and clean for other students. Do NOT use sharp blades on surfaces without a cutting mat or mat board below. Do NOT use markers or pens on surfaces without a mat board below your drawing.

5. Store all belongings in YOUR locker, shelves or on desk. If your belongings do not fit in/on any of these spaces, TAKE IT HOME.

6. If you are working in the back of the studio during another class, keep quiet and do not disturb the class in session. Cell phones must be off or on silent. If a door is shut then you will not be allowed to enter a classroom to access a desk. Also, if a studio door is shut then you will not be allowed to walk through the studio to use the restrooms. You need to exit the building and enter through the side break room door to use the restrooms.

7. Do not leave trash on or around your desk.

8. When finished pulling fabric books, binders, sample boxes, wallcovering books, loose samples, etc from the materials library, place them back in original position. If you cannot remember where you pulled the sample, place in red bucket located in materials library. Please try to remember where you pulled the sample. When cutting from loose fabric samples, throw away what you do not use of the sample.

9. Throw away any scraps. Do not leave scraps anywhere in the building.

10. Use Identification Card to access the building. Do not depend on other students to let you in and out of the building. If ID card does not work, notify an instructor. **Keep front door locked at all times.** Only use the swipe system.

11. Students may only use iPods and/or MP3 players when given permission by instructor. Students must use ear buds while using such devices. If given permission, student must keep the volume low enough to hear instructions from professor during studio. NO iPods and/or MP3 players are allowed during lecture.

12. NO texting during lecture.

13. Cell phones MUST be on silent or off during lecture. NO leaving lecture to answer cell phone.

14. Log off the desktop computers in the building.

15. Guests are only allowed in the break room. Guests are not allowed to "hang out" in the studio or lecture rooms.

If any student disregards the aforementioned policies and procedures, he/she will be asked to leave the building and counted absent for the day. If a student is not in a class and disregards the policies and procedures, he/she will be asked to leave the building and a grade deduction will be applied to one of his/her classes.

Absences

The following is a University Policy.

1. Students must not accumulate excessive absences. A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether excused or unexcused:

12 in semester classes meeting 3 times per week

8 in semester classes meeting 2 times per week

4 in semester classes meeting 1 time per week

4 per session in the Accelerated Degree Program (ADP)

6 in summer day classes

In other classes which meet on different schedules, a student will receive an F in a class immediately when absences, whether excused or unexcused, (including university functions), exceed 25% of the class meetings.

Absence Appeal. If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.

2. Students missing due to an unexcused absence on a test day will NOT be allowed to make up test. If student misses due to an excused absence, he/she will be able to make up the test at the discretion of the instructor. If a test is on Moodle, no excuses are accepted.

4. Students missing due to an unexcused absence on an assignment or project due date will receive a grade deduction. See late assignments/projects below.

5. Lectures will not be made up by instructor if student misses due to an unexcused absence. It is the student's responsibility to gather information from classmates.

6. **Project presentations cannot be made up under any circumstances.**

7. Excused absences are absences due to personal illness, death of an immediate family member, jury duty/court attendance, etc. Student must provide instructor with legitimate documentation proving excused absence(s) within one week of the absence.

Late Assignments/Projects

1. Student will be given a due date for each assignment/project.

2. The assignment/project will be due at the beginning of class on the due date.

3. If student fails to submit assignment/project on due date at the beginning of class, student will receive a grade reduction.

24 hours late – 10% reduction (Highest grade possible – 90/B)

48 hours late – 30% reduction (Highest grade possible – 70/D)

More than 48 hours – 100% reduction (Highest grade possible – 0/F)

*If a project is due on Thursday, student will receive a 10% reduction if submitting on Friday and a 30% reduction if submitting on Monday because we do not accept projects on Saturday or Sunday.

4. Computer problems are not an excuse for late assignments, exercises, or projects. Always save to an external hard drive or flash drive. Remember to also save frequently.

5. Farr Hall computers/printer are not an excuse for late assignments, exercises, or projects. Computers/printer may not always work in Farr Hall.

Tardiness

1. Student should be in classroom at the start of class time.

2. If student is not in the classroom at the start of class time, he/she will be counted tardy.

3. Three tardies will result in an absence.

4. If student arrives to class thirty minutes after class time begins, he/she will be counted absent.

5. If student leaves class early, he/she will be counted absent.

Contacting Instructors

1. Only contact instructor via office phone or email.

2. Do not call instructor by first name. Instructor will inform students of appropriate title during first class period.

Field Studies Fees

1. ART 272 Interior Design II and ART 472 Interior Design IV courses each require a $350.00 field studies fee.

2. The fee will cover a field trip to Atlanta or Chicago during the semester enrolled in the course.

3. This is a required field trip and participation will be calculated into the course grade.

Plotting and Lab Fees

1. Lab fees are no longer required starting Fall 2013 for plotting supplies.

2. If a course requires plotting, each student is responsible for plotting his/her drawings at a print shop.

Accreditation

1. We reserve the right to retain student work as required for accreditation.

My signature below indicates that I have read and understand the Mississippi College – Art Department – Interior Design Program Policies and Procedures.

_____ _____

Signature **Date**