HARRINGTON
COLLEGE OF DESIGN

academic catalog **2015–2016**

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About
Harrington

Mission

The mission of Harrington College of Design is to create the next generation of design professionals to lead and serve the global community. Building on a tradition of excellence, Harrington delivers an unmatched educational experience—offering a faculty of practicing professionals, innovative programs of design, progressive curricula, and a student-centered approach—enriched by the historic, vibrant and diverse culture of Chicago.

Vision

Harrington College of Design will be a premier school of integrated design recognized for innovation, creative collaboration and passion for exploration.

Institutional Student Learning Outcomes (ISLO's)

Harrington College of Design strives to produce graduates who exhibit:

Leadership
Intellectual Curiosity
Global Awareness and Civic Engagement
Knowledge Acquisition and Application using Critical Thinking Skills
Innovation
Collaboration
Personal Responsibility and Integrity
Communication

Message from the President

Harrington College of Design has a rich history and a continuing legacy—beginning with Frances Harrington in 1931—that continues to be written with each successive class of students. Harrington has presence, substance, and traditions that serve as the foundation of our evolving commitment to meet the demands of the design industry while remaining committed to delivering excellence in design education.

Located in the dynamic city of Chicago, Harrington College of Design has over 80 years of experience educating designers, preparing them for roles in design leadership; the College's mission to create the next generation of design professionals remains our primary focus.

Harrington has a steadfast belief in the practitioner-educator model; our faculty brings their experiences as practicing designers to the classroom ensuring relevant, current and impactful content in the courses they teach. Augmented by meaningful interactions with leading design professionals as a student, you will be presented with opportunities to address real world challenges, competitions, and inspirational studio visits.

Whether you are considering an undergraduate or graduate degree, the rigor of the programs, the diversity of perspective amongst the students, the dedication of the staff, and the expertise of the faculty combine to make Harrington a unique experience in design education—for you to become a 100% Designer. Accept the challenge to expand your knowledge, to develop new skills, to explore ideas and to create designs that address needs, solve problems and make the world a better place. We invite you to explore Harrington in these pages, online, and on campus.

Max S. Shangle

President

History

Harrington was founded in 1931 when Ms. Frances Harrington, a practicing interior designer from New York, began a lecture series in Chicago for professionals, later expanding offerings to the public and eventually offering a diploma to day and evening division students. At Ms. Harrington's retirement in 1959, her former student Mr. Robert Marks assumed the leadership of Harrington Institute of Interior Design. Under his direction, the school continued to add program levels and later degree options as well as accreditation. As the industry changed, so did the curriculum. Course requirements were added to ensure technological demands were met, as well the study of building codes to instill a respect of laws pertaining to the built environment. Today, changes in Harrington's curriculum, under the guidance of active professional advisory boards, are driven by employer input and comments from the industry's professional organizations.

In 2003, Harrington Institute became Harrington College of Design to better reflect the inclusion of additional career-focused design and design-related programs. A logo change was also initiated with the school's move to 200 W. Madison St., in Chicago, Illinois, which allowed for future growth in student population and new programs. The addition of commercial photography and later communication design programs as well as specializations has made the campus an exciting place with many opportunities for inter-disciplinary and collaborative experiences. The design of the facility displays the concept of using the campus functionally as a laboratory for experiential learning.

Harrington College of Design is a private, coeducational college owned by Career Education Corporation (CEC) and operated as an independent college for the express purpose of providing career education and employment opportunities in the fields of interior design, commercial digital photography and communication design.

An Urban Campus for Innovative Design Education

Harrington students benefit from the lectures, demonstrations, and hands-on volunteer opportunities routinely offered by various members of the professional and educational design community. They also join a unique college "campus" in Chicago's Loop and South Loop neighborhoods where over 50,000 students attend more than 20 institutions of higher education. Students can run and bike along the lakefront; sunbathe or play volleyball at Oak Street Beach; visit galleries in the River North neighborhood; shop the Magnificent Mile; dine in a world of ethnic restaurants; and enjoy the nightlife offered by this great city.

Harrington's six-story vertical campus within a glass-and-granite high-rise reflecting the surrounding cityscape serves as a learning laboratory. Structural elements, plumbing, HVAC and even some walls are left exposed or dissected to exemplify to students the inner workings of the built environment. A unique three-story display space connects floors designed to hold a mix of classrooms, galleries, offices and spaces for conversation and collaboration on projects. A specialized design library with extensive traditional archival holdings and continuously updated digital resources supports student research. Harrington's technology delivers a flexible and innovative education in studio, computer and lecture classrooms while its faculty of practicing professionals expands the learning experience to the rich design and cultural community of Chicago.

Faculty

The faculty members are the keystone of Harrington's quality. Members of the faculty bring industry or professional experience to the classroom. Through the faculty's guidance and instruction, students will be introduced to theoretical, practical and creative applications.

Harrington's faculty members are dedicated to academic achievement, professional education, individual attention, and to helping students reach their potential and prepare for their chosen career. In essence, they practice what they teach. A listing of the faculty may be found in the addendum to this catalog.

Accreditations and Affiliations

Harrington College of Design is accredited by the Higher Learning Commission: 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604
800.621.7440 / 312.263.0456
www.ncahigherlearningcommission.org

Harrington College of Design's Bachelor of Fine Arts in Interior Design Program is accredited by the Council for Interior Design Accreditation (CIDA), formerly FIDER.

The Associate of Applied Science Degree in Interior Design and the Master of Art and the Master of Interior Design contain less than 30 semester credit hours of general education courses and therefore do not meet the qualifications to be considered for accreditation by CIDA.

Harrington College of Design is an independent institution of higher learning serving the professions of interior design, photography and communication design, and is recognized as a private college by the Illinois Board of Higher Education. Harrington is authorized by that board to confer masters, baccalaureate and associate degrees.

Harrington is authorized under federal law to enroll non-immigrant alien students, state vocational rehabilitation training recipients and military veterans.

Harrington College of Design is regulated by the Indiana Board for Proprietary Education. 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204 / 317.464.4400 ext.138 / 317.464.4400 ext.141
www.in.gov/cpe

School Policies
Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Harrington College of Design, students agree to accept and abide by the terms stated in this catalog and by all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Statement of Ownership
Harrington College of Design is owned by Harrington Institute of Interior Design, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, Illinois 60173.

Executive Officers of CEC

Ron D. McCray, Interim President and Chief Executive Officer
Reid E. Simpson, Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
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Harrington Board of Trustees

Janet Blutter-Shiff, Blutter/Shiff Design Associates
Fotoula Mantas, Career Education Corporation
Carlos Martinez, Gensler
Mitch Obstfeld, i4design Magazine
Tom Segal, Kaufman Segal Design
Max S. Shangle, Harrington College of Design
Cheryl Stubblefield Durst, International Interior Design Association

Administrative Staff

Max S. Shangle, President
Andrew S. Conklin, Studio Leader, Foundations
Sam DeLaRosa, Registrar, ADA Coordinator
Dirk Fletcher, Studio Leader, Photography Programs
Gretchen P. Frickx, Director of Academic Services, Title IX Coordinator
Ryan Froehle, Campus Business Operations Manager
Leigh Gates, Director of Library Services
Camille Harris, Director of Career Services
Richard Joncas, Studio Leader, Critical Studies
Brad Kisner, Dean of Instruction
Diane Kitchell, Studio Leader, Interior Design
Jessie McEwen, Director of Admissions
Perrin Stamatis, Studio Leader, Communication Design
Robert C. Marks, President Emeritus

Degrees Awarded

Master of Interior Design
Master of Fine Arts in Communication Design
Master of Arts in Communication Design
Master of Arts in Interior Design
Bachelor of Fine Arts in Interior Design
Bachelor of Fine Arts in Graphic Design
Bachelor of Fine Arts in Commercial Photography
Associate of Applied Science in Interior Design
Associate of Applied Science in Digital Photography

General Information

Campus Hours of Operation

Harrington's administrative offices are open:
8:00am–7:00pm, Monday–Thursday
8:00am–5:00pm, Friday
8:00am–3:00pm, Saturday

Specific department and campus access hours vary and are updated on the Student and Faculty portals and available on the InfoHub at **http://www.harringtoncollege.info**.

School Closings

The decision to close the school will be made by the President. Announcements will be made by the Emergency Closing Center. Online closings can be found by calling 847.238.1234 and referencing 312.939.4975 or online at **http://www.emergencyclosingcenter.com/complete.html**. If possible, an announcement will be inserted in the student and faculty portals and on the voicemail system; an automated notification will be sent to student phone numbers of record, Harrington student e-mail addresses and, if supplied, by text message to indicated mobile devices.

Class Hours

Individual student schedules will vary and are set by the student through online registration. Monday through Saturday morning classes are held 8:30am to 11:30am or 12:30pm and afternoon classes are held 1:00pm to 4:00pm or 5:00pm. Evening classes are held Monday through Thursday 5:30pm to 8:30pm or 9:30pm. No classes are held on Sunday. Some classes may start or end earlier depending on their contact hours.

Admissions Information

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Admissions Policy

Harrington College of Design adheres to a rolling admissions process; completed applications are reviewed as they are received. Students wishing to apply for Harrington's programs must apply in sufficient time for an evaluation prior to the start of the term. Students should refer to their Admissions Deadlines for specific due dates. All applicants are required to complete a personal interview with an admissions representative. Parents, guardians and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable Harrington to better determine whether an applicant is a strong candidate for enrollment. In addition to a personal interview, the student's past academic experience, performance and a personal statement of intent will be evaluated. Letters of recommendation and standardized test scores may be provided, and in some cases may be required. Failure to meet the deadlines provided may be considered an abandonment of the admissions application, and the file may be closed.

Entrance Requirements for all Undergraduate Programs

Application Process
The following items must be completed at the time of enrollment:
- Application for Admission
- Signed Enrollment Agreement
- Signed Disclosure
- Payment of non-refundable application fee due at the time of application.

The school reserves the right to reject applicants if the items listed above are not successfully completed.

Acceptance
Students are notified of the Admissions Deliberations Committee's decision within two to four weeks of all admissions requirements being completed. Students must submit educational records, a personal statement of intent and complete a personal interview in order for their file to be presented to the committee. Additional information, including standardized test scores may be requested. Students will receive a letter, and may receive an email or phone call prior to the receipt of the letter.

Application Fee Waiver Policy
Application fees are waived under the following circumstances:
- a prospective student who has previously paid an application fee at a Career Education Corporation owned school and that was not refunded.
- a prior graduate from any Career Education Corporation owned school.
- a prospective student who is active duty military/veterans/reserve or spouse/dependent of any of the former.
- a prospective student who is eligible for Native American tribal education benefits.
- a prospective student enrolling under the Edcor Partner agreement

Undergraduate Re-Application Process
Students who are not admitted to the program are welcome to reapply, provided they submit additional information to support their application, including but not limited to, test scores or transfer credits that may not have been previously considered. Those students required to take placement tests may only retake them once. Students who choose to reapply for future semesters

are encouraged to complete transferrable college-level Math and English course work prior to reapplication. See Transfer Credit Policy for specific details.

Advance Program
Students whose application materials suggest they may be underprepared for college-level work are required to participate in Advance.

The Advance program is comprised of six-credits of developmental coursework designed to provide individualized support in improving student study habits, introducing students to Harrington's programs and providing developmental support in the fields of math and English. Advance also addresses the following skills: research, financial literacy, time management, and basic technology skills.

Students enrolled in Advance must successfully pass all course work, and achieve a grade of C (PD) or better to continue at the college. Students may not repeat Advance. Students who do not achieve a C (PD) or better in Advance course work may apply to return to Harrington once they are able to transfer credit for college-level English and math. When students successfully complete Advance, they take the academic placement tests and register for appropriate course work.

Proof of Graduation
Acceptable documentation of high school graduation or equivalency (known as Proof of Graduation) must be received by the institution within 21 calendar days of the term scheduled start. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree or higher credential) or military documents that specify the student's high school name, location and date of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from, and must be returned to, the Office of Admissions.

Students may be asked to provide additional documentation to validate their Proof of Graduation. Any student who does not provide valid documentation of high school graduation, or its equivalent, will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

Proof of the above may be submitted as one of the following:
• An official transcript from the educational institution
• An unofficial transcript sent to Harrington via mail, fax or scanned copy from the educational institution.

All High School and GED transcripts are to be sent to the Office of Admissions. All college transcripts are to be sent to the Office of the Registrar. Acceptance will be conditional until all documentation has been accepted.

Students with extenuating circumstances may appeal in writing for an extension of this deadline. A request form must be completed by the student and submitted to the President for review and approval prior to the end of drop/add week.

Students whose proof of graduation is from a non-US institution must provide copies of the original documents in addition to the evaluation for U.S. equivalency from an approved credential evaluation service and an English translation of all non-English documents.

Home-Schooled Students

The transcript for a home-schooled student will be accepted as official proof of graduation only if the state board of education of the prospective student's state recognizes the diploma. Home-schooled applicants whose individual programs of study are not recognized by the student's home residence state board of education, must provide proof of equivalency of high school via a General Education Development test (GED).

Entrance Requirements for all Graduate Programs

Application Process

The following items must be completed at the time of enrollment:
- Application for Admission
- Signed Enrollment Agreement
- Signed Student Disclosure
- Payment of non-refundable application fee due at the time of application

Graduate Students for all programs must meet the following requirements:
- A graduate of a bachelor's program from a nationally or regionally accredited college or university is required to have a cumulative grade point average (CGPA) of 3.0 on a 4.0 scale. Applicants with less than a 3.0 CGPA must also submit an essay detailing their past academic performance and its causes and may submit additional documentation to bolster their application, including, but not limited to Graduate Record Examination (GRE) scores for verbal reasoning, quantitative reasoning and analytical writing, submitted directly to Harrington College of Design through Educational Testing Service (ETS). Graduate Record Examination (GRE) code 3592. Applicants may also submit additional letters of recommendation, other standardized test scores and/or other supporting documentation.
- Letter of Intent stating the candidate's academic intentions, (300–500 words in length and typed).
- Three letters of reference from professionals (practitioners or educators) with first-hand knowledge of candidate's past performance and potential for future academic endeavors and professional practice. All letters must be in hard copy on letterhead in an envelope signed across the closing.
- Successful completion of a personal interview with the Graduate Admissions Committee.

Students applying for the Master of Fine Arts in Communication Design (MFA) and Master of Interior Design (MID) must meet these additional requirements:
- Graduates from a nationally or regionally accredited college or university with a bachelor's degree in related programs such as:
  ° Graphic Arts, Communication Design, Visual Media (MFACD)
  ° CIDA Accredited Interior Design (MID)
  ° Graduates of NAAB Accredited Architecture programs may be eligible to pursue the MID. Determination of placement will be made following a transcript and portfolio review.
- Successful Portfolio submission and review during the interview, demonstrating the applicant's preparation for graduate studio work. Additional qualifying undergraduate or graduate courses may be required in the case of deficiencies in the portfolio, or the student may be directed to complete the entire two-semester foundation sequence before beginning the MFA or MID.
- Letter of Design Philosophy outlining the candidate's design philosophy and describing the role and responsibilities of the designer in the global community (300–500 words in length).

Current Harrington undergraduate students with a bachelor's degree in another field may, at the discretion of the Studio Leader, substitute some of their completed Harrington undergraduate course requirements into the Master of Arts foundation sequence provided they have not completed their Harrington degree and have maintained a 3.0 CGPA.

Graduate Applicant Appeal Process

If a graduate applicant is denied acceptance and wishes to appeal, the applicant must submit a written request asking for an appeal of his/her denial into the programs. If the written appeal is accepted, a second interview will be scheduled. The interviewers will include at least one of the original interviewers, the Dean of Instruction or designee and the Studio Leader. The applicant will receive a written response from the committee with the final decision.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, Harrington College does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Harrington College are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Harrington College reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Harrington College of Design.

International Students

International students are encouraged to apply for admission to the graduate and undergraduate programs. All applicants must meet the same admission requirements as domestic students. Original documents must be presented and will be copied for the student's file. All documents must be accompanied by an evaluation for U.S. equivalency from an approved credential evaluation service, and non-English documents must be translated. An affidavit of financial support and current financial statements must also be submitted. Detailed information is provided through the Admissions Office.

Undergraduate Students

Undergraduate students whose native language is not English must provide proof of English proficiency. Proficiency may be demonstrated by taking the Test of English as Foreign Language (TOEFL), IELTS or other methods listed below. Minimum TOEFL scores are: 500 on the paper version, 173 on the computer-based version, 61 on the iBT. The minimum IELTS score is 5.5. Students may also demonstrate proficiency by presenting an official transcript of satisfactory English coursework taken at an accredited US institution, or a college in another country where English is the medium of instruction. Students may also demonstrate English proficiency through successful completion of ELS109 offered through ELS Language Center (For details visit **www.els.edu**.) or the transfer of ENG101 (English I Composition) from an accredited college or university.

Graduate Students

Graduate students whose native language is not English must provide proof of English proficiency. Proficiency may be demonstrated by taking the Test of English as Foreign Language (TOEFL), IELTS or ELS Language Center completion. The minimum TOEFL scores are: 600 on the paper version, 250 on the computer-based, or 100 on the iBT. The minimum IELTS score is 7.0. Students may also demonstrate English proficiency through the successful completion of ELS112 offered through ELS Language Center (**www.els.edu**). The Graduate Admissions Committee reserves the right to require further ESL coursework for any student whose essay or interview reveals English language deficiencies.

Re-entering Students

Students who have previously attended Harrington College but did not graduate, and are returning within 364 days of their last date of attendance, at a minimum will be subject to the following re-entry requirements and procedures: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background Check. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional programmatic admissions requirements.

Students who have previously attended Harrington College but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

Financial Aid

Financial Assistance

Financial aid is available for those who qualify. Harrington College of Design participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. Harrington administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should refer to the Financial Aid section on the student portal.

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at **http://fafsa.ed.gov**. The FAFSA applications are processed through the Department of Education and all information is confidential.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be repaid.

Disbursement of Title IV Credit Balance (Books and Supplies)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases

is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year-first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply by not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

Pell eligible students who have submitted all required FA paperwork at least 10 days before the term start and are expected to have a Title IV credit balance will receive by the 7th day of class the lesser of: the cost of books in the student's Cost of Attendance used to estimate financial aid, or the potential Title IV credit balance.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted before the end of the year.

Federal Student and Parent Loans

The Department's major form of federal self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees) and indirect (books and supplies, room, board, transportation and personal expenses) education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Direct Graduate-PLUS

The William D. Ford Federal Direct Graduate-PLUS loan is available to graduate and professional degree students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The student must complete the FAFSA and a credit check is required. Repayment begins within 60 days of final disbursement of the loan. However, students may request deferment of payments while attending at least half time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill rate. Contact the specific lender for more information.

Illinois Monetary Award Program (MAP)

The Illinois Monetary Award Program (MAP) is a need-based grant program for Illinois residents seeking their first undergraduate degree who attend approved Illinois colleges. Students apply for the MAP grant via the Free Application for Federal Student Aid (FAFSA). Award amounts are determined annually by the Illinois General Assembly and the Governor. Based on funding appropriations and the volume of eligible FAFSAs received, an application suspension date prior to the FAFSA filing deadline may be established annually by the Illinois Student Assistance Commission (ISAC) to prevent over awarding from the program. Any eligible FAFSAs received on or after the suspension date will not be considered for MAP funds in that award year. Thus, students are encouraged to complete the FAFSA as early as possible each year beginning January 1. MAP funds are only awarded for the fall and spring semesters of the academic year. The maximum number of MAP Paid Credit Hours is capped at the equivalent of 135, with a limit of 75 MAP Paid Credit Hours available while the student is classified as a freshman or sophomore. Within these limitations, payment each semester is based on the number of credit hours of enrollment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours.

Eligible students must maintain Satisfactory Academic Progress and all applicable qualification requirements to continue receiving MAP funds.

Silas Purnell Illinois Incentive for Access Program (IIA)

The Silas Purnell Illinois Incentive for Access Program is a need-based grant program for freshman Illinois residents seeking their first undergraduate degree who attend approved Illinois colleges. Students apply for the IIA via the FAFSA, and must also meet Monetary Award Program eligibility criteria. Silas Purnell Illinois Incentive for Access Program recipients may receive a grant for up to $500 while a freshman in college. Award amounts are determined annually by the Illinois General Assembly and the Governor. Based on funding appropriations and the volume of eligible FAFSAs received, an application suspension date prior to the FAFSA filing deadline may be established annually by the Illinois Student Assistance Commission (ISAC) to prevent over awarding from the program. Any eligible FAFSAs received on or after the suspension date will not be considered for IIA funds in that award year. Thus, students are encouraged to complete the FAFSA as early as possible each year beginning January 1.

Eligible students must maintain satisfactory academic progress and all applicable qualification requirements to continue receiving IIA funds. Due to financial shortages, it should be noted that the IIA program has not been funded by the State of Illinois since the 2010 fiscal year.

Veteran's Educational Benefits

Harrington is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veteran's Educational Benefit programs. Students interested in Veteran's Educational Benefits should contact either the campus certifying official or Student Finance Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800.827.1000, or 888.GI.BILL.1 (888.442.4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veteran's Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA-Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Harrington has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant a candidate must matriculate at Harrington, be eligible for Chapter 33 Post-9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate Harrington attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must matriculate at Harrington to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges.
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Harrington.

Harrington is committed to assisting military students in determining the best options available to them. To receive additional information on veterans' educational benefits eligibility, please contact the Veterans Administration at 800.827.1000 or 888.GI.Bill.1 (888.442.4551). You may also visit the VA website at http://www.gibill.va.gov.

Harrington Scholarship and Grant Programs

Harrington offers scholarship and grant opportunities to its new and continuing students through its institutional scholarship programs. The scholarships are typically awarded over the course of two consecutive semesters and may require the student to maintain a minimum credit enrollment and a minimum grade point average, as well as participate in specified activities. Specific information regarding eligibility, deadlines and disbursement of each Harrington scholarship can be found on the student portal and InfoHub. Students are encouraged to apply not only for Harrington scholarships, but also for outside scholarships and scholarship competitions to help finance their Harrington education. The Admissions Office facilitates the application process for new student scholarships.

The Student Finance Department facilitates the application process for Harrington's continuing student scholarships, as well as the disbursement of all scholarship funds.

Cancellation

A student who cancels his or her Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable application fee. If the Enrollment Agreement is not accepted by Harrington or if Harrington cancels this agreement prior to the first day of class attendance, all monies, including the application fee, will be refunded. Students who fail to meet their admissions deadlines or whose files are closed for failure to maintain contact with the Admissions Office are not eligible to receive a refund of their application fee. All requests for cancellation by the student must be made in writing.

Refund Policy—Withdrawal from Harrington

Notice of student-initiated withdrawal from the college must be made in person, via fax, or via email directly to Harrington College of Design's Registrar's Office. **Non-attendance does not constitute official withdrawal.** Students are required to meet with an Academic Advisor and the Student Finance Department when withdrawing from school. A drop fee of $100 for complete withdrawal after drop/add week (official or unofficial) but prior to completion of the current term from Harrington will be assessed at the time of withdrawal. All fees are non-refundable after drop/add week.

Refunds made for students who withdraw or are withdrawn from Harrington prior to the completion of their program are based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below in the Tuition Refund Schedule. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid.

Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Refunds will be made within 30 calendar days from the student's withdrawal date (see Withdrawal Policy) in accordance with the schedule below. Credit balances less than $5 (after all refunds have been made) will not be refunded to the student or lender unless requested by the student.

Tuition Refund Schedule

Time Period	% of Full Tuition Refunded
Drop/Add Week—1st Week of Class	100% Refund
2nd Week of Class	50% Refund
3rd Week of Class	25% Refund
4th Week—end of the semester	0% Refund

Refund Policy—Individual Course Withdrawal

Notice of student-initiated course withdrawal for individual classes must be made in person, via fax, or via email directly to Harrington College of Design's Registrar's Office. After the last day of the drop/add period for each term, as stated on the academic calendar, full tuition will be charged for each individual class dropped during the semester. A W grade will be posted and the dropped course will count as a class attempted for SAP purposes. Students registered for classes in which they do not post attendance will be dropped from those classes after the third week. A W grade will be given and full tuition will be charged.

Withdrawal Tuition Credit Policy

Harrington does not grant mid-semester Leaves of Absence (LOA). Students who may have extenuating circumstances making it necessary to leave school in the middle of a semester but have an expectation to subsequently return, may submit a written appeal to the Registrar's Office to be considered for a tuition credit for the courses in which they were enrolled during the semester of withdrawal. Tuition credit appeals may be approved for extenuating circumstances such as:
- Medical leave (including pregnancy) or
- Family Care (including childcare issues, loss of family member, or medical care of family)

The credit may be applied to the same courses upon return. Tuition credit appeals must be submitted within 10 days of the student's withdrawal date and will be determined on a case-by-case basis.

Refund Policy, Indiana Residents Only

Harrington shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission on Proprietary Education, which regulates proprietary education in the State of Indiana. Harrington must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:
- A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Harrington.
  - If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- A student withdrawing from an instructional program, after starting the instructional program at Harrington and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund

of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

- A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal Policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, that must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For Return of Title IV purposes in a term based program with modules, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The Return of Title IV calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1 Stafford Loans
  a Unsubsidized Federal Direct Stafford Loans
  b Subsidized Federal Direct Stafford Loans
  c Federal Direct PLUS loans received on behalf of the student OR Federal Direct PLUS loans received by a graduate student
2 Federal Pell Grants
3 Federal SEOG
4 Other grant or loan assistance authorized by Title IV of the HEA

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Monetary Award Program Refunds

Although MAP awards are based on a student's credit hours of enrollment, students may only receive MAP funds up to the cost of tuition and fees incurred each semester. Should a student withdraw from the institution or individual courses after the awarding or disbursement of MAP funds, it will be necessary to review the award/disbursement to insure that it does not exceed the student's actual tuition and fees incurred based on the college's Tuition Refund Schedule. In those instances where the award/disbursement exceeds the actual tuition and fees incurred, an award adjustment/disbursement refund will be necessary.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Harrington is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned pursuant to the Return of Title IV Funds calculation. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Equipment Return

Harrington College of Design students who have purchased books and/or equipment packages directly from Harrington may return them upon withdrawal if they are unused or in re-saleable condition. Course materials may be returned if:

- A copy of the voucher or sales receipt that was included in the original shipment is provided
- The return is made during the same semester the materials were purchased
- The materials are received within 21 days of the date on the voucher or sales receipt
- The materials are in mint, re-saleable condition; wrapped items or sealed CDs can only be returned if the plastic or seal is not opened

Academic Policies, Procedures, and Regulations

Academic Integrity

Academic Freedom

Academic freedom provides the foundation for faculty scholarship and teaching. The ability to exchange ideas and concepts freely in the classroom, to explore and disseminate new knowledge, and to speak professionally and as a private citizen are essential elements for the intellectual vitality of a college.

Integrity of Academic Work

The integrity of academic work is the foundation of an education and is fundamental to the instructional mission at Harrington. It is the condition which makes possible a personal and productive relationship between students, faculty and staff and it inspires a healthy ambition to reach for high levels of achievement, even distinction. No policy statement can create a standard of integrity where it does not exist, but a public statement of policy on the worth attached to this basic principle can increase awareness of, sensitivity toward, and respect for issues of intellectual honesty and fairness. Therefore, Harrington expects all its students to exemplify integrity in academic work; that is, to show respect for truth, honesty and fairness and to deplore counterfeit claims, deceit and unfair advantage. Harrington College of Design holds every student responsible for knowing what "academic honesty" is and for avoiding breaches of integrity in academic work.

Harrington will not permit students to engage in the following dishonest acts:

Cheating—Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work, using work previously submitted for another purpose, without the instructor's permission, and duplicated use of copyrighted material in violation of federal copyright laws.

Plagiarism—Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else's beyond what would be considered a tolerable coincidence; ideas, conclusions, information found on a student paper which the student cannot explain, amplify or demonstrate knowledge upon questioning.

Accessory to Dishonesty—Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

Falsification or Alteration of Records and Official Documents—
The following are some examples of acts under this category: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.

Software Code of Ethics

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Harrington disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

- Harrington College of Design will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- Harrington College of Design will only use legally acquired software on our computers.
- Harrington College of Design will comply with all license or purchase terms regulating the use of any software we acquire or use.
- Harrington College of Design will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

Academic Standing

Undergraduate Academic Levels

Credits Earned	Academic Level Classification
1.0-30.0	Freshman
30.1-60.0	Sophomore
60.1-90.0	Junior
90.1-130.0	Senior

Credits for Full- and Part-Time Standing

Undergraduate

Standing	Credits
Full-Time	12 Credits or Higher
3/4 Time	9 to 11.5 Credits
Half-Time	6 to 8.5 Credits
Less-Than-Half-Time	Fewer than 6 Credits

Graduate

Standing	Credits
Full-Time	9 Credits or Higher
Half-Time	6 to 8.5 Credits
Less-Than-Half-Time	Fewer than 6 Credits

Standards of Satisfactory Academic Progress (SAP)

Undergraduate/Graduate

All students must maintain satisfactory academic progress in order to remain enrolled at Harrington. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each 15-week term. Both the CGPA and rate of progress standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

Undergraduate SAP

Student SAP Status	Credit Hours Attempted	Program Progressions Standard	Minimum Cumulative GPA
	0–15*	50%	1.5
FA Warning	16–130	67%	2.0
FA Probation	16–130	67%	2.0

* Students enrolled in Advance must meet more rigorous standards. See Advance Program for additional details.

Graduate SAP

Student SAP Status	Credit Hours Attempted	Program Progressions Standard	Minimum Cumulative GPA
	0–9	67%	2.5
FA Warning	10–60	67%	3.0
FA Probation	10–60	67%	3.0

Rate of Progress toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe. The maximum allowable attempted credits are noted in the tables below.

Program	Maximum Allowable Attempted Program Credits
Master of Fine Arts in Communication Design	90
Master of Interior Design	54
Master of Arts in Communication Design	90
Master of Arts in Interior Design	90
Bachelor of Fine Arts in Commercial Photography	193
Bachelor of Fine Arts in Graphic Design	195
Bachelor of Fine Arts in Interior Design	195
Associate of Applied Science in Digital Photography	99
Associate of Applied Science in Interior Design	97

How Transfer Credits/Change of Program Affect SAP and Maximum Time Frame for Completion

Undergraduate

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum time frame allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum time frame and rate of progress is being calculated.

When a student elects to change a program or enroll at a higher credential at Harrington, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum time frame and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum time frame and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Graduate

Students may not transfer credit into the graduate programs. Current undergraduate students at Harrington College of Design accepted into a Master of Arts program may substitute specific undergraduate coursework, at the discretion of the Studio Leader, for the foundations sequence. Substitutions from the undergraduate programs will be treated as described in the paragraph above as related to internal program changes. Current Harrington students wishing to apply to a Master of Arts program must work with the Studio Leader and an academic advisor to determine what classes, if any, will be accepted as substitutions.

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each 15-week term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the afore-mentioned requirements.

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Active students must appeal in writing via submission to your Academic Advisor by the Friday before the term start. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of Appeals Board is final and may not be further appealed.

For the appeal of non academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the *Appeals Board or designee*. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

Behavior Dismissal

Students may be dismissed from Harrington for adverse behavior such as indicated below in this limited list. A single warning may or may not be given based on the severity of the behavior. Determination will be made for immediate dismissal based on evidence presented.

- Cheating, plagiarizing, and other forms of academic dishonesty
- Stealing from others and/or destruction of property
- Illegal drug use on campus or during campus sponsored events which are held on or off campus
- Stealing or tampering with facility equipment, furnishings, or property
- Fighting, negative aggressive behavior, verbal or physical abuse or anti-social behavior against staff, faculty, students or visitors

Past Due Account Balance Dismissal

Harrington College of Design reserves the right to dismiss a student at any time for failure to pay school fees and or tuition by applicable deadlines. By the 11th week of each semester, (the 5th week for accelerated semesters), any student with past due account balances will be reviewed and may be administratively withdrawn.

Tuition and Fees for Dismissal Students

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned per the Return of Title IV Funds Policy, (see Return of Title IV Funds policy), and state funds, as outlined in 23 ILLINOIS ADMINISTRATIVE CODE, Section 2735.30.

Developmental Education, Assessment and Placement

The goal of developmental studies is to assure student readiness for college-level academic course work in the areas of English and math. Harrington assesses student readiness through use of an evaluation placement tool. Students can demonstrate readiness by several methods:

- Achieving an established passing score on Harrington's placement test(s).
- Proof of achieving a specific score level on each section of either the ACT (17) or SAT (420) standardized test.
- Transferring college level English and math course work (100 level or above) in accordance with the transfer credit policy prior to course registration.

This readiness assessment is used to determine the appropriate course level for new students. Students placed in prerequisite courses for college level math or English, based on their placement score, receive academic support to aid in the development of basic academic proficiency in these areas for future success in their program of study. Developmental courses are not classified as college-level; therefore any credit applied is outside the required credit amount for the student's chosen program of study. All prerequisite developmental courses will be part of the student's transcript. Harrington allows a maximum of 12 credits of developmental course work to be counted towards a student's grade level progression. Students needing developmental course work who are not required to participate in

the Advance program may opt to participate in Advance in order to receive additional support related to college success skills.

Students must successfully complete all developmental level prerequisite courses with a final grade of PD (equivalent to a letter grade of C or better) before registering for, and taking, any 100-level math or English course. Because all students enrolled in a degree program have been accepted into their program of study, other courses within the specialty areas of their program of study may be taken concurrently with developmental courses; however, the expectation is that all developmental course work will be finished upon completion of 12 credit hours. Students enrolled in Advance, however, must complete the courses in Advance before enrolling in courses required for their program of study. Advance program courses may only be attempted/taken once. Failure to successfully complete Advance courses after one attempt and other developmental courses after two attempts will result in academic dismissal. Developmental course work may not be transferred in from another institution.

Expectations and Responsibilities

Attendance
Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success. Faculty takes attendance for each class period and posts it to the student's record through an electronic data management system. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Upon reaching three unexcused absences, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the fourth one.

Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College. The college reserves the right to extend the 30 day timeframe due to extraordinary circumstances that affect the entire student population.

Any student who is unable to attend classes or to participate in any examination, study or work requirement because of religious beliefs or observance will be excused and permitted to make-up the absence. The student must provide 7 days advanced notice to their instructor.

Audio and Video Recording Policy
Audio or video recording of classroom activity shall be permitted, for individual study, at the sole discretion of the instructor. Students must obtain verbal permission from the instructor prior to any such recording taking place. For any other use of the recording, whether by sharing, duplication, transcription or publication, written approval must be obtained from the instructor before such use can take place. Any recording posted to the public domain must have written approval from the Studio Leader. Sale of any such recordings is strictly prohibited.

Drop/Add Period
Students may drop or add courses beginning the first day of the semester through the last day of classes during the first week of the semester with no charge. Full tuition is charged for all individual classes dropped after the first week.

Grades and Credit

Definition of a Credit Hour
The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement.

The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:
- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Harrington College of Design supports the philosophy that related courses, demonstrated proficiencies, and professional experience knowledge may be used to satisfy some course credit requirements. Credit granted for past experience, training, certification, and testing may reduce the time required to earn a degree. Credit for prior learning will be accepted upon evaluation and at the discretion of Harrington in all cases. The maximum amount of prior learning credit that can be used towards any Harrington program is capped by the residency requirement of Harrington.

Residency Requirement
Students must complete the final semester of their program at Harrington, as well as 30 of the last 60 credits earned for a bachelor's degree, and 15 of the last 30 credits earned for an associate's degree. All transfer credit earned must be submitted to the Registrar's Office prior to the completion of the final semester. Students enrolled in colleges or universities whose terms do not end in sequence with Harrington may request that this requirement be waived to extend the date for receipt of the final transcript. Additionally, students with extenuating circumstances, such as institutions closing or teaching out their programs of study, may request, in writing, a waiver of the residency requirement. Waiver requests must be submitted to the Director of Academic Services for approval. Students whose waiver is approved must take all their remaining course work at Harrington College of Design. The residency requirement may be waived for students transferring from other Career Education Corporation schools.

Once a student is accepted for undergraduate admission to Harrington, he/she may consult with his/her Academic Advisor to learn more about advanced standing requirements and to seek degree planning assistance. Official transcripts and formal documents are required before evaluation of transfer credit can occur, and the source of credit must meet the established prior learning credit criteria.

The following is eligible for evaluation toward academic credit through Harrington College of Design:

1 Transfer Credit and Military Credit for Training or Military Occupational Specialty
2 Computer Literacy Proficiency Examination
3 Experiential Learning demonstrating subject matter mastery through documented work experience or demonstrated proficiency
4 Standardized Assessment Score Results (AP, CLEP, DSST)

Transfer Credit and Military Credit for Training or Military Occupational Specialty

Transfer credit may be awarded at Harrington for applicable credits earned from any United States institution accredited by an agency recognized by the U.S. Secretary of Education. In addition, Harrington will review transcripts from international institutions. Students transferring credits to Harrington may transfer in a maximum of 50% of the required program credits in associate's or bachelor's degree programs. Courses under consideration from another college or university other than Harrington must be relevant and considered equal to the course work at Harrington before transfer credit will be approved. This is required for all transcripts, including transcripts from international postsecondary institutions.

Specific requirements for the evaluation and award of transfer credit include but are not limited to:

• Official college and military transcripts are evaluated on a course-by-course basis
• Only courses with a C or better will be eligible for transfer credit
• Only college level, post-secondary, degree applicable courses will be eligible for transfer credit.
• Duplication of course transfer is not permitted in any degree program
• Transfer credit must be applied prior to the end of the add drop period of the session in which the course is scheduled in order to exempt the student from taking the course
• Comparable course-to-course transfer may be accepted from accredited institutions based on comparable outcomes in lieu of credit requirements
• There is a five year limit for core courses and indefinite for general education courses

Upon receipt of official documents and transcripts, college-level course work from accredited colleges or universities is evaluated for transfer credit by the Academic Advisors. Transfer credit is not awarded for courses that are remedial by definition of the transferring institution. Transcripts and records presented for evaluation become part of the student's permanent record. Students wishing to determine the receipt status of official transcripts may contact the Registrar's Office for additional information.

The process of evaluating international transcripts differs significantly from the process of evaluating domestic (U.S) transcripts. International transcripts must be translated to English and may require official evaluation by an accepted agency recognized by NACES or AACRAO, at the student's expense.

Computer Literacy Proficiency Examination (TEC100/TEC159)

All undergraduate programs at Harrington require a certain level of proficiency in basic computer literacy including, but not limited to, file management, word processing, Power Point and Excel. Students may meet this requirement though transfer credit, test-out or taking either TEC100 or TEC159, the grade for which is indicated as PR on the transcript.

Life Experience

Life Experience is for those students who have ample documentation that they have the skills and mastery of the requirements of the course. Students may apply for Life Experience credit for advanced coursework only. Application is through the Office of the Registrar with approval from the Studio Leader. Students may find the application requirements on the Student Portal. Students must pay full tuition for Life Experience. Life Experience credit will be reflected on the transcript with a PR (credit earned). A maximum of six credit hours in Life Experience is permitted for BFA programs and three credit hours for AAS. Life Experience credit is not accepted for graduate programs.

Standardized Assessment Score Results (AP, CLEP, DSST)

DANTES Subject Standardized Tests (DSST) CLEP, and AP exams provide another option for students to demonstrate competencies for learning in non-traditional ways. Advanced Placement (AP) credit is accepted for some Harrington courses. Students must receive a 3 or higher on the AP exam in order for credit to be considered. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at http://www.getcollegecredit.com. Proficiency credit is awarded for passing scores according to ACE recommendations for the respective lower level course requirements. Students must submit a copy of an official DSST score report to be evaluated for this proficiency credit award.

Grading System

Grade reports are available to students online at the completion of each semester. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) multiplied by quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Academic Honors

The college will bestow honors related to outstanding academic achievement to students and graduates each semester and at commencement. See the Student Handbook for more details.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Points
A	A	Yes	Yes	Yes	4.00
A-	A-	Yes	Yes	Yes	3.75
B+	B+	Yes	Yes	Yes	3.50
B	B	Yes	Yes	Yes	3.00
B-	B-	Yes	Yes	Yes	2.75
C+	C+	Yes	Yes	Yes	2.50
C	C	Yes	Yes	Yes	2.00
C-	C-	Yes	Yes	Yes	1.75
D+	D+	Yes	Yes	Yes	1.50
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
IP	Grade in Progress	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
TC	Transfer	Yes	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
WF	Withdrawn-Failure	No	Yes	Yes	0.00
PR	Proficiency/Life Experience Credit	Yes	Yes	No	n/a
P	Pass	Yes	Yes	No	n/a
PD	Pass-Developmental	Yes	No	No	n/a
FD	Fail-Developmental	No	No	No	n/a

Application of Grades and Credits

The Grading Systems chart describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (failure), W (withdrawal), WF (withdrawal/failure), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course during weeks 2-11 of the scheduled course will receive a grade of W. Students who withdraw from a course during weeks 12-13 of the class will receive a grade of WF. Students who do not officially withdraw from the scheduled course will receive the grade earned calculated as a final grade. Individual classes may not be dropped after week 13.

The student must repeat any required course in which a grade of F, W, or WF is received. Students will only be allowed to repeat courses in which they received a D+ or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal and state financial aid may only be used for one repeat of a previously passed course. The retake policy does not apply to Special Topics courses.

Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from Harrington College of Design, if the course is part of the required course work. Students may appeal with a letter to the Director of Academic Services or designee submitted to the Academic Office no later than the last day of Drop/Add week after the next semester begins. Course work not required in the program of study may be substituted. The

original failing grade, however, will be reflected in the CGPA.

Federal and state financial aid may only be used for one repeat of a previously failed course.

Grade Appeal Policy

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within 14 calendar days of the start of the subsequent term after posting of final grades to the Dean of Instruction or designee. The student's appeal must include the reason for appealing the grade and must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within 30 calendar days of appeal submission. Students will be notified in writing of the decision.

Grade In-Progress (Graduate Thesis)

Graduate students who find they are unprepared to complete a thesis defense and the accompanying written documentation during the **MID670**/**MID690** thesis sequence, may submit a written petition for an "In-Progress" (IP) grade. This decision could come from the student, the Thesis Committee or the instructor of the class. Students may apply for an IP provided they are in good academic and financial standing at Harrington. If the petition is granted, the student will receive an IP for both **MID670**-*Thesis Studio* and **MID690**-*Thesis Committee* or **MCD511**-*Thesis for CD*. The student must re-enroll in and pay tuition for **MID690**-*Thesis Committee* or **MFA512**-*MFA Thesis Committee* only, and work with his/her Thesis Committee and the instructor to develop a timeline for defense completion. Student must continue to apply for an IP grade, re-enroll and pay tuition for **MID690**-*Thesis Committee* or **MFA512**-*MFA Thesis Committee*, until all components of the defense are complete. Once the student has completed all components of the defense, a final passing/failing grade will replace the IP grade for **MID670**-*Thesis Studio* or **MCD511**-*Thesis for CD*. The student will receive either a passing or failing grade for the final term of **MID690**-*Thesis Committee* or **MFA512**-*MFA Thesis Committee* while the IP grade will remain on the student's permanent record for all interim sessions of **MID690**-*Thesis Committee* or **MFA512**-*MFA Thesis Committee*. In-Progress petitions must be approved by the instructor, the Studio Leader, the Thesis Chair and the Dean of Instruction or designee.

Note: Students must successfully defend their graduate thesis work within two years of enrolling in the final thesis course, provided they have not exceeded the SAP maximum timeframe for the degree. Students will be required to re-enroll and pay tuition each semester until they successfully complete their defense. Students who have attempted **MID690**-*Thesis Committee* or **MFA512**-*Thesis Committee* three times without a successful thesis defense, must enroll for both **MID670**-*Thesis Studio* and **MID690**-*Thesis Committee* or **MCD511**-*Thesis for CD*, and pay full tuition and fees.

Incomplete Grades

To receive an Incomplete (I) grade, the stutdent must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework by the first day of Week 2 of the subsequent term, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

Transfer Credit

Transfer of Credit to Other Schools

Harrington does not imply, nor guarantee that credits completed at Harrington will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Harrington. Students seeking to transfer credits earned at Harrington to another institution should contact that institution directly and request a copy of their transfer policy.

Transfer of Credit to Harrington College of Design

Students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their undergraduate program of study at Harrington. Students may transfer no more than 50% of their total undergraduate program credits. Only grades of C or above will be considered for transfer. Harrington reserves the right to determine if a course is appropriate and meets the goals and objectives of the Harrington curriculum.

Students seeking to transfer credit are responsible for having official transcripts submitted to Harrington for review. Course descriptions should be submitted with the official transcripts, and Harrington reserves the right to ask to review syllabi, textbooks, student work or tests to document the level of course work taken. Students from non-U.S. institutions must have their course of study evaluated by an approved credential evaluator, such as those affiliated with the National Association of Credential Evaluation Services.

A course-by-course evaluation will be completed to determine appropriate transfer. Suitability of transfer will be based on the following criteria:
- Similarity/equivalency of course topic, content and outcomes
- Course level (freshman, sophomore, etc.)
- Course format (lecture, studio, lab)
- Credit and contact hours assigned
- Length of course/academic year format
- Final grade (only C or higher accepted)
- Department within which the course resides
- Course completion date
- Course presence in a state or national transfer credit registry
- Accreditation status of college or university
- Other criteria, as deemed necessary based on evidence provided

Some subject areas, especially those of a technical nature, have changed dramatically over time. As such, technical and core courses completed over five years previous to enrollment may not transfer into Harrington. Critical Studies credits have no time limit for transfer to Harrington. Students with extenuating circumstances, such as institutions closing or teaching out their programs of study, may request, in writing, a waiver of the 50% rule. Waiver requests must be submitted to the Director of Academic Services for approval. Students whose waiver is approved must take all their remaining course work at Harrington College of Design.

Advanced Placement (AP) Credit

Advanced Placement (AP) credit is accepted for some Harrington courses. Students must receive a 3 or higher on the AP exam in order for credit to be considered. CLEP course work is also accepted. AP and CLEP credit will be noted as Proficiency Credit (PR) on the student's transcript. Contact an Academic Advisor for specific course information.

Leave of Absence (LOA)

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:
- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply.

A student may be granted a Leave of Absence (LOA) if:
- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12 month time frame.
- There may be limitations on LOA eligibility for a student enrolled in term based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 7.5 weeks for students enrolled in the July term and 15 weeks for students enrolled in all other semesters.
- Prior to applying for an LOA, the student must have completed his or her most recent term and received an academic grade or grades (A–F) for that term.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Standard Period of Non-Enrollment (SPN)

Students who are unable to attend a summer term may be allowed to use a Standard Period of Non-enrollment (SPN) for the summer without being considered withdrawn. In order to remain in an active status, a written confirmation must be received from the student stating the student's intention to return in the subsequent term. Please contact the Student Finance Office for more information on the impact of a SPN on Financial Aid.

Portfolio Requirement

Undergraduate

Digital Photography AAS: A Pre-Graduation Review is required. Students must attend and successfully pass a scheduled pre-graduation review within their last semester at Harrington. Feedback from faculty and industry professionals gives students guidance on how to improve their portfolios for interviews.

Graphic Design BFA: As part of TYP203 Typography II, students are asked to choose their strongest work from a series and include a short written statement of why they feel a certain project best represents their design education progression. The work is submitted electronically in PDF format for all reviewers to assess. Reviewers include both inside and outside constituents. In the Sophomore Portfolio Review, each student is assessed according to the first three (of seven) programmatic outcomes. Students receive copies of the review sheets during the following semester. The Senior Portfolio Review process follows the Sophomore Portfolio Review, with all seven programmatic outcomes assessed in the senior-level work.

Commercial Photography BFA: A Pre-Graduation Review is required. Students must attend and successfully pass a scheduled Pre-Graduation Review within their last semester at Harrington. Feedback from faculty and industry professionals will give students guidance on how to improve their portfolios for interviews.

Interior Design BFA: A Portfolio Review is held for graduating seniors in their Thesis class. The review is consists of the student's portfolio up to that point and provides the students with valuable feedback.

Graduate

Master of Fine Arts in Communication Design: The final Portfolio Review will take place near the end of the student's final semester. All work must be submitted digitally, in accordance with the directions in the *Master's Manual*.

Master of Interior Design: A Portfolio Review is required at the end of the program in the form of a review and open presentation.

Master of Arts Programs: A successful Portfolio Review is required after 24 hours of coursework to advance into the shared course work. A second Portfolio Review is required at the end of the program in the form presentation and review.

Internship

The Internship experience is a monitored, documented diversified work experience that assists students with the transition from the classroom to the entry-level work environment. An internship may be satisfied in a professional workplace or working pro bono on a community service based project. Career Services partners with the academic programs to mentor students and assist in finding quality experiences for maximum benefit to the student and goals for their career.

Internship (Interior Design BFA)
(Effective October 2009)
Students enrolled in the BFA in Interior Design are required to complete an internship that meets the following requirements:
- Approval of internship prior to beginning employment. To be approved, students must submit the following completed documents: an approval form, a sponsor agreement and a mentor agreement.

Students may apply for internship approval following the completion of 65 credits, including **DSN237-***Interior Design II*.
- Completion of all paperwork in Internship Packet including sponsor/mentor agreement, and timesheet documentation.
- Students are required to complete 300 documented hours.
- Total hours must be completed prior to the end of the last term of the student's enrollment audit and graduation.
- Students who fail to submit complete documentation, including verification of all required hours, prior to their scheduled graduation date will be automatically enrolled in **DSN445-***Internship* and charged full tuition and fees.

Community Service (Interior Design BFA)
As an alternative to internship, students may petition for approval to take a Community Service internship. Students enrolled in the BFA in Interior Design who elect not to participate in an Internship as outlined above are expected to provide evidence of community service that meets the following requirements:
- Extended internship working for a not-for-profit organization related to the built environment totaling 300 hours; or
- Series of volunteer events of not less than one day each; student must obtain approval of eligibility for each event in advance
- Completion of a synthesis paper of not less than eight pages describing the role of community service in the built environment, using examples from the student's experience
- Signature of not-for-profit or volunteer event coordinator on itemized time sheet

Internship (Interior Design BFA)
(Effective for students matriculating Fall 2001–Fall 2009)
Students in the BFA in Interior Design are required to complete an internship. The Internship Packet is available on the Student Portal. Students must find and have their internship approved before the end of drop/add week or they will be required to drop the course for the semester. While the course grade is based on the expectation that the student will perform 300 hours in a program-related supervised work environment, the student may be considered to have fulfilled the requirements of the course with 15 hours less than 300 hours and their grade will reflect the difference in hours. Students with less than 285 hours at the end of the semester must comply with the policy for an "Incomplete," to complete the required hours under the time limit set by the Incomplete Grade Policy. Students must document and have approved 'extenuating circumstances' by the Studio Leader. Students who do not meet their 285 hours within the incomplete policy time period will be required to re-enroll, pay tuition for the course and complete the hours. Hours may be split between two employers if necessary and with approval. In extreme situations students may request to take two ID electives as a substitution for the internship. Circumstances must be documented by the Interior Design Studio Leader.

Internship (Graphic Design)
Students enrolled in the BFA in Graphic Design may use Internship as elective credit. To complete an internship the following requirements must be met:
- Approval of internship prior to beginning employment.
- Completion of all paperwork in Internship Packet (available from Studio Leader) including internship application form and timesheet documentation.
- Total number hours required after completing **WEB231-***User Experience Design* is 150 documented hours.
- Students enrolling in **CDS444-***Internship* must meet with an academic advisor

Internship (Commercial Photography)

Students enrolled in the BFA in Commercial Photography may use **PHO491**-*Industry Internship I* or **PHO492**-*Industry Internship II* as elective credit. To complete an internship the following requirements must be met:

- Approval of internship prior to beginning employment.
- Completion of all paperwork in Internship Packet (available from Studio Leader) including internship application and timesheet documentation.
- Minimum required hours: **PHO491**: 75; **PHO492**: 225.
- Students enrolling in **PHO491-***Industry Internship I* or **PHO492-***Industry Internship II* must meet with an academic advisor.

Graduation

Undergraduate

To graduate, a student must have earned a minimum of 2.0 cumulative grade point average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Interior Design baccalaureate students are required to complete an internship of 300 hours after the completion of 65 program credit hours on and after **DSN237-***Interior Design II*. Students may opt for the Community Service Internship for 300 hours.

Students who are in their senior year will receive notification from an Academic Advisor prior to their second-to-last semester before program completion. This notification will begin the audit process of completed coursework. Students must petition for graduation whether or not they intend to participate in the commencement ceremony. Commencement is held annually at the end of the spring semester.

To receive an official transcript after graduation, students must:

- Complete Petition for Graduation form to verify the name on the diploma and the mailing address
- Complete a Graduate Audit with an Academic Advisor
- Pay a graduation fee which is billed to the student's account
- Meet with Student Finance Department to insure all financial obligations are met
- Participate in an Exit Interview with Financial Aid
- Complete a *Graduate Exit File* with Career Services

Graduate

To graduate from all graduate programs at Harrington, a student must have earned a minimum of a 3.0 CGPA and must have successfully completed all required credits in their program within the maximum time frame and completed the following:

- Exit Portfolio Review in accordance with the requirements in the Masters Manual
- Successful completion of Graduate Thesis and Defense (Master of Fine Arts, Master of Arts in Interior Design, Master of Interior Design)

Graduate Thesis Defense

Graduate students will select and have their thesis committees approved based upon the timeline in the *Master's Manual*. All prospective graduates required to complete a thesis must successfully defend their theses to their identified thesis committees. The thesis defense is an open format with industry designers, students, faculty, and administration and in attendance. Students will present their theses orally and submit written documentation with their project work for review.

Note: Students must successfully defend their graduate thesis work within two years of enrolling in the final thesis course, provided they have not exceeded the SAP maximum timeframe for the degree. Students will be required to re-enroll and pay tuition each semester until they successfully complete their defense. Students who have attempted **MID690-***Thesis Committee* or **MFA512**-*Thesis Committee* three times without a successful thesis defense, must enroll for both **MID670**-*Thesis Studio* and **MID690**-*Thesis Committee* or **MCD511**-*Thesis* for CD, and pay full tuition and fees. Students who successfully defend their graduate thesis work along with the completion of a portfolio review/presentation, and completion of all required coursework will be recommended for graduation.

Other Policies

Campus Security

Harrington College of Design publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Office of the Registrar during regular business hours or by logging onto the student portal under *My Account > Account Documents*.

Harrington will report to the campus community the occurrence of any crime includable in the annual security report that is reported to local police and that is considered to be a threat to students or employees.

Harrington reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Catalog Addendum

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the college and of the student body.

Drug-Free Environment

As a matter of policy, Harrington prohibits the unlawful manufacture, possession, use, sale, dispensation or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Registrar's Office.

FERPA

Notification of Rights Under FERPA with Respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1 Students enrolled at Harrington College of Design shall have the right to inspect and review the contents of their education records, within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the President. The institution will arrange for access and notify the student of the time and place where the records may be inspected.

2 Parental access to a student's record will be allowed by Harrington College of Design without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

3 A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

4 Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to Office of the President, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.

5 Directory information is student information that the institution may release to third parties without the consent of the student. Harrington College of Design has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to Registrar's Office within 45 days of the student's enrollment or by

such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

6   The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.

7   A student who believes that Harrington College of Design has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Harrington College of Design and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Harrington College of Design administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of

limitations relating to the student's claims.

Step 1 Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Studio Leader. Alternatively, the student may submit the complaint to the Dean of Instruction or designee.

Step 2 If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Academic Services or designee.

Step 3 If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Harrington College of Design. If Harrington College of Design fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Harrington College of Design and the student.

The student may contact the Higher Learning Commission of the North Central Association at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604 or **www.ncahigherlearningcommission.org** or by phone at 800.621.7440 or 312.263.0456.

The student may also file a complaint directly with the Illinois Board of Higher Education at any time. The student may contact the Illinois Board of Higher Education for further details at 431 East Adams, 2nd floor, Springfield, Illinois 62701, or by phone at 217.782.2551.

Reasonable Accommodations Policy—Individuals with Disabilities

Harrington College of Design does not discriminate against individuals on the basis of physical or learning disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Harrington. To request an auxiliary aid or service, please contact the Director of Academic Services or designee at 200 W. Madison, Chicago, Illinois 60606, or by phone at 312.939.4975.

Individuals requesting an accommodation, auxiliary aid or service will need to complete the Student Request for ADA/504 Accommodations form and the Accommodations/Auxiliary Aid Request Form. To enable Harrington to provide an auxiliary aid or service in a timely manner, Harrington requests that individuals complete and submit these forms six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Harrington's grievance procedures. Requests for accommodations must be renewed each semester with Sam DeLaRosa, ADA Coordinator.

Unlawful Harassment Policy

Harrington is committed to the policy that all members of the college's community, including its faculty, students and staff, have the right to be free from sexual harassment by any other member of the college's community. Should a student feel that he or she has been sexually harassed; the student should immediately inform the President and/or the Director of Academic Services or designee.

Sexual harassment includes sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Student Resources

Harrington welcomes students to discuss any issues or concerns with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with the Dean of Instruction, their Academic Advisor, and/or faculty. Harrington staff is also available on a daily basis to assist students with financial aid, employment assistance, and academic advisement. Students are welcome on the campus any time during office hours to take advantage of the variety of services provided by Harrington. Harrington encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their opportunities in the industry.

Career Services

Current students, graduates and alumni all benefit from the continuing support of the Harrington Career Services Department. Staff regularly present job search workshops to help students write resumes, build portfolios and prepare for interviews. Staff locates part-time positions for incoming and current students and opportunities for graduates.

Agencies and institutions that accept Harrington students for internships and potential employers may conduct criminal and/or personal background checks. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues (such as bankruptcy) may not be accepted by these agencies or companies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, registration and/or certification for employment in some positions. Employment and internship decisions are outside the control of Harrington.

Harrington does not guarantee employment or salary.

Plans To Improve Academic Programs

The school reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school may change, amend, alter or modify program offerings and schedules to reflect this feedback. Students with questions about this process or any plan to improve academic programs, should contact the Academic Department.

Housing

Chicago is an exciting place to go to college, live, work and play. Different housing options include dormitory-style housing that provides a shared living experience. Apartments range in size from single to multi-person units. Each student has his or her own lease for the term that includes the cost of basic utilities. Pets are not permitted in dormitory-style residences. The residences are located within a 10-mile radius of the college and are close to public transportation. The dormitory-style residences are chosen based on their proximity to the college and other factors.

Students who do not wish to have roommates or who seek married housing are encouraged to use independent referral. Apartments are available in a variety of Chicago neighborhoods. Students who choose this option will lease from the apartment building directly and will be responsible for all utilities. Pets may be accepted depending upon the individual terms of the apartment complexes.

Integrated Learning Studio

The Integrated Learning Studio (ILS) is a valuable resource to provide extra support in an instructional environment for students seeking assistance with their coursework. Faculty and Learning Assistants are available to answer questions, explain assignments and help with homework for all programs, with emphasis in the following areas:

Basic and Advanced Computer Applications
Foundations/Art/Drafting Classes
Interior Design Studio Classes
English and Writing
Mathematics
Photography
Graphic Design

The Integrated Learning Studio consists of drafting tables and high speed PCs and Macs. On an as needed basis, classroom instructors may recommend one-on-one tutoring for students who cannot get all the help they need in the labs.

Library

Harrington's Library contains extensive print and digital collections that support research and teaching. Centrally located on the 3rd floor for convenient access to studios, lecture halls, and faculty offices, the Library is open and staffed more than 60 hours per week including evenings and Saturdays. The Library's print collection includes more than 31,000 print items and over 100 periodical titles. Harrington's librarians are part of the faculty and have considerable technological expertise.

Cybrary

The Cybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The "virtual" collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills. Students have access to the Cybrary from their campus location and from home, if they have an Internet service provider.

Digital Collections and Research Databases

Digital offerings include more than 30 research databases, more than 20,000 electronic books, and tens of thousands of digital images. All databases are available remotely, enabling students to have 24/7 access from anywhere they have an internet connection.

I-Share

Harrington's Library participates in the I-Share resource sharing cooperative, which allows current Harrington students and faculty to use 86 college and university libraries in Illinois. A valid Harrington ID card allows onsite access and borrowing privileges, as well as and remote requesting and delivery of books via the I-Share online catalog. Through I-Share, a Harrington ID card provides access to more than 36 million items.

Print Center

The Print Center provides convenient and quality printing, photocopying and digital color copying services campus-wide. The Print Center offers basic copies and prints, wide format printing, lamination and carries a select inventory of art supplies and tools.

Print Farm

The Print Farm is connected to the Print Center and was created specifically for photography students to create professional, high quality prints. The lighting in the Print Farm (5000°K) mimics the proofing standards in high end print houses and closely matches daylight. Printers use both manufacturer supplied and custom profiles for over 50 papers and are available for both personal and coursework.

Cage

The Cage located on the fifth floor, maintains and checks out studio space and photography equipment for photo students. With professional photography equipment valued at over a million dollars available for check out, The Cage extends the reach of the student experience.

Rendering Farm

Harrington students whose work requires small or large-scale renderings can take advantage of the Rendering Farm. The Rendering Farm makes use of excess network computing capacity to render files and deposit them in secure network directories. The Rendering Farm can be accessed through the on-campus Academic Network. Assistance with the Rendering Farm can be obtained from a technology instructor or in the Integrated Learning Studio (ILS) in room 512.

Student Orientation

Prior to beginning classes at Harrington, all new students must attend an orientation program. Orientations are scheduled prior to the start of the term. Orientation facilitates a successful transition into Harrington. New students are required to attend regardless of their prior college experience. At orientation, students are encouraged to get acquainted with the campus, the administrative staff, the faculty and their peers with the goal being to help identifying on-campus resources. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. Break-out sessions with Studio Leaders and faculty provide another way of becoming immersed in the Harrington community quickly.

Student Portal and InfoHub

The Student Portal and Harrington InfoHub are websites aimed towards current members of the Harrington community. The InfoHub contains contact information, news and events, a calendar, student group information, access to Library resources, and more, while the Student Portal is a secure site that provides a student access to individual-specific information such as his or her schedule, grades, and financial aid. Upon application to Harrington, students will be issued a user name to gain access to the Student Portal. An email is sent to each student describing how to register and begin using the Student Portal.

Student Record Retention

Harrington maintains student records at the campus for a minimum of five years. Harrington student transcripts are retained indefinitely.

Student Work

Harrington reserves the right to keep all student work for its Gallery or accreditation efforts. Every attempt will be made to return work to the student. A student work release form must be obtained for all work retained for advertising purposes.

Transcript Process and Fees

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Harrington will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through *Parchment*, a leading company in secure transcript procurement. The Transcript Fee is assessed regardless of transcript hold status. If the student has an outstanding balance preventing release of the transcript, *Parchment* will not be able to issue the student's official transcript.

$10	Transcript (electronic or paper) requested electronically through *Parchment*
$15	Transcripts ordered through the campus
$35	Overnight/US Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

Academic Departments/ Degrees Offered

Interior Design

Harrington College of Design offers different levels of study in interior design that develops student's skills with leadership, innovation and collaboration through design process and critical thinking skills.

Master of Interior Design

The Master of Interior Design program is a course of graduate study in the field of interior design with an emphasis on application of evidence-based research to individualized design specialties. The program includes required core courses in interior design theory, research methods, and studio-based courses in which theory and method are integrated through application in project-based work. A student in the Master of Interior Design program is expected to develop a specialized area of knowledge and application, which will be demonstrated in a Thesis project.

The course of study is structured as a four-semester program, combining thesis investigation and advanced course work, for the holder of a bachelor's degree in interior design or closely-related field, such as architecture.

Objectives of the program:

At the conclusion of the program, a graduate of the Master of Interior Design program is expected to:

- Solve advanced problems in the interior built environment by applying the theory and methods of design to a chosen specialized field.
- Demonstrate a depth of "market knowledge" of an interior environment or project type sufficient to lead design professionals and users in the programming effort for that project type.
- Collaborate with others both inside and outside of the interior design field to apply a diverse range of knowledge, skills and points of view to the solution of interior design problems.
- Apply third-party research effectively and appropriately in the solution of interior design problems, and understand the role of evidence-based research.
- Model a user-centered view of interior design problems through integration of research and collaborative methods.
- Propose design solutions that can be demonstrated to sustain natural resources and create healthy and safe interior environments.
- Integrate current digital technology in the programming, design and presentation of interior environments.
- Demonstrate an understanding of the business, entrepreneurial, government and not-for-profit contexts of design decision-making.

Core Requirements

The program is composed of 12 courses in the areas of Theory, Method, Integration and Practicum, culminating in the Thesis. The recommended schedule for a graduate student enrolled in the program full-time (nine credits) is four semesters.

Course requirements

Core Requirements		Credits
MID501	Theory I: Ecology of Design	3
MID502	Theory II: Design and Society	3
MID510	Methods I: Research Methods	3
MID512	Methods in ID II: Media and Communications	3
MID530	Advanced Studio I: Creative Collaboration	3
MID540	Advanced Studio II: Specialization Studio	3
MID620	Methods in ID III: Design Practices	3
MID630	Advanced Studio III: Directed Thesis Preparation	3
MID670	Thesis Studio	2
MID690	Thesis Committee	1
Total Core Requirements		**27**

Elective Requirements		Credits
ELE5XX	Elective	3
ELE5XX	Elective	3
ELE5XX	Elective	3
Total Elective Requirements		**9**

Total Requirements for Graduation		**36**

Master of Arts in Interior Design

The Master of Arts in Interior Design program is a graduate-level first-professional program in the field of interior design for holders of bachelor's degree in a non-interior design-related field. The program includes fundamental design process skills and knowledge, along with required core courses in interior design theory, methods, and studio-based courses in which theory and method are integrated through application in project-based work. A student in the Master of Arts in Interior Design program is expected to develop a specialized area of knowledge and application, which will be demonstrated in a Thesis project.

The course of study over six semesters is intended for those students with a bachelor's degree in a field unrelated to interior design. This program includes two semesters of preliminary work in the foundation of knowledge and skills necessary for the student to undertake the thesis investigation and advanced course work in semesters 3 through 6. After completing 24 semester hours of preliminary work and successfully defending a portfolio, the student may proceed into courses shared with the Master of Interior Design program.

Objectives of the program:
At the conclusion of the program, a graduate of the Master of Arts in Interior Design program is expected to:
- Solve advanced problems in the interior built environment by applying the theory and methods of design to a chosen specialized field.
- Demonstrate a depth of "market knowledge" of an interior environment or project type sufficient to lead design professionals and users in the programming effort for that project type.
- Collaborate with others both inside and outside of the interior design field to apply a diverse range of knowledge, skills and points of view to the solution of interior design problems.
- Apply third-party research effectively and appropriately in the solution of interior design problems, and understand the role of evidence-based research.
- Model a user-centered view of interior design problems through integration of research and collaborative methods.
- Propose design solutions that can be demonstrated to sustain natural resources and create healthy and safe interior environments.
- Integrate current digital technology in the programming, design and presentation of interior environments.
- Demonstrate an understanding of the business, entrepreneurial, government and not-for-profit contexts of design decision-making.

Course requirements

Foundations Requirements		Credits
DSN504	Design Thinking & Making	2
DSN505	Graduate Interior Design Studio A	4
DSN508	Design Process and Construction	2
DSN509	Graduate Interior Design Studio B	4
HST545	History of Interiors and Architecture I	3
HST546	History of Interiors and Architecture II	3
TEC518	Digital Systems	3
TEC520	Materials, Codes, and Sources	3
Total Foundation Requirements		**24**

Core Requirements		Credits
MID501	Theory I: Ecology of Design	3
MID502	Theory II: Design and Society	3
MID510	Methods I: Research Methods	3
MID512	Methods in ID II: Media and Communications	3
MID530	Advanced Studio I: Creative Collaboration	3
MID540	Advanced Studio II: Specialization Studio	3
MID620	Methods in ID III: Design Practices	3
MID630	Advanced Studio III: Directed Thesis Preparation	3
MID670	Thesis Studio	2
MID690	Thesis Committee	1
Total Core Requirements		**27**

Elective Requirements		Credits
ELE5XX	Elective	3
ELE5XX	Elective	3
ELE5XX	Elective	3
Total Elective Requirements		**9**

| **Total Requirements for Graduation** | | **60** |

Bachelor of Fine Arts in Interior Design

The Bachelor of Fine Arts in Interior Design program at Harrington College of Design is designed to combine the elements and principles of design with practical applications, incorporating space planning and problem-solving, supplemented with general education coursework. The curriculum offers students the opportunity to explore creative design, business skills and computer-aided design technology. At the completion of the program, graduates who have attended class diligently, studied, and practiced their skills should be able to seek entry-level employment in the interior design industry.

A graduate of the Bachelor of Fine Arts in Interior Design program is expected to:
- Understand how to work with a variety of design project types and users.
- Develop the attitudes, traits, and values of professional responsibility, accountability and effectiveness.
- Understand the fundamentals of art and design, theories of design, green design, human behavior, and discipline-related history.
- Understand and apply the knowledge, skills, processes and theories of interior design.
- Communicate effectively.
- Develop skills in computer applications used in the interior design industry.
- Design within the context of building systems and to use appropriate materials and products.
- Apply the laws, codes, regulations, standards and practices that protect the health, safety and welfare of the public.
- Understand the foundations of business and professional practice.

Specializations

Harrington College of Design offers bachelors students the opportu¬nity of choosing to graduate with a concentration within their credit requirements. Students interested in a concentration should discuss with their Studio Leader and academic advisor and apply for the concentration through their academic advisor.
- Sustainable Design
- Branded Environments
- Digital Technology
- Historic Preservation
- Hospitality
- Healthcare

Course requirements

Core Requirements		Credits
ART101	Beginning Drawing	3
ART110	Color: Perception and Application	3
ART111	2D Design	3
ART122	Design in 3 Dimensions	3
ART150	Introduction to Computer Graphics ^^	3
BUS302	Portfolio for Interior Design	3
BUS348	Business and Project Management ^^	3
DRF113	Graphic Comm. Tools for Interior Design	3
DSN135	Materials and Sources	3
DSN152	Introduction to Interior Design ^^	3
DSN234	ADA and Building Codes	3
DSN236	Interior Design I	3
DSN237	Interior Design II ^^	3
DSN293	Textiles	3
DSN333	Sustainable Design	3
DSN337	Interior Design III ^^	3
DSN340	Interior Design IV ^^	3
DSN404	Interior Design Thesis Preparation ^^	3
DSN406	Interior Design Thesis ^^	4
HST245	History of Interiors & Arch. I	3
HST246	History of Interiors & Architecture II	3
TEC217	Introduction to Digital Systems ^^	3
TEC219	Architectural Detailing & Construction ^^	3
TEC220	3D Digital Systems ^^	3
TEC315	Building Systems ^^	3
TEC316	Construction Documents ^^	3
TEC373	Fundamentals of Lighting	3
TEC385	Advanced Digital Rendering ^^	3
TEC390	BIM Technology Systems ^^	3
	^^ denotes technology-intensive course	
Total Core Requirements		**88**

Core Electives		Credits
ELE3XX	Interior Design Elective	3
ELE3XX	Interior Design Elective	3
Total Core Electives		**6**

Critical Studies Requirements		Credits
ART243	History of Art I	3
ART347	History of Art II	3
ENG101	English Composition I	3
ENG102	English Composition II	3
HUM125	Critical Thinking	3
HUMXXX	Humanities Elective	3
HUMXXX	Humanities Elective	3
MAT110	Essential College Mathematics	3
SCIXXX	Science Elective	3
SCIXXX	Science Elective	3
SOCXXX	Social Science Elective	3
SOCXXX	Social Science Elective	3
Total Critical Studies Requirements		**36**

| **Total Requirements for Graduation** | | **130** |

Associate of Applied Science in Interior Design
(enrollment suspended January 2013)

The Associate of Applied Science Interior Design program at Harrington College of Design is designed to combine the elements and principles of design with practical applications, incorporating space planning and problem-solving, supplemented with general education coursework. The curriculum offers students the opportunity to explore creative design, business skills and computer-aided design technology. At the completion of the program, graduates who have attended class diligently, studied, and practiced their skills should have the skills to seek entry-level employment in the interior design industry.

A graduate of the Associate of Applied Science in Interior Design Program is expected to:
- Understand the fundamentals of art and design, theories of design, human behavior, and discipline-related history.
- Develop basic floor plans and elevations based on client needs.
- Design within the context of building systems and to use appropriate materials and products.
- Develop beginning skills in computer applications used in the interior design industry.
- Understand how to work with a variety of design project types and users in small projects.
- Assist designers in the design development and execution of design work in a firm.
- Understand the interior design and architecture industry and the requirements of the profession.

Course requirements

Core Requirements		Credits
ART101	Beginning Drawing	3
ART110	Color: Perception and Application	3
ART111	2D Design	3
ART122	Design in 3 Dimensions	3
ART150	Introduction to Computer Graphics	3
BUS201	Portfolio/Resume Preparation	2
DRF113	Graphic Comm. Tools for Interior Design	3
DRF219	Architectural Detailing and Construction	3
DSN135	Materials and Sources	3
DSN152	Introduction to Interior Design	3
DSN236	Interior Design I	3
DSN237	Interior Design II	3
HST245	History of Interiors & Arch I	3
TEC218	Introduction to AutoCAD	3
TXT293	Textiles	3
Total Core Requirements		**44**

Critical Studies Requirements		Credits
ART243	History of Art I	3
ENG101	English Composition I	3
ENG102	English Composition II	3
HUM125	Critical Thinking	3
MAT110	Essential College Mathematics	3
SCIXXX	Science Elective	3
SOCXXX	Social Science Elective	3
Total		**21**

| **Total Credits for Graduation** | | **65** |

Communication Design

Master of Fine Arts in Communication Design

The MFA Program in Communication Design challenges the student to broaden the scope of design as a tool for awareness and change through the study of theory and practice models. Students will be expected to apply individual research strategies and tactics, to create and assess the efficacy and sustainability of solutions to increasingly complex design problems. Understanding the theory, context and audience, as well as managing the network of relationships between user, client and co-designer, while engaging in areas of specialization, is a focus of this collaborative curriculum.

The Master of Fine Arts in Communication Design program is a course of graduate study in the field of communication design with the emphasis on the application of evidence-based research to solve complex design problems.

The program includes required core classes in communication design theory, research methods, business practices and studio-based courses in which theory, research and method are integrated through application in project-based work. A student in the Master of Fine Arts program is expected to develop a specialized area of knowledge and application, which will be demonstrated in a Thesis project.

The 60 Semester hour course of study is structured as a five semester program, combining thesis investigation and advanced course work, for the holder of communication design or any other graphic design related bachelor's degree.

Objectives of the program:
A graduate of the Master of Fine Arts in Communication Design Program is expected to:
• Forecast possible future design problems outside the traditional practice
• Synthesize effective methods and technologies to facilitate creative solutions and collaboration
• Consolidate various research strategies and tactics into their design thinking and processes
• Formulate, evaluate and actively defend a design proposal and strategy for business and/or clients
• Define, develop, produce, apply and assess a problem-based inquiry relevant to the field.

Course requirements

Core Requirements		Credits
BUS543	The Business of Design	3
MCD503	Materials and Resources for CD	3
MCD504	Envisioning Information	3
MCD505	Designing Social Awareness	3
MCD506	Visual Rhetoric Studio	3
MCD507	Visual Culture Seminar	3
MCD508	Graduate Typography	3
MCD509	Thesis Prep for CD	3
MCD510	New Media Seminar	3
MCD511	Thesis for CD	6
MCD512	Communication Design Theory I	3
MCD513	Communication Design Theory II	3
MID510	Methods I: Research Methods	3
MID530	Advanced Studio 1: Creative Collaboration	3
Total Core Requirements		**45**

Core Electives		Credits
ELE5XX	Graduate Elective	3
ELE5XX	Graduate Elective	3
ELE5XX	Graduate Elective	3
ELE5XX	Graduate Elective	3
ELE5XX	Graduate Elective	3
Total Core Elective Requirements		**15**

Total Requirements for Graduation		**60**

Master of Arts in Communication Design

The MA Program in Communication Design exposes the student to design as a problem solving discipline. Understanding the theory, context and audience, as well as managing the network of relationships between user, client and co-designer is a focus of this collaborative curriculum.

The 60 semester credit course of study over five semesters is intended for those individuals with a bachelor's degree in a field unrelated to communication design. This program includes two semesters of intensive preliminary work in the foundation of knowledge and technical skills necessary for the student to undertake advanced course work in semesters three through five. After completing twenty-four semester hours of preliminary work and successfully defending a portfolio, the student is approved to move into the portion of courses shared with the Master of Fine Arts program.

The program includes fundamental knowledge and technical skills along with required core classes in communication design theory, research methods, business practices and studio-based courses. Through application in project-based work, studio courses integrate theory and research. A student in the Master of Arts program is expected to develop a specialized area of knowledge and application, which will be demonstrated in a final portfolio review.

Objectives of the program:

A graduate of the Master of Arts in Communication Design Program is expected to:

- Synthesize effective methods and technologies to facilitate creative solutions and collaboration
- Consolidate various research strategies and tactics into their design thinking and processes
- Formulate, evaluate and actively defend a design proposal and strategy for business and/or clients

Course requirements

Core Requirements		Credits
ART550	Intro to Computer Graphics	3
ART555	Computer Graphics II	3
BUS543	The Business of Design	3
MCD501	Graduate Design Studio I	3
MCD502	Graduate Design Studio II	3
MCD503	Materials and Resources for CD	3
MCD504	Envisioning Information	3
MCD505	Designing Social Awareness	3
MCD506	Visual Rhetoric Studio	3
MCD507	Visual Culture Seminar	3
MCD512	Communication Design Theory I	3
MCD513	Communication Design Theory II	3
MID510	Methods I: Research Methods	3
MID530	Advanced Studio I: Creative Collaboration	3
TYP502	Typography I	3
TYP503	Typography II	3
VSC502	Time Based Design	3
WEB501	Web Design Fundamentals	3
Total Core Requirements		**54**

Core Electives		Credits
ELE5XX	Graduate Elective	3
ELE5XX	Graduate Elective	3
Total Core Elective Requirements		**6**

Total Requirements for Graduation		**60**

Graphic Design

Bachelor of Fine Arts in Graphic Design

The Bachelor in Fine Arts in Graphic Design program at the Harrington College of Design is designed to provide training in the principles and techniques used in the field of communication design. At its most basic level, the program encourages students to think, speak, draw and design. The program ultimately strives to create a socially and globally aware individual who can approach and solve a design issue from many angles. Throughout the program, students will have the opportunity to synthesize various approaches of thought within the design process and apply critical thinking skills in the exploration of design-based problems. The curriculum is structured to include lecture and studio components. At the completion of the program, graduates who have regularly attended classes, completed all assigned tasks, studied, and practiced their skills should be able to seek entry-level employment positions in the communication design industry.

A graduate of the Bachelor of Fine Arts in Graphic Design Program is expected to:
- Synthesize various approaches of thought within the design process.
- Apply critical thinking skills in the exploration of design-based problems to facilitate innovation and leadership in the design field.
- Solve complex design problems through team-orientated, solution-based approaches.
- Research effectively to create and evaluate solutions to incrementally larger scale design problems.
- Respond to challenges based on exposure to environmental, economic and social-cultural issues.
- Understand the theory and process of design while employing rational thought to achieve functional and powerful design messages.
- Communicate effectively across design disciplines.

Specializations

Harrington College of Design offers bachelor students the opportunity of choosing to graduate with a specialization within their credit requirements. Students interested in a specialization should discuss with their Studio Leader and academic advisor and apply for the specialization through their academic advisor.
- Branding
- Commercial Illustration
- Motion Graphics
- Typography
- Web: Experience Design
- Web: Interaction Design

Course requirements

Core Requirements		Credits
ART101	Beginning Drawing	3
ART110	Color: Perception and Application	3
ART111	2D Design	3
ART122	Design in 3 Dimensions	3
ART150	Introduction to Computer Graphics	3
ART255	Computer Graphics II	3
BUS345	The Business of Design and Production	3
CDS201	Design Studio	3
CDS320	Package Design	3
CDS412	Portfolio	3
CDS414	Senior Design Studio	3
DSN101	The Design Process	2
DSN102	The Communication Designer	2
HST361	History of Graphic Design	3
ILL202	Illustration I	3
TYP202	Typography I	3
TYP203	Typography II	3
TYP320	Typography III	3
VSC201	Design Layout	3
VSC202	Time-Based Design	3
VSC301	Logos and Corporate Identity	3
VSC400	Capstone Prep	3
VSC402	Visual Communications (Capstone)	3
WEB101	Web Design Fundamentals	3
WEB110	Web Design and Development	3
WEB231	User Experience Design	3
WEB301	Advanced Web Design and Development	3
Total Core Requirements		**79**

Core Electives		Credits
ELE3XX	Comm. Design Elective	3
ELE3XX	Comm. Design Elective	3
ELE3XX	Comm. Design Elective	3
ELE3XX	Comm. Design Elective	3
Total Core Elective Requirements		**12**

Critical Studies Requirements		Credits
ART243	History of Art I	3
ART347	History of Art II	3
COM203	Interpersonal Communication	3
ENG101	English Composition I	3
ENG102	English Composition II	3
HUM125	Critical Thinking	3
HUM3XX	Humanities Elective (300 Level)	3
HUM4XX	Humanities Elective (400 Level)	3
MAT110	Essential College Mathematics	3
SCIXXX	Science Elective	3
SCIXXX	Science Elective	3
SOC200	General Psychology	3
SOCXXX	Social Science Elective	3
Total Critical Studies Requirements		**39**

| **Total Requirements for Graduation** | | **130** |

Photography

Bachelors of Fine Arts in Commercial Photography

The Bachelor of Fine Arts in Commercial Photography program at Harrington College of Design is designed to provide training in the principles and techniques used in the field of commercial photography. The program offers students the opportunity to develop a strong sense of personal style alongside social awareness and business aptitude that is built on a uniquely solid technical foundation. The program also promotes strong communication skills and socio-cultural awareness within a collaborative learning environment. Throughout the program, students will have the opportunity to learn the technical and aesthetic skills necessary for the creation of high quality, commercially oriented photographic images and demonstrate proficiency in creation, capture and image editing software. Students will also have the opportunity to learn professional digital capture systems as well as commercial lighting systems. The curriculum is structured to include lecture and studio components. At the completion of the program, graduates who have attended classes diligently, completed all assigned tasks, studied, and practiced their skills should be able to seek entry-level employment positions in the commercial photography industry.

A graduate of the Bachelor of Fine Arts in Commercial Photography Program is expected to:

- Demonstrate the technical and aesthetic skills necessary for the creation of high quality, commercially oriented photographic images.
- Demonstrate proficiency with creation, capture and image editing software to meet specific needs of a client.
- Display knowledge of professional digital capture systems, as well as commercial lighting systems.
- Recognize and select the appropriate tools for the given job.
- Apply ethical professional business practices, communication and marketing skills within the fundamentals of creating intellectual property relevant in the field of commercial photography.
- Work collaboratively in leadership and supporting roles as photographer and production personnel for clients.
- Utilize critical thinking skills and research of environmental, economic, social and cultural issues to interpret trends in visual imagery in order to continually evolve a unique and sustainable photographic vision.
- Expand technical knowledge to other areas of visual media and apply knowledge to explore new avenues of image creation and distribution of images.

Course Requirements

Core Requirements		Credits
DIM114	Critical Color and Workflow	3
DIM120	Digital Imaging I	3
DIM320	Digital Imaging II	3
HST117	History of Photography	3
HST118	History of Photographic Technology	3
PHO102	Fundamentals of Digital Imaging and Workflow	3
PHO111	Imaging & Studio Practices	3
PHO113	Lighting Theory	3
PHO121	Photography as a Communication Tool	3
PHO210	Online Design for Photographers	3
PHO212	Lighting People	3
PHO214	Studio Lighting	3
PHO216	Introduction to Multimedia	3
PHO249	Commercial Photography	3
PHO269	Social Practices in Photography I	3
PHO349	Advanced Commercial Photography	3
PHO369	Advanced Studio Photography	3
PHO416	Introduction to Digital Filmmaking	3
PHO420	Digital Print Technologies	3
PHO469	Social Practices in Photography II	3
PHO486	Capstone/Specialization	3
PHO499	Photographic Practicum	3
VSC202	Time-Based Design	3
Total Core Requirements		**69**

Photography Electives		Credits
PHOXXX	Commercial Photography Elective	3
PHOXXX	Commercial Photography Elective	3
PHOXXX	Commercial Photography Elective	3
PHOXXX	Commercial Photography Elective	3
Total Core Electives	**Requirements**	**12**

Business		Credits
BUS241	Principles of Business	3
BUS394	Small Business Finance and Accounting	3
BUS499	Marketing and Branding	3
Total Business Requirements		**9**

Critical Studies Requirements		Credits
ART347	History of Art II	3
COM203	Interpersonal Communication	3
ENG101	English Composition I	3
ENG102	English Composition II	3
HUM125	Critical Thinking	3
HUM3XX	Humanities Electives (300 Level)	3
HUM4XX	Humanities Elective (400 Level)	3
MAT110	Essential College Mathematics	3
PHY201	Physics of Light	3
SCIXXX	Science Elective	3
SCIXXX	Science Elective	3
SOC200	General Psychology	3
SOCXXX	Social Science Elective	3
Total Critical Studies Requirements		**39**

| **Total Requirements for Graduation** | | **129** |

Associate of Applied Science in Digital Photography

The Associate of Applied Science in Digital Photography program at Harrington College of Design is designed to provide a unique and innovative technical education in the field of commercial photography. By focusing on the technical aspects and the digital imaging technology used for photographic reproduction of images in the commercial photography field, the program offers students the opportunity to learn how to create high quality, commercially oriented photographic images as well as to develop a proficiency in creation, capture, and image editing software. The program also offers students the opportunity to gain knowledge of professional DSLR, medium and large format digital capture systems, as well as strobe and continuous lighting sources. The curriculum is structured to include lecture and studio components. At the completion of the program, graduates who have attended classes diligently, completed all assigned tasks, studied, and practiced their skills should be able to seek entry-level employment positions in the photography industry.

A graduate of the Associate of Applied Science in Digital Photography Program is expected to:

- Demonstrate the technical and aesthetic skills necessary for the creation of high quality, commercially oriented photographic images.
- Demonstrate proficiency with creation, capture and image editing software to meet specific needs of a client
- Display knowledge of professional DSLR, medium and large format digital capture systems, as well as strobe and continuous lighting sources.
- Recognize and select the appropriate tools for the job based end use of the project.
- Apply professional business, marketing skills and legal knowledge relevant in the field of commercial photography.
- Prepare an integrated business plan, with supporting marketing plan, materials and targeted portfolio to support the transition into the workforce.

Course Requirements

Core Requirements		Credits
DIM114	Critical Color and Workflow	3
DIM120	Digital Imaging I	3
HST117	History of Photography	3
HST118	History of Photographic Technology	3
PHO102	Fundamentals of Digital Imaging and Workflow	3
PHO111	Imaging & Studio Practices	3
PHO113	Lighting Theory	3
PHO121	Photography as a Communication Tool	3
PHO210	Online Design for Photographers	3
PHO212	Lighting People	3
PHO214	Studio Lighting	3
PHO216	Introduction to Multimedia	3
PHO249	Commercial Photography	3
PHO269	Social Practices in Photography I	3
Total Core Requirements		**42**

Business		Credits
BUS241	Principles of Business	3
Total Business Requirements		**3**

Critical Studies		Credits
COM203	Interpersonal Communication	3
ENG101	English Composition I	3
ENG102	English Composition II	3
HUM125	Critical Thinking	3
MAT110	Essential College Mathematics	3
PHY201	Physics of Light	3
SOC200	General Psychology	3
Total Required Critical Studies		**21**

Total Required for Graduation		**66**

Critical Studies

The Critical Studies curriculum is founded on providing students with the knowledge and skills they will need to enhance and promote their intellectual and professional lives, as well as offering opportunities for creative self-expression. Ethical conduct, social responsibility, and the importance of life-long learning are key components of the program. Harrington's general education philosophy asserts that five broad categories of critical competencies and skills are essential for the student to thrive in a diverse, global society. They underpin the core values of Harrington College of Design, and are the foundation upon which the student will base his or her career and life-decisions.

Critical Studies partners with the various design departments to create courses that meet the needs of the several curricula as well as the interests of the students.Throughout their life at Harrington, students are required to take Humanities courses designed to develop those core competencies at increasingly challenging levels.

Upon completion of the critical studies portion of all programs of study, students will (effective January 1, 2015):

- Utilize critical thinking skills in decision-making and problem solving
- Accurately and persuasively communicate through written, verbal and visual media
- Recognize the importance of ethical conduct in both professional and civic behavior
- Recognize intellectual curiosity as a means of continually expanding their design and cultural horizons
- Recognize, pursue and interpret beauty in various forms to spur lifelong learning
- Use critical thinking to achieve, recognize, and appreciate excellence in professional and personal goals and responsibility

International Studies

The objective of Harrington's International Studies is to provide students with an opportunity to study design within a community fundamentally different than the one found in Chicago. Cultivating these connections strengthens the student's overall educational experience, lending a deeper understanding of the world's cultural diversity.

Encouraging participants to explore new places, studying architecture, urban planning, cultural aspects, history and current affairs, this educational opportunity immerses students in the small rituals and routines of daily life that are unavailable to tourists. In addition to helping students develop an appreciation for other cultures, the time in other countries fosters a fuller understanding of the traditions and language that influence the way we approach design in the United States, while earning credit for undergraduate electives.

Harrington's diverse international study abroad programs offer opportunities varying in length, credit offerings and cost. Destinations change, so for more detailed information on any of the programs, please contact your Academic Advisor.

Course Descriptions

Course Numbering System

The following course numbering system is a guide for students selecting courses. Courses number 001–099 are designed as developmental coursework in specific areas. Though each course carries credit, the credits are not applicable to the degree requirements. Courses numbered 100–199 are planned primarily for freshmen, but are open to all undergraduates and are generally appropriate as introductory coursework. Courses numbered 200–299 are primarily for sophomores and upper-level students who have completed the 100-level course sequence and have met all prerequisites. Courses numbered 300–499 are designated primarily for juniors and seniors. Graduate level courses are numbered 500–600.

ART101 Beginning Drawing

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

This course offers an introduction to the fundamentals of freehand drawing with an emphasis on how it is applied to design. A variety of drawing techniques and tools will be introduced in the course with an emphasis on the methodology of linear perspective as a vehicle for drawing. Shading techniques such as hatching, stippling and scribbling are introduced and applied to finished projects to create illusionistic effects of light and shadow. Pencil, pen and marker are used to execute these techniques and drawing vocabulary is taught and tested.

ART102 Intermediate Drawing

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART101

COURSE DESCRIPTION

(GD, ID Elective) This course covers multi-dimensional visualization and delineation as well as drawing as a process of perception and projection. Design concepts are applied to a volumetric approach to form and composition. Exploration of visual structures and concepts in history and contemporary movements is included.

ART108 Concept Visualization

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

An introduction to the core elements of creating visual representations of ideas, processes and systems. This course provides a foundation for the communication of large concepts in a visual format. The focus is on sketching and creating an effective visual communication that is used in the design process.

ART110 Color: Perception and Application

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

This course explores color in the context of history, human vision, color theory and reproduction in a cross-media environment. Concepts of color are examined both for their relevance to subjective experience, and as defined in color vocabulary, which is taught and tested. Upon completion of this course, students should have a professional understanding of the formal characteristics of color, and how to exploit creative color choices that target specific desired responses from a viewing audience.

ART111 2D Design

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

This course introduces the core elements, principles, and terminology of two-dimensional design and composition. Students identify the process of organizing visual space as well as approaches to developing and conceptualizing ideas based on vocabulary, which is taught and tested. In addition, critique is an essential tool that is introduced to offer students an opportunity to examine their peer's ideas and visual expression.

ART122 Design in 3 Dimensions

Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART111

COURSE DESCRIPTION

This course applies basic principles and elements of design to three-dimensional composition, as well as a process that explores multiple solutions to design issues involving space and volume. Projects require students to address materials, form and function as they execute designs that comprise modular components within a larger context.

ART150 Introduction to Computer Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC159 or TEC100
COURSE DESCRIPTION
This course introduces both computer illustration and photo-manipulation using industry standard software. The course focuses on understanding the platforms and applying the programs individually or in tandem, as required.

ART202 Perspectives & Rendering
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART101
COURSE DESCRIPTION
(ID Elective) A second-level studio course in applied rendering techniques and one- and two-point perspective drawing to communicate design concepts. The focus is on sketching, perspective method and marker techniques. Watercolor and colored pencil methods will be introduced.

ART243 History of Art I
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HUM125
COURSE DESCRIPTION
Survey of world art from Pre-history to Realism.

ART255 Computer Graphics II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC201, ART150
COURSE DESCRIPTION
A continuation of ART150 Introduction to Computer Graphics, this course challenges the student to further explore the synergy between computer art platforms for advance work in graphic communication.

ART347 History of Art II
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ART243, ENG102
COURSE DESCRIPTION
This course is an overview of modern and contemporary art beginning with Impressionism and ending with art of the present. Painting, sculpture, performance, installation and new media are emphasized.

ART550 Intro to Computer Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
This graduate course introduces both computer illustration and photo-manipulation using industry standard software. The course focuses on understanding the platforms and applying the programs individually or in tandem, based on project outcomes.

ART555 Computer Graphics II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART550, VSC502
COURSE DESCRIPTION
A continuation of Intro to Computer Graphics, this course challenges the graduate student to further explore the synergy between computer art platforms for advance work in graphic communication.

ART750 Computer Graphics
Credit Hours: 1 Semester Hour (Lab)
Prerequisite: None
COURSE DESCRIPTION
This graduate level course introduces both computer illustration and photo-manipulation using industry standard software. A technical support course, it is taken in conjunction with other graduate studio courses.

BUS201 Portfolio/Resume Preparation
Credit Hours: 2 Semester Hrs (Lecture/Lab)
Prerequisite: ENG102, DSN236
COURSE DESCRIPTION
This course introduces the associate level student to preparing a portfolio and resume for positions as design assistants. Discussions on presentation, interviewing and researching job opportunities will be presented.

BUS241 Principles of Business
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
Fundamentals of the business of photographers: operations, marketing, communications, and ethical, legal and financial responsibilities of the professional practitioner. Process, systems and methods of contract documents including Letters of Agreement, Contract Proposals, Change Orders, Addendums, fee setting, liability issues and ethical practices. Entrepreneurial business practices for the photographer or designer.

BUS302 Portfolio for Interior Design
(formerly BUS402; formerly BUS401—1.5 credits)
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: DSN237
COURSE DESCRIPTION
This course provides students with tools and techniques needed to support success in identifying and obtaining an entry-level position in their field and producing a resume and portfolio.

BUS340 Principles of Marketing for Creatives
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: VSC202
COURSE DESCRIPTION
(GD Elective) Marketing structure and the process by which products proceed from production to final use or consumption is the focus of this course. Geared toward creatives, the course will discuss retailing, advertising, and channels of distribution for marketing different types of products, legalities related to marketing, the cost of marketing, and a general overview of the relationship creatives share with marketers.

BUS345 The Business of Design and Production
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST361
COURSE DESCRIPTION
This course is an introduction into the fundamentals of the business of design and printing. Students have the opportunity to explore proposal writing, estimating, print and project management, billing, vendor and client relations, ethics, copyright laws, business operations, and business plans. In addition, students have the opportunity to develop a working knowledge of the fundamentals of digital prepress and printing, studying how to effectively shepherd design ideas through commercial reproduction, including pricing ramifications

BUS348 Business and Project Management
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: DSN236
COURSE DESCRIPTION
This course provides the fundamentals of interior design business and project management practices. Topics include marketing, contracts, employment law, professionalism, ethics, financial management including fee development, project plan creation and tracking, and project communications. This course introduces student to the industry standard project management software Microsoft Project.

BUS394 Small Business Finance and Accounting
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MAT110 and BUS241 or BUS347 or BUS348 or BUS547 or VSC202
COURSE DESCRIPTION
(CP Core, GD/ID Undergraduate or Graduate Elective) This course covers the financial aspects of small business entrepreneurship for owners of sole proprietorships, partnerships and contract and freelance employment. Economic concepts of accounting, finance, budgeting, tax planning and reporting, insurance, investment strategies, and estate planning are all discussed at varying levels. Special emphasis will be given to understanding, designing and writing an actual business plan. Numerous real-world examples will be presented to help students bridge the concepts presented in class to actual application

BUS402 Portfolio for Interior Design
(formerly BUS401)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN237
COURSE DESCRIPTION
This course provides students with tools and techniques needed to support success in identifying and obtaining an entry-level position in their field and producing a resume and portfolio.

BUS499 Marketing and Branding
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: BUS394 or BUS347 or BUS 348 or VSC202 or BUS547
COURSE DESCRIPTION
(GD, ID Elective) This course focuses the student on the importance of branding and development of a consistent marketing message. Students will have the opportunity to gain knowledge of how to be flexible and nimble in a rapidly changing business environment. Students will be expected to create a marketing plan by researching and identifying target markets, identifying specific clients and designing a marketing strategy to go after these opportunities. The importance of networking locally, regionally, nationally and internationally is discussed. Designing effective self-branding presentations and effective press utilization for creative professionals are demonstrated.

BUS540 Principles of Marketing for Creatives
Credit Hours: 3 Semester Hrs (Lecture)
Co-requisite: MCD512 or ELE510 OR MCR510
COURSE DESCRIPTION
(CD Graduate Elective) Marketing structure and the process by which products proceed from production to final use or consumption is the focus of this graduate level course. Geared toward creatives, the course will discuss retailing, advertising, and channels of distribution for marketing different types of products, legalities related to marketing, the cost of marketing, and a general overview of the relationship creatives share with marketers.

BUS543 The Business of Design
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MCD512
COURSE DESCRIPTION
A course on the fundamentals of the business of design. Students will have the opportunity to learn what is required to complete a project from RFP to delivery.

CDS201 Design Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART150
COURSE DESCRIPTION
This project-based course offers a disciplined, systematic approach to concept development and the problem-solving processes essential to communication design. Use of the grid system, figure-and-ground relationships, typography and symbolism are covered as they relate to prioritizing and displaying information. Students have the opportunity to apply design principles across a wide range of assignments in order to broaden creative experiences.

CDS320 Package Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: CDS201
COURSE DESCRIPTION
A thorough study and application of the elements and principles of package design. Emphasis is on compositional organization, mechanics and effective presentation. Included is the exploration of functional, unique and aesthetically pleasing containers as well as a review of the role of typography, materials and photography in package design.

CDS412 Portfolio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: BUS345
COURSE DESCRIPTION
Through critique and presentation, students are guided through the process of creating and refining a professional-quality portfolio. Students have the opportunity to learn to organize their work, promote themselves and present work to clients.

CDS414 Senior Design Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: BUS345
COURSE DESCRIPTION
This capstone design course provides students with the opportunity to affect change through design. The course is set up as a studio in which the students work for an existing non-profit client. The work deliverables are a direct response to the problems the students encounter.

CDS444 Internship
Credit Hours: 3 Semester Hrs
Prerequisite: WEB231
COURSE DESCRIPTION
This optional course allows the student to earn credit for an internship experience. The three-credit internship course can be used in place of the Design Issues course and must be approved by the Studio Leader. Both the students and the agency that is hosting them are required to submit a series of work reports and a final summary of the tasks accomplished, as well as the level of proficiency gained in the work area.

CDS520 Package Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD Graduate Elective) A thorough study and application of the elements and principals of package design at the graduate level. Emphasis is on compositional organization, mechanics and effective presentation. Included is the exploration of functional, unique and aesthetically pleasing containers as well as a review of the role of typography, materials and photography in package design.

COM203 Interpersonal Communication
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
This course enables students to synthesize and effectively present a concept. The six-step frame¬work emphasizes topic selection, audience analysis and adaptation, effective research (including appropriate use of internet resources), organization (with emphasis on outlining), language and delivery. The six action steps are introduced in generic form and then later adapted to follow principles of informative and persuasive speaking.

COM303 Small Group Communication
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: COM203
COURSE DESCRIPTION
In this course students will be given the opportunity to apply the principles and techniques of group discussion. Group roles, goals, cohesiveness, listening, problem-solving, leadership and conflict skills will be practiced, applied and assessed in the context of a design firm.

DIM114 Critical Color and Workflow
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC159
Students must have completed or be concurrently enrolled in PHO102 and PHO121.
COURSE DESCRIPTION
This is an introduction to color, color management and workflow as it pertains to the photographer. Beginning with a foundation of how colors work via additive, subtractive colors and the gray scale, the student then applies this knowledge to digital sRGB, Adobe RGB, ProPhoto RGB, and CIE Lab color spaces. Delta E's and the relationship of color from one space to another and how this affects output are discussed in detail. Printing and file management are also covered in depth in this course.

DIM120 Digital Imaging I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DIM114
COURSE DESCRIPTION
A continuation of PHO101 or PHO102. This course is a hands-on introduction to digital image media. Digital tools and vocabulary will be discussed, with the emphasis on a photographer's use of digital media. Beginning with film scanners and other input options, students should learn to use hardware and software to enhance, correct, and manipulate images. Color management and output options will be explored with emphasis on producing photo-quality images through a variety of industry-current printers.

DIM320 Digital Imaging II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DIM120, PHO249
COURSE DESCRIPTION
A continuation of DIM120, this course is an advanced level of digital imaging media. Students will be introduced to staging concepts and relationships of linear and digital mediums. Advanced digital tools and vocabulary will be introduced, with the emphasis on a photographer's use of digital media in a studio-based environment. Students will continue to apply previously taught material to enhance, correct, and manipulate images via a color-managed workflow, to produce photo-quality images through a variety of industry-current printers.

DRF113 Graphic Comm. Tools for Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN152, MAT110
COURSE DESCRIPTION
This course is an introduction to drafting as communication tool for interior design. Drawing and drafting equipment, techniques, terminology, and symbols will be presented.

DRF219 Architectural Detailing and Construction
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC217 or TEC218 and DRF113
COURSE DESCRIPTION
Continuation of computer aided design using AutoCAD: Advanced training in the preparation of two-dimensional design development and working drawings through development of basic architectural details.

DSN099 Advance Design Lab
Credit Hours: 0 Semester Hrs (Lecture/Studio)
Co-Requisite: ENG098 and MAT098
COURSE DESCRIPTION
Part of Harrington Advance, this course is a required co-requisite companion to MAT098 and ENG098. This course provides an overview of communication design, interior design and photography. Students are introduced to the design process and apply it to a collaborative design project.

DSN101 The Design Process
Credit Hours: 2 Semester Hrs (Lecture)
Co-Requisite: DSN102
COURSE DESCRIPTION
This course explores the fundamental concept of The Design Process. Seeing, Research, Testing and Execution are covered at a beginning level.

DSN102 The Communication Designer
Credit Hours: 2 Semester Hrs (Lecture/Studio)
Co-requisite: DSN101
COURSE DESCRIPTION
A continuation of **DSN101**—*The Design Process*, this course explores design from a field specific point of view. Students will be exposed to numerous career options and scenarios.

DSN135 Materials and Sources
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN152, DRF113
COURSE DESCRIPTION
A survey course on materials and components of the built environment. Exploration of the resources available to interior designers, their application and maintenance and sustainable design theory.

DSN152 Introduction to Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
This course introduces students to the steps of the design process, programming, spatial definition, spatial order, massing and form, anthropometrics, ergonomics, theory and conceptual processes. Emphasis is on creating small-scale environments that shape the environment.

DSN234 ADA and Building Codes
(formerly DRF234, formerly DRF334)
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: DRF113, DSN152, and TEC218 or TEC217
COURSE DESCRIPTION
This course enables students to apply laws, codes, regulation standards and practices in interior design in order to protect the health and welfare of the general public. It also enables students to broaden their specific knowledge of the Americans with Disabilities Act and implement its requirements. Students have the opportunity to analyze existing projects and recommend solutions.

DSN236 Interior Design I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DRF113, DSN152, ART122
COURSE DESCRIPTION
This course is an introduction to the interior design process as it applies to a complete interiors project. The emphasis is on applying the skills learned in the foundations and introductory drafting course to the design of three dimensional space. The issues of space planning, anthropometrics, universal design and ADA are explored through the design of residential spaces.

DSN237 Interior Design II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN236 and TEC218 or TEC217
COURSE DESCRIPTION
Development and application of programming
and planning techniques to medium-scale (not
to exceed 8000 sq.ft.) commercial projects
focusing on the function and the visual space;
expression of structure; and design details;
creative use of architectural materials and
products. Emphasis on research and analysis
of existing structures, contextual development
of interior solutions, building constraints,
accessibility standards and specialized/
sustainable product and material specifications.

DSN293 Textiles
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN152, TEC100
COURSE DESCRIPTION
Survey of the aesthetic, functional, and technical
aspects of textiles as related to interior design.
A survey course on vocabulary, fibers, fabric
construction and processes, technology in the
textile industry, and criteria for the selection of
fabrics and related materials. Introduction to
and exploration of fiber basics, fabric properties,
printing and dyeing techniques, and finishing.

DSN333 Sustainable Design
(formerly ELE333)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN135, DSN236
COURSE DESCRIPTION
This course is an exploration of alternative
materials and systems used in interior and
architectural design that promote a sustainable
environment. Understanding the origins of
materials, their processing methods and
aesthetic value will open a range of possibilities
that have ethical and aesthetic value for a design
and the designer.

DSN337 Interior Design III
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN237, TEC220
Co-requisite: TEC385
COURSE DESCRIPTION
Advanced programming and design
development of large-scaled (not to exceed
15,000 sq.ft.) residential and commercial
project, focuses on spatial and volumetric
concepts. Emphasis is on expression of
structure, way finding, interior elements, design,
and accessibility standards. Global issues and
concerns to be introduced and developed.

DSN340 Interior Design IV
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN337
COURSE DESCRIPTION
This is the fourth in the series of Interior Design
Studios. This studio will focus on health
care design and senior living with a goal of
understanding and implementing the concepts,
preferences and issues in the many various
types of healthcare environments. Emphasis is
on case studies, advanced programming and
design development of a large-scale project (not
to exceed 20,000 sq.ft.), including way finding,
functional and aesthetic interior elements and
accessibility standards.

DSN401 Interior Design Thesis
Credit Hrs: 6 Semester Hrs (Lecture/Studio/Lab)
Prerequisite: DSN404
COURSE DESCRIPTION
Continued design development of the previous
semesters' individualized project work,
designed to incorporate all the skills and body of
knowledge gained thus far. This course utilizes
a complex, multi-storied, historic building
incorporating codes, technology and design
concepts.

DSN401A Interior Design Thesis
Credit Hrs: 5 Semester Hrs (Lecture/Studio/Lab)
Prerequisite: DSN400 or DSN400A or DSN404
COURSE DESCRIPTION
Continued design development of the previous
semesters' individualized project work,
designed to incorporate all the skills and body of
knowledge gained thus far. This course utilizes
a complex, multi-storied, historic building
incorporating codes, technology and design
concepts.

DSN404 Interior Design Thesis Preparation
(formerly DSN400, 2 credit hrs)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN340
COURSE DESCRIPTION
This is the first of two courses in the design
Thesis sequence. This course draws upon
the design process skills and environmental
understanding the student has had the
opportunity to acquire thus far. Through
research of a project of their choosing they
create a proposal for their thesis project. A
minimum of 30,000 sq.ft. and a maximum of
50,000 sq.ft. of designed space is required.

DSN405 Interior Design Thesis
(formerly DSN401, DSN401A)
Credit Hrs: 5 Semester Hrs (Lecture/Studio/Lab)
Prerequisite: DSN400 or DSN404
COURSE DESCRIPTION
Design thesis provides the student the
opportunity to solve advanced, complex,
and environment impacting interior design
problems, incorporating building codes and
ADA requirements. Students will be working on
the project which they have started in the thesis
preparation class.

DSN406 Interior Design Thesis
(formerly DSN405)
Credit Hrs: 4 Semester Hrs (Lecture/Studio/Lab)
Prerequisite: DSN400 or DSN404
COURSE DESCRIPTION
Design thesis provides the student the
opportunity to solve advanced, complex,
and environment impacting interior design
problems, incorporating building codes and
ADA requirements. Students will be working on
the project, which they have started in the thesis
preparation class.

DSN444 Internship
(For students enrolled prior to Oct. 2009)
Credit Hours: 4 Semester Hrs
Prerequisite: DSN337
COURSE DESCRIPTION
A diversified design experience in a professional
workplace. The Academic Department, the
Academic Advisor, the Career Services, and
the on-site mentor structure individual learning
experiences for maximum benefit to the student.
The Internship is a monitored, documented
experience program that assists students with
the transition from the classroom to the entry-
level work environment.

DSN445 Internship
Credit Hours: 1 Semester Hr
Prerequisite: DSN337
COURSE DESCRIPTION
This course is required for bachelor's level
interior design students who have not
completed their required internship but whose
required coursework is otherwise complete. This
internship is a diversified design experience
in a professional workplace. The Academic
Department, the Academic Advisor, Career
Services, and the on-site mentor structure
individual learning experiences for maximum
benefit to the student. The Internship is a
monitored, documented experience program
that assists students with the transition from the
classroom to the entry-level work environment.

DSN504 Design Thinking & Making
Credit Hours: 2 Semester Hrs (Lecture/Studio)
Prerequisite: None
Co-requisite: HST545, TEC518, DSN505
COURSE DESCRIPTION
The course is structured to introduce students to interior design skills and standards through projects increasing in scale. Skills are developed in sketching, drafting, perspective drawing, and application of color. Standards include introduction to interior construction, codes, and ADA requirements.

DSN505 Graduate Interior Design Studio A
Credit Hours: 4 Semester Hrs (Lecture/Studio)
Prerequisite: None
Co-requisite: HST545, TEC518, DSN504
COURSE DESCRIPTION
The course is structured to introduce students to the interior design process through projects increasing in scale. Designs are developed through conceptual, schematic and design development phases. The goal is to create a solid foundation in interior design, including sketching, three dimensional space planning, material selection, lighting, and presentation.

DSN508 Design Process and Construction
Credit Hours: 2 Semester Hrs (Lecture/Studio)
Prerequisite: DSN504, DSN505
Co-requisite: HST546, TEC520, DSN509
COURSE DESCRIPTION
This course is structured to prepare students for Graduate Studio B in areas of design process and construction methods. Students will work on both conceptual and technical strategies related to the process of design, including production for conceptual, schematic and design development phases, presentation methods for the various stages of design process, and digital techniques. Students will select and analyze the design and construction methods of a local high-rise building, in preparation for designing mixed-use interiors within the building in Graduate Studio B.

DSN509 Graduate Interior Design Studio B
Credit Hours: 4 Semester Hrs (Lecture/Studio)
Prerequisite: DSN504, DSN505
Co-requisite: HST546, TEC520, DSN508
COURSE DESCRIPTION
This course is structured to enable students to develop a complex, multi-program interior design project in a multi-story building within the context of an urban environment. Projects are developed through the conceptual, schematic and design development phases. The goal is to integrate research, site and building analysis, design, technical, code, material, lighting and presentation knowledge into a complex project that demonstrates the student's capabilities to proceed into upper level interior design courses.

DSN533 Sustainable Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(ID Graduate Elective) This course is an exploration of alternative materials and systems used in interior and architectural design that promote a sustainable environment. Understanding the origins of materials, their processing methods and aesthetic value will open a range of possibilities that have ethical and aesthetic value for a design and the designer.

ELE236 Photography for the Non-Photo Major
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC100 or TEC159
COURSE DESCRIPTION
(GD/ID Elective) This course provides the design student with a solid exploration of photography as a creative, analytical and documentary tool. Having an extensive visual archive of creative endeavors is crucial to designers in every discipline. Through study and hands on application students will have the opportunity to learn how to photograph flat art pieces of various size, table top photography for both documentary and creative purposes and interior and exterior photography. Classes will also cover camera design and function as well as software for archiving and basic post-production.

ELE285 International Studies
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
(ID/GD/ CP Elective) This course provides students with an immersion learning opportunity through lectures, reading, discussions and guided walks and tours, in a selected international or domestic setting. History, art, interior design, architecture and urban design will form the basis for students' investigations.

ELE304 Envisioning Information Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB110
COURSE DESCRIPTION
(GD Elective) Envisioning Information exposes students to strategies for analyzing information and the tools for shaping it into an intelligible, visual result. A critical awareness of how visual principles have influenced the perception of information historically will be emphasized. This foundation will enable students to synthesize efficient graphic solutions for various applications.

ELE311 Illustration II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ILL202
COURSE DESCRIPTION
(GD Elective) Developing proficiency in the rendering of pictorial communications through the handling of various drawing and painting media. Assignments include problems that demand provocative, entertaining and stimulating solutions.

ELE312 Illustration III
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ELE311
COURSE DESCRIPTION
(GD Elective) Various computer-aided media, along with the incorporation of photography and 3-Dimensional illustration, are explored in this intensive illustration class. Challenging assignments are utilized to hone fluency in technological drawing tools and foster innovative visual solutions.

ELE314 Editorial Illustration
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ILL202
COURSE DESCRIPTION
(GD Elective) Through the presentation of practical illustration assignments (such as poster, editorial, advertising and product illustrations), emphasis is placed on conceptual thinking and the creation of original and personal solutions using the students' own choice of media.

ELE316 Package Design II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: CDS320
COURSE DESCRIPTION
(GD Elective) In this advanced course in experimental and sustainable package design, students have the opportunity to develop creative strategies for problem-solving and investigate market-related design and functionality issues. Focus is on structural, visual and conceptual exploration, reinforcing previous package design knowledge and skills. Students are encouraged to explore new methods.

ELE317 Illustration for Children
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ILL202
COURSE DESCRIPTION
(GD Elective) Explores the art of image-making and visual storytelling for young readers. The creation, style, layout, and pacing of sequential art along with accompanying copywriting for children are studied in-depth.

ELE321 Exhibition Trade Show Booth Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB110 or DSN337
COURSE DESCRIPTION
(GD/ID Elective) This course looks at the challenges in exhibition and trade show booth design. Three-dimensional space and traffic flow is explored along with focused messaging and marketing opportunities.

ELE322 Conceptual Sketching in Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART101
COURSE DESCRIPTION
(ID Elective) This course is an advanced rendering studio with a focus on visualization and expression of design concepts and three-dimensional environments through conceptual sketching. In this elective students will have the opportunity to produce studies, presentation drawings and renderings using techniques suitable for subsequent portfolio use.

ELE323 Illustration Technology
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART255 and VSC201
COURSE DESCRIPTION
(GD Elective) This course in experimental illustration challenges the student to use non-traditional formats and media to create illustrations that possess both impact and a particular sense of style.

ELE325 Furniture: Then and Now
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
(ID Elective) A furniture history course covering the styles, designers, manufacturers and application of correct styles.

ELE332 Competition Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN337
COURSE DESCRIPTION
(ID Elective) Development and application of programming analysis and design development to a current design competitions.

ELE334 LEED Green Building Rating Systems
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: DSN333 or ELE333
COURSE DESCRIPTION
(ID Elective—Undergraduate, Graduate) A survey course on the United States Green Building Council's System for Rating the Sustainability of a built environment. Exploration of the structure of the rating system and requirements for certification.

ELE335 Motion Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC202
COURSE DESCRIPTION
(GD Elective) Incorporating techniques and knowledge taught in prerequisite visual communication courses, students in this time-based communications course will explore the use of motion graphics software to create commercial spots and kinetic typography. This course requires the student to have their own laptop and software.

ELE336 Motion Graphics II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ELE335
COURSE DESCRIPTION
(GD Elective) Incorporating technique and knowledge gained in prerequisite visual communication skills courses, this course teaches graphic design students to simultaneously organize and structure complex visual, audio and tactile data into motion-graphic design. Students are introduced to the basics of motion graphics software. This course requires the student to have their own laptop and software.

ELE340 Publication Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC202 and ART255
COURSE DESCRIPTION
(GD Elective) The incorporation of words and images is carefully considered and investigated in this course. The assignments focus on the process by which ideas are developed, edited, laid out and ultimately sequenced in the format of a book. Pacing and narrative are explored as methods of presenting and revealing ideas.

ELE344 Relief Printmaking
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prereq: ART101 or ART102, ART110, ART111
COURSE DESCRIPTION
(GD/ID Elective) This elective course offers an introduction to the graphic arts media of relief printmaking and will address proper technique as well as idiosyncratic creative expression. The student will have the opportunity to complete exercises and produce unique images printed from matrices cut by hand using traditional tools. Black and white as well as color images will be printed from wood and linoleum blocks in the course. Lectures on the history of the medium of relief printmaking and its dual role as fine art and applied art will supplement the studio work.

ELE345 Screen Printing
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART 110 and ART 111, or PHO102
COURSE DESCRIPTION
(GD/ID/CP Elective) This elective course is an introduction to the basic techniques, processes and history of screen-printing. Drawing, color, design and creative problem solving will be integral to class projects. The student will have the opportunity to produce matrices by hand from which to print multiples of images that he or she will design. Achromatic and color images, as well as combined techniques will be addressed. The class will incorporate a visit to a few workshops and designers to see how they incorporate the process into their professional practice and venues to continue to do so. This course will require personal investment and exploration, and the inventive use of images, materials and forms. This is not a t-shirt printing course.

ELE346 Demo Reel Creation
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ELE336
COURSE DESCRIPTION
(GD Elective) Incorporating techniques and knowledge gained in advanced visual communication skills courses, this course will teach students to simultaneously organize and structure complex visual, audio and tactile data into the creation of a demo reel. Students apply previous knowledge of motion graphics software to generate a print-ready portfolio & motion graphic demo reel for their website. This course requires the student to have their own laptop and software.

ELE347 Retail Visual Marketing
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: BUS348 or VSC301
COURSE DESCRIPTION
(GD/ID Elective) This advanced course incorporates many design disciplines including branding, marketing, advertising and environmental graphics through the specialized field of Retail Visual Marketing. The retail communication experience is examined from the pre print through the check out line.

ELE358 Special Topics: Branded Environments
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: (DSN337 and TEC316) or (BUS345 and VSC301)
COURSE DESCRIPTION
(GD/ID Elective) Branded environments is a studio/lecture course providing an opportunity to brand space through applying essential aspects of interdisciplinary design to the three-dimensional environment. The course integrates both ID and CD majors in a team-building process to develop a branded environment, and includes topics of client programming, research, design concept and development, pricing, fabrication, and construction documents.

ELE381 Historic Preservation and Restoration
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST245
COURSE DESCRIPTION
(ID Elective) An investigation of the structural and aesthetic features of buildings, as well as their history and role in the community that affects their restoration for public appreciation.

ELE411 Illustration IV
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ELE312
COURSE DESCRIPTION
(GD Elective) Developing proficiency in the rendering of representational imagery through the handling of various drawing and painting media. The focus is on developing the student's expression of personal style. Assignments include problems that demand provocative, entertaining and stimulating solutions.

ELE413 Corporate Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC201
COURSE DESCRIPTION
(GD Elective)This course introduces students to the history, components and objectives of corporate communication design.

ELE414 Art Direction
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: CDS320 or WEB301
COURSE DESCRIPTION
(GD Elective) Art direction involves the development and presentation of visual and verbal messages that move consumers to action. Utilizing the advanced design principles practiced in the graphic design courses, students will also be expected to call upon and hone their creative writing skills. The many responsibilities of the art director are explored, from conceptualization and integrated design to personal interaction with clients, copywriters, photographers and illustrators.

ELE415 Advertising Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART255 or WEB301
COURSE DESCRIPTION
(GD Elective) This is an introduction to the basics and fundamentals of advertising, and how to effectively conceptualize and execute consistent and creative advertising materials. Students will have the opportunity to learn the rationale involved in blending a brand's identity with its current marketing objectives by executing a campaign through outdoor, print, online, television and radio, and also by using direct marketing, grassroots and guerrilla techniques. Additional class time will be devoted to case studies, advertising history, and the current climate and new trends within the industry.

ELE420 Advanced Digital and Computational Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN385 or MID512
COURSE DESCRIPTION
(ID Elective, Undergraduate and Graduate) This course will immerse students in the emergent paradigm shifts of contemporary digital design. Projects will challenge students to combine critical discourse with direct application of new technologies, combining complex layers of cultural data with digital production. Strategies and applications will include parametric and NURBS modeling, data visualization, and other advanced computational practices.

ELE425 Advanced Color Theory: Human Responses to Color
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ART110
COURSE DESCRIPTION
(ID Elective) This elective course focuses on physiological and psychological aspects of color addressing such subjects of the science of color, color psychology, Chroma therapy and color theory as well as cultural aspects of color.

ELE426 Experimental Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DSN237 or VSC202
COURSE DESCRIPTION
(GD, ID Elective) This course emphasizes the application of design process skills to innovate design for a selected problem or problems in the environment through lectures, readings, discussions and development of a project. Students may be asked to develop prototype.

ELE500 History of Decorative Arts
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST245 or HST545
COURSE DESCRIPTION
(ID, Humanities Elective) This course offers both undergraduate and graduate students the opportunity to study the history of furniture, ceramics and glass, metalwork and textiles in-depth.

ELE505 BIM Architecture
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC518
COURSE DESCRIPTION
(ID Graduate Elective) This graduate level course utilizes the powerful and data rich software of Building Information Modeling (BIM) programs to streamline the design process from Preliminary Design through Design Development, and into Construction Documents with a central 3D Model.

ELE507 American Design and Architecture
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST545 and HST546
COURSE DESCRIPTION
(ID Graduate Elective) This graduate course is an in-depth examination of the development of American design and architecture from the 1600s to the present. Although the overall structure of the course is chronological, the focus is thematically organized around questions related to uniquely American historical and cultural issues.

ELE510 Art Direction
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC502
COURSE DESCRIPTION
(CD Graduate Elective) Art direction involves the development and presentation of visual and verbal messages that move consumers to action. Utilizing the advanced design principles practiced in the graphic design courses, graduate students will also be expected to call upon and hone their creative writing skills. The many responsibilities of the art director are explored, from conceptualization and integrated design to personal interaction with clients, copywriters, photographers and illustrators.

ELE513 Corporate Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD Graduate Elective) This graduate course introduces students to the history, components and objectives of corporate communication design.

ELE516 Package Design II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC502

COURSE DESCRIPTION
(CD Graduate Elective) In this advanced course in experimental and sustainable package design, graduate students have the opportunity to develop creative strategies for problem-solving and investigate market-related design and functionality issues. Focus is on structural, visual and conceptual exploration, reinforcing previous package design knowledge and skills. Students are encouraged to explore new methods.

ELE519 Advertising Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC502

COURSE DESCRIPTION
(CD Graduate Elective) This is an introduction to the basics and fundamentals of advertising, and how to effectively conceptualize and execute consistent and creative advertising materials. Graduate students will have the opportunity to learn the rationale involved in blending a brand's identity with its current marketing objectives by executing a campaign throughout outdoor, print, online, television and radio, and also by using direct marketing, grassroots and guerrilla techniques. Additional class time will be devoted to new trends, case studies in the current ad climate, advertising history, and the social, ethical and regulatory aspects of the advertising industry.

ELE521 Exhibition Trade Show Booth Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
(CD/ID Graduate Elective) This graduate course looks at the challenges in exhibition and trade show booth design. Three-dimensional space and traffic flow is explored along with focused messaging and marketing opportunities.

ELE522 Conceptual Sketching for Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
(ID Graduate Elective) This graduate course is an advanced rendering studio with a focus on visualization and expression of design ideas and three dimensional environments through conceptual sketching. In this graduate course the student will have an opportunity to produce initial concept studies, ideations and develop designs with a variety of sketch techniques. Successful designers use this approach to define their concepts before committing to digital imagery.

ELE525 Furniture: Then and Now
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None

COURSE DESCRIPTION
(ID Graduate Elective) A furniture history course covering the styles, designers, manufactures and application of correct styles at the graduate level.

ELE526 Experimental Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC502 or MID501

COURSE DESCRIPTION
(GD/ID Graduate Elective) This graduate level course emphasizes the application of design process skills to innovate design for a selected problem or problems in the environment through lectures, reading, discussions and development of a project. Students may be asked to develop a prototype.

ELE532 Competition Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID501

COURSE DESCRIPTION
(ID Graduate Elective) Development and application of programming analysis and design development to a current design competitions for graduate students.

ELE535 Motion Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Co-requisite: MCD512

COURSE DESCRIPTION
(CD Graduate Elective) Incorporating skills and knowledge taught in prerequisite visual communication skills courses, this graduate course will teach graphic design students to simultaneously organize and structure complex visual, audio and tactile data into motion-graphic design. Student will be introduced to the basics of motion graphics software.

ELE536 Photography for the Non-Photo Major
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
(CD/ID Graduate Elective) This graduate course provides the design student with a solid exploration of photography as a creative, analytical and documentary tool. Having an extensive visual archive of creative endeavors is crucial to designers in every discipline. Through study and hands on application students will have the opportunity to learn how to photograph flat art pieces of various size, table top photography for both documentary and creative purposes and interior and exterior photography. Classes will also cover camera design and function as well as software for archiving and basic post-production.

ELE537 Hospitality Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
(ID Graduate Elective) Advanced programming and design development of large-scaled (min. of 15,000 sq.ft. min. and 20,000 sq.ft. max.) residential and commercial project, focusing on spatial and volumetric concepts. Emphasis on expression of structure, way finding, interior elements, design, and accessibility standards. Global issues and concerns to be introduced and developed for graduate students.

ELE540 Publication Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC502

COURSE DESCRIPTION
(CD Graduate Elective) The incorporation of words and images is carefully considered and investigated in this graduate level course. The assignments focus on the process by which ideas are developed, edited, laid out and ultimately sequenced in the format of a book. Pacing and narrative are explored as methods of presenting and revealing ideas.

ELE541 Healthcare Interior Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
(ID Graduate Elective) This graduate course is an investigation and orientation into health care interior design. This specialized area of interior design practice requires additional information and insight into the design of spaces directly related to health care, aging-in-place, palliative care and life-cycle residential environments.

ELE545 Screen Printing
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD512

COURSE DESCRIPTION
(CD Graduate Elective) This graduate elective is an introduction to the basic techniques, processes and history of screen-printing. Drawing, color, design and creative problem solving will be integral to class projects. The student will produce matrices by hand from which to print multiples of images that he or she will design. Achromatic and color images, as well as combined techniques will be addressed. The class will incorporate a visit to workshops and designers to see how they incorporate the process into their professional practice and venues to continue to do so. This course will require personal investment and exploration, and the inventive use of images, materials and forms. Students are asked to consider the role of prints and multiples within the fine arts, their own design field and the culture at large.

ELE547 Retail Visual Marketing
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD/ID Graduate Elective) This graduate course incorporates many design disciplines including branding, marketing, advertising and environmental graphics through the specialized field of Retail Visual Marketing. The retail communication experience is examined from the pre print through the check out line.

ELE555 Advanced Color Theory: Human Responses to Color
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(ID Graduate Elective) This graduate elective focuses on physiological and psychological aspects of color, addressing such subjects of the science of color, color psychology, Chroma therapy and color theory as well as cultural aspects of color.

ELE558 Special Topics: Branded Environments
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD/ID Graduate Elective) Branded environments is a graduate studio/lecture course providing an opportunity to brand space through applying essential aspects of interdisciplinary design to the three-dimensional environment. The course integrates both ID and CD majors in a team-building process to develop a branded environment, and includes topics of client programming, research, design concept and development, pricing, fabrication, and construction documents.

ELE573 Lighting Fundamentals and Application
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
(ID Graduate Elective) An exploration of fundamental lighting design, understanding photometrics, lighting equipment, controls, calculation methods, and sustainability strategies.

ELE581 Historic Preservation and Restoration
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
(ID Graduate Elective) An investigation of the structural and aesthetic features of buildings, as well as their history and role in the community that affects their restoration and/or adaptive reuse for public appreciation at the graduate level.

ELE593 Textiles
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(ID Graduate Elective) Analysis of textiles as related to interior design, specifically aesthetic properties, functional and technical aspects of textiles. Study will include vocabulary, fibers, fabric composition and characteristics, including processes and technology, within the textile industry. Exploration of fiber basics, fabric properties, printing, dyeing techniques and finishing will be covered. Criteria and specification for fabrics and related materials, inclusive research of historic textiles and the future of textiles will be covered.

ENG098 Foundations of Reading and Writing
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: Placement test
COURSE DESCRIPTION
Emphasis on reading comprehension and note-taking, basic essay composition, basic grammar, and vocabulary expansion. Student must pass this course with a grade of C or better.

ENG099 Strategies for Effective Writing
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: Placement test
COURSE DESCRIPTION
Emphasis on individual expression in paragraph form, sentence clarity through knowledge of sentence structure and correct word forms . Student must pass this course with a grade of PD, equivalent to a C or better.

ENG101 English Composition I
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: Placement Test or ENG099
COURSE DESCRIPTION
Study of written composition—emphasis on clarity, form, grammar, punctuation and analysis.

ENG102 English Composition II
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG101
COURSE DESCRIPTION
A sequel to English Composition I. Continued practice in composition, form, and analysis. Study of research papers and writing from secondary sources.

HST117 History of Photography
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG101
COURSE DESCRIPTION
This course examines key historical photographers and the role that their images played in evolution of the media from invention of the photographic process to the contemporary role of the image. This course will also provide an introduction to the first steps in critical thinking, describing and interpreting art. The students will have the opportunity to learn to recognize different visual styles of photography and trends throughout the years. Through description and interpretation they will have the opportunity to deepen their knowledge and appreciation of photography.

HST118 History of Photographic Technology
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
This survey course explores the technical, aesthetic and intellectual trends of imaging from the beginning of photography through today's digital processes. Students will study how applications have evolved in disciplines that range from fashion to architectural to portrait photography.

HST245 History of Interiors & Arch. I
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ART243, ENG102, HUM125
COURSE DESCRIPTION
This course surveys the development of interiors, architecture and furniture from Prehistory to the mid-19th century. The coverage is primarily Western, though some non-Western cultures are presented.

HST246 History of Interiors & Architecture II
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HST245, HUM125
COURSE DESCRIPTION
This course completes the historical sequence begun in the History of Interiors and Architecture I. Continuing from 1850 to present, this course surveys the major developments and design issues in architecture, interior design and furniture.

HST361 History of Graphic Design
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ART347
COURSE DESCRIPTION
An overview of graphic design concepts and application from the prehistoric to the present.

HST545 History of Interiors and Architecture I
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
This course surveys the development of interiors, architecture and furniture from Prehistory to the mid-19th century. The coverage is primarily Western, though some non-Western cultures are presented.

HST546 History of Interiors and Architecture II
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST545
COURSE DESCRIPTION
This course completes the historical sequence begun in the History of Interiors and Architecture I. Continuing from 1850 to present, this course surveys the major developments and design issues in architecture, interior design and furniture.

HUM125 Critical Thinking
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG101
COURSE DESCRIPTION
This course trains students to distinguish high-quality, well-supported arguments from arguments with little or no supporting evidence. It helps students develop the skills required to effectively evaluate the many claims facing them as citizens, learners, consumers, and human beings, and also to be advocates for their beliefs.

HUM307 American Design and Architecture
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HUM125, HST246
COURSE DESCRIPTION
This course is an in-depth examination of the development of American design and architecture from the 1600s to the present. Although the overall structure of the course is chronological, the focus is thematically organized around questions related to uniquely American historical and cultural issues.

HUM308 World Literature
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HUM125
COURSE DESCRIPTION
This course will consist of reading, discussion and analysis of representative works from several cultures. The emphasis will be on short stories, poetry and drama, although essays and the novel will also be explored.

HUM309 French Culture
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
The course is organized around an extended stay in Paris of eight to ten weeks duration. Students will be immersed in a selective overview of the history, literature, art and architecture of France from the time of Louis XIV through the 20th century both through lectures and visits to museums and other historical sites in the city with occasional trips to outlying suburbs.

HUM310 Women in Literature
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HUM125
COURSE DESCRIPTION
Reading and discussion of literature by and/or about women—five genres will be explored: short stories, essays, poems, plays and the short novel.

HUM313 Cultural Ecology
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
The environment can be understood through many modes of practice, ranging from the ecological to the aesthetic, the biological to the ethical, the practical to the theoretical. The discourse of sustainability in the built environment up to this point has focused on scientific models of environmental degradation, and technological models of intervention. Alternate ways of understanding sustainability exist, and there are reasons to engage them as well. This course will delve into the burgeoning theory of sustainment as one possible alternative, and explore its roots in the philosophy of science, anthropology of design, and future studies.

HUM314 Science Fiction and Fantasy
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
This course explores the idea of change and its consequences by reading and discussing some of the best science fiction and fantasy fiction by major writers in the 20th century.

HUM335 Mystery, Suspense and Horror
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HUM125
COURSE DESCRIPTION
This course features reading and discussion of mystery, suspense and horror fiction by major American and British authors. The evolution of this type of literature will be explored through short stories, a novel and a play.

HUM340 Chicago Architecture
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST245, HUM125
COURSE DESCRIPTION
This course is an introduction to Chicago architecture from its early settlement through the late 20th century, with a concentration on turn-of-the-century developments related to the "Chicago School" of architecture. Through readings, lectures, discussions, field trips and written assignments students should be able to identify, understand and analyze landmarks in the history of Chicago.

HUM350 Non-Western Art and Culture
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ART243, ENG101
COURSE DESCRIPTION
This course will survey the arts and cultures of Africa, Asia, the Pacific, and the Americas.

HUM361 The Golden Age: Arch. Interiors and Furnishings from the 17th–19th Centuries
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HST245, HUM351
COURSE DESCRIPTION
This course is designed as a comprehensive examination of the Golden Age of architecture, furniture, and decorative arts in Europe and America during the 17th–19th centuries. The course is offered primarily as a requirement for the Specialization in the History of Interior Design in Critical Studies. Other students may take the course with permission of the instructor.

HUM362 Contemporary Interiors and Architecture Since 1945
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: HST245, HST246, HUM307, HUM351, HUM361
COURSE DESCRIPTION
This course is designed as part of the Specialization in the History of Interiors and Architecture in Critical Studies. It provides a comprehensive examination of contemporary developments and issues in interior design and architecture, including the decorative arts, and to a certain extent, industrial design since 1945. The coverage is both European and Asian.

HUM400 Humanities Preceptorial
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102 and BUS345 or PHO369
or DSN340

COURSE DESCRIPTION
A seminar-based course that incorporates in-depth reading and discussion of selected texts in order to follow a specific thematic element in the Humanities. Examples of themes are: The Hero from Past to Present, The Journey to Resolution, Good and Evil in America.

ILL202 Illustration I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART101

COURSE DESCRIPTION
This is the basic course in the art of image-making for the purpose of communicating information and ideas. Illustrations are inherently figurative, so drawing and painting from life and mind are a major component of study. Class sessions alternate between studio workshops in drawing/painting and critiques of assignments.

MAT098 Foundations of Mathematics
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: Placement test

COURSE DESCRIPTION
This foundational course provides the underpinnings for undergraduates in understanding the role of mathematics in their everyday lives, from financial literacy to understanding geometric forms, graphs and tables. This course focuses on mathematical reasoning and problem solving approaches utilizing algebraic, geometric and numerical techniques. Student must pass this course with a grade of PD, the equivalent of a C or better.

MAT099 College Math
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: Placement Test

COURSE DESCRIPTION
Introduction to essentials of algebra, geometry and trigonometry. Student must pass this course with a grade of PD, the equivalent of a C or better.

MAT110 Essential College Mathematics
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MAT099 or Placement Test

COURSE DESCRIPTION
Students will explore the essential mathematical skills expected at the college level. Topics are focused on application and include algebra, geometry, statistics, and trigonometry. Students have the opportunity to interpret and solve problems, utilizing statistics and graphs.

MCD501 Graduate Design Studio I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
This intense course is designed to acquaint the student with the principles of organizing typography and imagery in a functional and abstract manner by making and breaking complex manuscript, column, modular and hierarchical grids. This course combines theory and practice and requires active participation.

MCD502 Graduate Design Studio II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD501

COURSE DESCRIPTION
Developed for students with no design degree, this course provides the student the opportunity to obtain the knowledge, skills and practical training to develop strong brand solutions.

MCD503 Materials and Resources for CD
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MID510

COURSE DESCRIPTION
A seminar course on materials and components within the profession. Exploration of the resources available to communication designers, their application, maintenance and sustainable attributes.

MCD504 Envisioning Information
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID510

COURSE DESCRIPTION
Envisioning Information exposes students to strategies for analyzing information and the tools for shaping it into an intelligible, visual result. A critical awareness of how visual principles have influenced the perception of information historically will be emphasized. This foundation will enable students to synthesize efficient graphic solutions for various applications.

MCD505 Designing Social Awareness
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD507

COURSE DESCRIPTION
A studio course that examines the role of the communication designer as a member of society who can affect change, build community, and voice varied opinions.

MCD506 Visual Rhetoric Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD507

COURSE DESCRIPTION
Rhetoric and semiotics, in relation to communication design, will be defined, understood and applied through projects, lectures, readings and class discussions.

MCD507 Visual Culture Seminar
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MID510

COURSE DESCRIPTION
Survey of visual culture and design's impact on culture. The class will look at the designer as: author, artist, maker, creator, problem solver, and creator of cultural artifacts. The class will ask and answer questions about design and globalization, the internet and new media. The class will address the designer's role in solving problems and creating solutions to unseen needs.

MCD508 Graduate Typography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID530

COURSE DESCRIPTION
This project-based course utilizes an advanced approach to the fundamentals of typography, its theory, application and history. Emphasis will be placed on how type is used to express ideas both on and off the page.

MCD509 Thesis Prep for CD
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD506

COURSE DESCRIPTION
Students propose a thesis topic that will explore issues in their area of specialized study. A Graduate Committee is established to review the proposal for relevance and potential for original contribution to the area of study. After review, the committee must approve the proposal before the student proceeds. Documented input from a Graduate Committee must be maintained throughout the course of study.

MCD510 New Media Seminar
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MCD507

COURSE DESCRIPTION
Survey of the challenges and opportunities that emerging media bring to the practice of visual design. The class will look at the role of the designer as a creator, collaborator, and facilitator of interactive experiences. The class will focus on the intersection of designer and audience, exploring the unique responsibilities, technologies, and tools of designing content for a connected, social, interactive, mobile world.

MCD511 Thesis for CD
Credit Hours: 6 Semester Hrs (Lecture/Studio)
Prerequisite: MCD509

COURSE DESCRIPTION
The MFA degree requires completion of a graduate thesis. The thesis, as a major project for advanced study and development, also assists the student to direct a program of study for an experience that best serves the designer's interests and needs.

MCD512 Communication Design Theory I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
This course introduces and examines the use of communication design principles and theories to achieve intended communication goals. Topics include communication models, visual representation as a system of signs, cognitive approaches to design and the history of human communication design.

MCD513 Communication Design Theory II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCD512

COURSE DESCRIPTION
This course introduces, examines and critiques the role of communication design in culture and society. Topics include designer as author and culture maker, designed artifacts and their effect on society traditions and values.

MCR500 Writing for Creatives
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None

COURSE DESCRIPTION
(CD Graduate Elective) Writing is a key component in the development and presentation of messages that move consumers to action. The role of market demographics and psychographics is covered. Students are tasked with creating written concepts and calls to action for a variety of client and media types. Rough visuals using the written concepts will be explored.

MCR510 Theory and Ethics of Communication
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None

COURSE DESCRIPTION
(CD Graduate Elective) An overview of theory, research and ethics in the area of communication is the focus of this course. Interpersonal, public rhetoric, mass media and client communication will be researched and studied. Students will explore the ethical dimensions of human communication with respect to interpersonal, public, and mass communication (advertising) with specific application to personal and professional venues.

MCR520 Photo Art Direction
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ELE510

COURSE DESCRIPTION
(CD Graduate Elective) Creative collaboration between creative directors and photographers is the focus of this course. Design students will work with photography/film students to create and produce visuals for layouts. Through classroom presentations, readings, and studio practice, students learn how to choose a photographer, commission work, and to work successfully with photographers.

**MCR530 Creative Direction
Graduate Studio—Print**
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCR500

COURSE DESCRIPTION
(CD Graduate Elective) Students are tasked to execute a creative solution based on a brief and specific, desired client outcomes. Outcomes for this course are based on the use of print as the medium of communication.

**MCR540 Creative Direction
Graduate Studio—Interactive/Film**
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCR500

COURSE DESCRIPTION
(CD Graduate Elective) Students are tasked to execute a creative solution based on a brief and specific, desired client outcomes. Outcomes for this course are based on the use of interactive and film as the media of communication.

MCR550 Story Telling Across Media
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MCR520

COURSE DESCRIPTION
(CD Graduate Elective) The craft of creating an effective brand narrative across all media, with an emphasis on persuasion, emotional connection and call to action based on client needs is the focus of this course.

**MCR560 Creative Direction
Graduate Studio—Synthesis**
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MCR540

COURSE DESCRIPTION
(CD Graduate Elective) Students are tasked to execute a creative solution based on their chosen brief and specific, desired client outcomes. Outcomes for this course are based on the use of all media of communication. The brief is approved by the instructor prior to the start of the creative process.

MFA512 MFA Thesis Committee
Credit Hours: 1 Semester Hour (Lecture)
Prerequisite: MCD511

COURSE DESCRIPTION
This course is the continuation of the Thesis process when an MFA student is not prepared to mount successful defense at the conclusion of MCD511. Students meet regularly with their committees on a schedule determined by the individual committees led by the committee chair. These meetings enable the student and the committee to determine the student's progress and provide feedback as to actions needed to complete the process in order to defend the thesis in the required manner at the required time. If, at the end of the course, it is determined by the student and/or the committee that the individual student is not yet ready to mount a successful Thesis Defense, the student must re-enroll in this course in subsequent term(s), until the Thesis Committee is satisfied that the student is ready and the Thesis Defense is completed. Students must successfully defend their graduate thesis work within two years of initially enrolling in MCD511.

MID501 Theory I: Ecology of Design
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None

COURSE DESCRIPTION
This course introduces the paradigm of organizational ecology as the framework within which design decisions are made and the designer's activities are carried out. The history of human organizations, from the clan and tribe to the contemporary commercial client, is studied in the context of design trends and solutions. Principles for designing within the ecological framework will be examined and tested through reading and discussion.

MID502 Theory II: Design and Society
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MID501, MID510
Co-requisite: MID530

COURSE DESCRIPTION
This course examines the social and cultural factors that affect design process and products. The designer's response to societal trends is examined through readings and discussion. The roles played by designers will be evaluated in terms of their effect on design principles and solutions.

MID510 Methods I: Research Methods
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
This course introduces the student to the fundamental methodologies of research. Emphasis will be placed on application of research findings to the design process. Examples of the use of research in design from human behavior to evidence-based design will be examined for their utility in formulating and solving design problems. Research proposals and understanding of process will be a primary course product.

MID512 Methods in ID II: Media and Communications
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MID510, MID530
COURSE DESCRIPTION
Emergent new media design methods will be examined in a broad context of evolving cultural, technological, sociological and scientific developments, in order to differentiate schools of thought, the rich interplay and transitions in contemporary design discourse, and construct actionable design strategies that result in rich and complex media and communication application for designers. Students will have the opportunity to develop collective and personal communication skills to convey complex ideas in the built environment, and apply methods for crafting the message, presentation techniques and personal web communication. The course will address marketing and public relations for design firms as an extension of the designer's voice.

MID530 Advanced Studio I: Creative Collaboration
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
Co-requisite: MID501, MID510
COURSE DESCRIPTION
Organizing and working in teams is the central theme of this graduate design studio. Course participants address design problems using a variety of collective and individual problem solving strategies. Design methods and technologies are applied directly to projects that range in scope, magnitude and duration. Students are encouraged to define and strengthen their leadership and group communication skills by adopting a gamut of roles within their teams. An integrated working environment, including collaborative media platforms, is used throughout the course to support the team environment and facilitate design coordination.

MID540 Advanced Studio II: Specialization Studio
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID530
COURSE DESCRIPTION
Students continue in the collaborative studio environment, broadening the resources of the studio to include knowledge bases and advisors from the design education and professional communities. Through selected case studies and design work the student develops a specialization design project.

MID620 Methods in ID III: Design Practices
(formerly MID610 Methods III: Practice Colloquium)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
Co-requisite: MID540
COURSE DESCRIPTION
This course introduces the student to interior design practitioners and their methods of working and managing their firm and projects. Through a series of seminars conducted by invited design firm leaders, students will have an opportunity to engage practitioners in dialogue about the design process, business practices, firm management, collaborative working styles, presentation, and marketing approaches, as well as recognition of trends and future direction in the design industry.

MID630 Advanced Studio III: Directed Thesis Preparation
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID512, MID540
COURSE DESCRIPTION
Students propose a hypothesis that explores in their area of specialized study. The studio structure is a directed exploration of the specific design strategies, techniques, and applications that will set a rigorous set of parameters for formulating and testing a defensible thesis. Each student selects a Graduate Committee to review the proposal for relevance and potential for original contribution to the area of study, and the Committee must approve the specialty and proposal of study before the student proceeds (any changes or alterations to the original proposal must be approved by the committee). Documented input for the Graduate Committee must be maintained throughout the course of study. Preliminary proposals made in the **MID540**—*Advanced Studio II: Specialization Studio* form the basis for directed thesis inquiry.

MID650 History and Theory of Urban Design
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: DSN337 with Instructor Approval or Masters Program Status
COURSE DESCRIPTION
(ID Elective, Graduate and Undergraduate) This course is a survey of the development of communities from the earliest known collections of dwellings to current designed communities concentrating on the reasons for what, how, why, when and where they developed. It is a course which investigates reasons for development rather than a traditional historical analysis of cities across the planet. Pre-historic archeological illustrations of communities, utopian developments, early historic communities and European, Eastern, African, and the Americas as well as Polynesian cultures up to the present will be examined.

MID670 Thesis Studio
Credit Hours: 2 Semester Hrs (Lecture/Studio)
Prerequisite: MID630
Co-requisite: MID690
COURSE DESCRIPTION
A project-based design activity forms the vehicle for exploration of issues related to a specific project type. Students have the opportunity to develop thesis topic areas of their own choosing, which may include but are not limited to the following project types: Hospitality (Restaurants, Hotels, Resorts), Institutional Design (Health Care Environments, Educational Facilities), Residential Design, Exhibit Design, Theatrical Design (Sets, Lighting), Workplace Design, Product Design (Lighting, Textiles, Furniture Design), Retail, and Mixed Use.

MID690 Thesis Committee
Credit Hours: 1 Semester Hour (Lecture)
Prerequisite: None
Co-requisite: MID670
COURSE DESCRIPTION
This course is the Committee portion of the Thesis requirement for completion of the MID/MAID degrees. The students will meet regularly with their committees on a schedule determined by the individual committees led by the chair of each committee. These meetings will enable the student and the committee to determine the student's progress and make suggestions as to actions needed to complete the process in order to defend the thesis in the required manner at the required time. If, at the end of the course, it is determined by the student and/or the committee that the individual student is not yet ready to mount a successful Thesis Defense, the student must re-enroll in this course in subsequent term(s), until the Thesis Committee is satisfied that the student is ready and the Thesis Defense is completed. Students must successfully defend their graduate thesis work within two years of initially enrolling in MID670.

PHO102 Fundamentals of Digital Imaging and Workflow
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
Basic digital photographic techniques are introduced to familiarize students with digital cameras, exposure and basic image processing. Elements of digital capture and digital workflow are emphasized. Numerous shooting assignments help the understanding of the camera and incident meter. Basic computer operations will be introduced appropriate to the level of work required within this course.

PHO111 Imaging & Studio Practices
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO102
COURSE DESCRIPTION
Fundamentals of lighting and quality in digital imaging are taught in this course. Studio assignments are designed to introduce the student to the use and control of tungsten lighting. The six qualities of light will be introduced. Creative control is stressed, and quality control studied, practiced and emphasized at this level.

PHO113 Lighting Theory
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO102, TEC159
COURSE DESCRIPTION
This course has been developed to help students better understand the six qualities of light and their practical application in any environment. Many lighting situations will be explored as students consider limitations and advantages while determining how to achieve the desired effect. Portable electronic flash and other light control devices will be used extensively in this class.

PHO121 Photography as a Communication Tool
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
Co-requisite: PHO102
COURSE DESCRIPTION
This entry-level course introduces students to the basic aspects of visual literacy and structure. In addition to lectures demonstrating professional use of these aspects, gallery visits, guest speakers and shooting assignments help the student understand these vital building blocks. Students work individually and in small groups on projects addressing design, color and composition problems.

PHO210 Online Design for Photographers
(formerly CDS323 for Photo students only)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DIM120
COURSE DESCRIPTION
This course introduces ways for students to manage, organize and render images, while structuring online web projects though use of the design process. Common issues involved in communicating ideas and images via the Web are covered. Ethics in business and the Internet are also explored.

PHO212 Lighting People
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO111, PHO113
COURSE DESCRIPTION
The objective of this course is to provide a survey of people photography and to advance the understanding of complimentary portrait lighting, posing and dealing with people, both in studio and location situations. Digital retouching and studio electronic flash equipment and technique are introduced at this level.

PHO214 Studio Lighting
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO111, PHO113
COURSE DESCRIPTION
Students apply the six qualities of light control in a studio tabletop environment. Precise control of reflective surfaces is emphasized. Students interpret and use digital images to accurately reproduce final images as digital files, on negative and transparency film materials or as a printed piece. Advantages to various camera and capture technology and equipment will be introduced.

PHO216 Introduction to Multimedia
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DIM120 or ART150
COURSE DESCRIPTION
This course introduces the student to various facets of mixed media production with an emphasis in creation of self-promotional materials. Students will work with various media including recorded audio, music, and their own imagery to create content for the web, PDA's and phones, HDTV's, LCD projectors and a host of other output devices. While a majority of the course will utilize a comprehensive non-linear video editing software package other software tools will be presented and be available to students.

PHO240 Travel/Stock Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO113
COURSE DESCRIPTION
(CP Elective) This course will introduce the student to the stock photography industry through research, guest lecturer and travel. Students will have the opportunity to plan several shoots in a travel destination to be determined.

PHO249 Commercial Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO212, PHO214
COURSE DESCRIPTION
The emphasis in this intermediate level course is on creativity, the enhancement of conceptual understanding and problem solving while reinforcing previously learned techniques. Students should gain practical experience in fashion, still life and the use of people in conceptual corporate/advertising photography. A comprehensive portfolio is produced and reviewed at this point.

PHO269 Social Practices in Photography I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO111 and PHO112 or PHO113
COURSE DESCRIPTION
This course will explore the radical changes that the field of photography has affected aesthetically, socially, and politically. Through analysis and critique, students will have the opportunity to gain insight into their own process. Emphasis is placed on idea development and community involvement. Class participants will conceptualize and photograph a body of work that benefits a charity or non-profit organization.

PHO318 Special Projects in Photography I
Credit Hours: 1 Semester Hour (Lecture/Studio)
Prerequisite: Permission of Instructor
COURSE DESCRIPTION
(CP Elective) This hands-on course requires the student to produce work based an actual client profile and a small project. Working under the supervision of a full time faculty member or directly with the Studio Leader, the student produces work independently and provides a series images for critique throughout the project.

PHO319 Special Projects in Photography II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: Permission of Instructor
COURSE DESCRIPTION
(CP Elective) This intensive hands-on course requires the student to produce a larger pool of work based an actual client profile. Working under the supervision of a full time faculty member or directly with the Studio Leader, the student produces work independently and provides a series images for critique throughout the project.

PHO324 Food Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO369
COURSE DESCRIPTION
(CP Elective) Students have the opportunity to work exclusively in this area to create a portfolio of sample imagery. Students will have the opportunity to work collaboratively with a food stylist and/or culinary student to create the highest quality images possible. Visits to area studios specializing in food photography and guest lectures about the business of food photography from stylists and photographers further the students understanding of this field.

PHO329 Photographic Styling
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO113
COURSE DESCRIPTION
(CP Elective) This course will explore numerous aspects of photographic styling. Presented from the perspective of a stylist, everything from packaging, soft goods, propping and client interactions are presented. Food styling and beverage pours are also discussed. Through demonstration followed by hands-on practice, students develop a body of work illustrating the concepts presented.

PHO330 Photojournalism
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249
COURSE DESCRIPTION
(CP Elective) The course introduces the student to different aspects of Photojournalism. Students will have the opportunity to study and shoot in several areas: Spot News, Sports and Editorial. Wire service as well as daily and weekly news coverage will be discussed.

PHO349 Advanced Commercial Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249
COURSE DESCRIPTION
This course builds on concepts developed in PHO249 Commercial Photography. Students will experience large format photography both in the studio and on location. Emphasis is placed upon advertising photography with the development of concepts and shooting to a layout. Students will collaborate with Communication Design students to shoot a layout of their design. Pricing and billing are discussed

PHO355 Social Documentary and Grant Research
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249
COURSE DESCRIPTION
(CP Elective) This class exposes the student to long-term socially conscious photo essays that have made an impact in the community at large. Steps needed in motivating the viewer to action are analyzed and studied through case studies. The specific and particular criteria in which recipients are chosen for grant projects is discussed in detail, prior to the student developing a story of their own. While the body of work created may not qualify for grant application, at the conclusion of the course, students will be guided through the application process in preparation for future applications.

PHO369 Advanced Studio Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249
COURSE DESCRIPTION
This course builds on the groundwork developed in previous studio classes. Emphasis is placed on solving complex subject and lighting problems in both tabletop and people scenarios. Precision pours and splashes along with room scenes are presented. Creation of portfolio pieces illustrating a high level of technical competence is stressed. Students must 'pitch' their own final projects to the class in a formal setting.

PHO372 Advanced People and Fashion Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO349
COURSE DESCRIPTION
(CP Elective) This advanced level course is for the student wanting to make a career of the photography of people in a fashion, glamour and/or commercial environments. Students are required to secure a hair/make-up artist and clothing stylist for a majority of the coursework. Shooting assignments will require research and development of a concept statement to be submitted for approval prior to shooting. Other topics covered include the specialized business aspects required for this kind of shooting. Marketing strategies used by fashion and glamour photographers will be explored.

PHO416 Introduction to Digital Filmmaking
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249 or PHO216
COURSE DESCRIPTION
This is an introduction to video production for the still photographer. Students have the opportunity to begin learning basic story structure and developing a film to be made in the course. All aspects are introduced in this class including lighting for video, recording audio and mixing sound. Cameras covered will include both HDV and digital SLR's, which are becoming prevalent in professional and prosumer equipment. The course ends with a detailed exploration of non-linear editing where the student will be expected to complete their short film or promo piece.

PHO420 Digital Print Technologies
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: DIM320
COURSE DESCRIPTION
A continuation and advancement of skills mastered in **DIM320**—*Digital Imaging II*. An Introduction to commercial and fine art digital printing. Advanced understanding of printing and scanning options using industry-current practices.

PHO421 Fine Art Photography and Gallery Operation
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249

COURSE DESCRIPTION
(CP Elective) Fine Art Photography and Gallery Operation is intended for the student interested in the world of fine art photography. This course will explore both the aesthetic and business practices that are needed to succeed in the gallery circuit. Students will be required to produce a fine art body of work with a supportive artist's statement. Supportive research will be required in the form of interviewing and critiquing local galleries and museums.

PHO435 Advanced Digital Filmmaking
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO416

COURSE DESCRIPTION
(CP Elective) This advanced level course deals gives the student a more in-depth look at the process and procedure of filmmaking for a client. In addition, specialty video equipment is introduced and an emphasis is placed on production and editing. Potential clients are identified who may utilize both still and video in their business. Discussion of business models for incorporating video into a business plan is explored so that students can develop their own plan.

PHO440 Modern Alternative Photographic Practices
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249

COURSE DESCRIPTION
(CP Elective) This course will explore the world of technological innovation as it applies to alternative photographic practices. Lectures will investigate the basics of camera design, past and present, and various modifications photographers have made along the way. Students will pose challenges and create working technical solutions during guided in-class studio time.

PHO445 Portrait and Wedding Techniques
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO212

COURSE DESCRIPTION
(CP Elective) This course introduces the student to different aspects of the traditional portrait photographer/ studio owners business. Diverse styles of wedding photography are covered by visiting photographers. Other topics such as event photography and album development will be covered.

PHO448 Self Publishing for Photographers
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO214

COURSE DESCRIPTION
(CP Elective) This course introduces Self Publishing to the photography student. The course will focus on the use of photography for developing self-promotion, photo book, album, and client presentations. Design concepts, sequencing of photographs and visual storytelling methods will be presented. Trends in printed self-published books and ePublishing will be researched and discussed. Traditional book development and creation will be synthesized with modern electronic media for a full immersive learning experience, as students print and bind books by hand, and design work for viewing on electronic media. Various software will be utilized to create page layouts for album and book design.

PHO459 Architectural and Interior Photography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO249

COURSE DESCRIPTION
(CP Elective) The emphasis in this intermediate level course is on technique and approaches used in architectural and interior photography. This course highlights creativity, the enhancement of conceptual understanding and problem-solving while reinforcing previously learned techniques as these are applied to the built environment. This course also introduces basic controls of the view camera.

PHO469 Social Practices in Photography II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO269, PHO349

COURSE DESCRIPTION
A continuation of **PHO269**—*Social Practices in Photography I*. This course is designed to provide the student with the opportunity to create social awareness through donating their time and services for the betterment of the community. The student will have the opportunity to research a charity of their choice and work one-on-one with the organization to produce a body of work that will benefit the organization. Emphasis will be placed on communication skills, problem solving, and presentation.

PHO486 Capstone/Specialization
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO369

COURSE DESCRIPTION
Through the mentorship of the instructor, students are guided through the process of producing a conceptual and cohesive body of work. The student has the option of either working with photo or film based media. This course is designed as a precursor for the final capstone class, **PHO499**—*Photographic Practicum*. Emphasis will be placed on identifying and developing a personal style which will allow the student to communicate a strong vision giving the student an edge in this highly competitive field

PHO491 Industry Internship I
Credit Hours: 1 Semester Hour
Prerequisite: PHO469

COURSE DESCRIPTION
(CP Elective) This course facilitates a real world experience in a professional photographic workplace. The Academic Department, The Department of Professional Development and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 75 hours.

PHO492 Industry Internship II
Credit Hours: 3 Semester Hrs
Prerequisite: PHO469

COURSE DESCRIPTION
(CP Elective) This course is a continuation of PHO491 and facilitates a real world experience in a professional photographic workplace. The Academic Department, The Department of Professional Development and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Min. 225 hours.

PHO499 Photographic Practicum
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: PHO486

COURSE DESCRIPTION
This course is designed as a capstone experience for students. The primary objective of the course is to organize and produce a comprehensive portfolio and resume. Interviewing techniques, preparation for both freelance and job interviews and applications are stressed.

PHY201 Physics of Light
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: MAT110
COURSE DESCRIPTION
A scientific approach is taken to the understanding of light and optics as they apply to photography and digital imaging. Students will address aspects of the generation of various types of light, and their spectral characteristics and the effects of various materials on light. The course also addresses how light is controlled and manipulated by various optical devices.

SCI302 Biologic Design
Credit Hours: 3 Credit Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
To provide the student with a general survey of biological topics and to integrate such topics into applied and theoretical aspects of design.

SCI305 Environmental Science
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: None
COURSE DESCRIPTION
Examination of the relationship of urban socioeconomic problems to environmental concerns, such as population, air and noise pollution, and solid waste.

SOC200 General Psychology
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
This course covers the basic contemporary concepts and methods of psychology, including the scientific study and investigation of human behavior.

SOC305 Urban Sociology
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HUM125
COURSE DESCRIPTION
A study of urban growth, problems, and planning. The physical, social, institutional and demographic organization of cities and their surrounding regions.

SOC306 Anthropology
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HUM125
COURSE DESCRIPTION
This course provides an introduction to cultural anthropology, examined at three interrelated levels: a) an exploration of basic concepts and practice; b) its contribution to educational goals and interests of design professionals; c) the analysis of contemporary societies and cultures in a globalizing world.

SOC309 Human Computer Interaction
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: SOC200
COURSE DESCRIPTION
This course introduces the theory of human computer interaction. Topics include human cognition, ergonomics and sociological factors affecting the use of hardware and software that are key to the design and development process.

SOC310 Society and Culture
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: SOC200
COURSE DESCRIPTION
This is an introductory sociology course that has four parts: Perspective and Method, Social Inequality, Social Institutions, and Working for Change.

SOC311 Psychology of Advertising
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HUM125, SOC200
COURSE DESCRIPTION
This course is designed to help students understand current theories, concepts, and research in the field of consumer psychology. It is designed to provide students with an understanding of how the effectiveness of advertising is influenced by psychological principles that determine consumer behavior. This course also provides students with an understanding of psychological processes such as attitude, cognition, interpersonal perception, attributions and how these influence consumer behavior.

SOC313 Cultural Ecology
(formerly HUM313)
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102, HUM125
COURSE DESCRIPTION
The environment can be understood through many modes of practice, ranging from the ecological to the aesthetic, the biological to the ethical, the practical to the theoretical. The discourse of sustainability in the built environment up to this point has focused on scientific models of environmental degradation, and technological models of intervention. Alternate ways of understanding sustainability exist, and there are reasons to engage them as well. This course will delve into the burgeoning theory of sustainment as one possible alternative, and explore its roots in the philosophy of science, anthropology of design, and future studies.

SOC314 Environmental Psychology for Design
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: SOC200
COURSE DESCRIPTION
Interactions between the physical environment and the behavior of the individual. Emphasis on perception of the environment, the behavioral effects of noxious factors in the environment, the psychology of environmental design, and the formation and change of attitudes about the environment.

SOC315 Domestic Violence
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: ENG102
COURSE DESCRIPTION
This course provides a systematic approach to recognizing the major issues related to domestic violence. Explanatory theories and research on domestic violence are incorporated throughout the semester.

TEC100 Introduction to Computers
Credit Hours: 2 Semester Hrs (Lecture/Lab)
Prerequisite: None
COURSE DESCRIPTION
An introduction to the personal computer platform. Exploration of computer hardware, software and operating systems. The beginning student will work in spreadsheet and PowerPoint presentations to become familiar with navigation and basic applications. Exposure to fundamental problem-solving techniques that pertain to hardware, software and operating systems will be covered. Required pre-requisite skill that does not apply toward degree completion. Transfer credit or test out also accepted.

TEC159 Technical Foundation
Credit Hours: 2 Semester Hrs (Lecture/Lab)
Prerequisite: None
COURSE DESCRIPTION
An introduction to the desktop Mac environment. Exploration of hardware, software and operating systems. The beginning student will work in Word, PowerPoint, Bridge and Photoshop. File formats, stability and proper archival measures for each will be covered. Basic problem-solving techniques that pertain to hardware, software and operating systems will be covered. Required pre-requisite skill that does not apply toward degree completion. Transfer credit or test out.

TEC217 Introduction to Digital Systems
(formerly TEC218)
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: TEC100*, MAT110, DRF113
*TEC100 proficiency or equivalent required.

COURSE DESCRIPTION
Fundamentals of computer-aided design, using AutoCAD: Basic training in the AutoCAD interface, coordinate system, drawing and editing commands used to develop floor plans and other design drawings. Using a series of introductory exercises, this course begins with basic drawing and modifying commands, and then introduces precision drawing organization tools such as layers, object snaps, and blocks and x referencing. Professional industry standards such as layer-naming guidelines are used as each student has the opportunity to develop their own design project. The exercises and term project emphasize AutoCAD's two-dimensional drafting capability in model space, paper space layouts for plotting, text annotations, and dimensioning with an initial introduction to the z-axis and three-dimensional modeling.

TEC218 Introduction to AutoCAD
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC100, MAT110, DRF113

COURSE DESCRIPTION
Fundamentals of computer aided design, using AutoCAD: Basic training in the AutoCAD interface, coordinate system, drawing and editing commands that are used to develop floor plans and other design drawings.

TEC219 Architectural Detailing & Construction
(formerly DRF219)
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: DRF113, TEC217

COURSE DESCRIPTION
Continuation of computer-aided design, using industry standard software. Advanced training in the preparation of two-dimensional design development and working drawings through development of basic architectural details.

TEC220 3D Digital Systems
(formerly DSN320, formerly DSN220)
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: TEC217

COURSE DESCRIPTION
The fundamentals of 3D Modeling, the terminology and techniques needed in utilizing a computer-based CAD system and the introduction of Building Information Modeling (BIM) technology. Students will have the opportunity to learn the comparisons between both systems to streamline the design and construction process.

TEC315 Building Systems
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC219, DSN234

COURSE DESCRIPTION
Technical systems in the built environment including structural, heating, air-conditioning, plumbing, electrical systems, acoustics, audio-visual systems and energy sources. Emphasis on theory, materials and equipment used in building systems and related problems, assignments and technical drawings using AutoCAD.

TEC316 Construction Documents
(formerly DRF316)
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: TEC315, DSN337

COURSE DESCRIPTION
Advanced application of technical knowledge and skills of Architectural Detailing through the preparation of comprehensive construction documents for a mixed-use building using industry standard software.

TEC373 Fundamentals of Lighting
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: DSN237

COURSE DESCRIPTION
An exploration of the fundamentals of lighting design and detail of various calculation methods for proper light levels and fixture specifications.

TEC385 Advanced Digital Rendering
Credit Hours: 3 Semester Hrs (Lecture/Lab)
Prerequisite: ART150, TEC220

COURSE DESCRIPTION
Advanced Digital Rendering is an advanced computer-aided design course utilizing Autodesk's 3DS Max Design technology for advanced digital modeling and rendering presentations.

TEC390 BIM Technology Systems
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TEC219

COURSE DESCRIPTION
An advanced computer-aided design course utilizing Autodesk's Building Information Modeling (BIM) technology. The software streamlines the design process from Preliminary Design through Design Development, and into Construction Documents.

TEC518 Digital Systems
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION
Fundamentals of CAD terminology, devices, and techniques utilizing a computer-based CAD system. Initial training in basic menus, drawing and editing commands used to generate graphic displays and floor plans. Applications for interior planning and construction drawings; including associative dimensioning and text. Introduction to more complex drawing development with emphasis on establishing drawing organization and professional standards. Development of each student's own design project to increase speed and comprehension of the program's two and three dimensional applications. Initial exposure into three-dimensional models.

TEC520 Materials, Codes and Sources
Credit Hours: 3 Semester Hrs (Lecture)
Prerequisite: TEC518

COURSE DESCRIPTION
An interdisciplinary course divided into three fields of study. Students will study materials and components of the built environment. Through project based study students will have the opportunity to broaden their specific knowledge and explore the Americans with Disabilities Act, Building Codes & Regulations, Sustainable Design theory, LEED Rating Systems, Lighting and implement all requirements. Students will have the opportunity to analyze and explore existing projects, their application and maintenance, and know how to recommend solutions.

TYP202 Typography I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART111

COURSE DESCRIPTION
This class is an introduction to the concrete and conceptual aspects of typography as a visual medium. The course will deal with the technical requirements of typography as well as abstract compositional uses for typography, integrating hand skills and the computer as a way to render type. Historical and current forms of alphabetic communications will be explored, along with the relationship to modern image-based communications.

TYP203 Typography II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP202

COURSE DESCRIPTION
This course continues to examine the history, design and execution of lettering for reproduction. The details of typesetting for larger and more diverse print scenarios are explored and evaluated.

TYP320 Typography III
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP203
COURSE DESCRIPTION
This course introduces students to the functional principles and innovative approaches to typographic problem-solving within the context of multiple surface solutions.

TYP412 Typography Four:
Special Topics in Typography
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP320
COURSE DESCRIPTION
(GD Elective) In this course, students explore special topics in typography including information graphics, environmental graphics, micro details, and typographic systems. A portion of each class session focuses on discussing the breadth of typography and its role in communication.

TYP413 Hand Drawn Lettering
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP320
COURSE DESCRIPTION
(GD Elective) This course introduces students to the functional principles and innovative approaches to typographic problem solving within the context of hand rendered typography.

TYP420 Typography as Discourse
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP320
COURSE DESCRIPTION
(GD Elective) In this course, students explore the role typography plays in culture and communication. A portion of each class session focuses on analyzing written discourse on historic and contemporary uses of type.

TYP502 Typography I
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
This class is an introduction to the concrete and conceptual aspects of typography as a visual medium. The course will deal with the technical requirements of typography as well as abstract compositional uses for typography, integrating hand skills and the computer as a way to render type. Historical and current forms of alphabetic communications will be explored, along with the relationship to modern image-based communications.

TYP503 Typography II
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: TYP502
COURSE DESCRIPTION
This course continues to examine the history, design and execution of lettering for reproduction. The details of typesetting for larger and more diverse print scenarios are explored and evaluated.

TYP513 Hand Drawn Lettering
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD Graduate Elective) This graduate course introduces students to the functional principles and innovative approaches to typographic problem solving within the context of hand rendered typography.

TYP520 Typography as Discourse
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD Graduate Elective) In this graduate course, students explore the role typography plays in culture and communication. A portion of each class session focuses on analyzing written discourse on historic and contemporary uses of type.

VSC201 Design Layout
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART150
COURSE DESCRIPTION
This is an introductory class aimed at preparing students with fundamental skills for developing visual communications projects. Abstraction, imagery, layout and sequencing are studied through assignments and critiques. This class fosters conceptualizing abilities in preparation for the more advanced Communication Design curriculum.

VSC202 Time Based Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC201 or DSN236 or DIM320 or WEB101
COURSE DESCRIPTION
Incorporating skills and knowledge gained in prerequisite visual communication skills courses, this course will teach graphic design students to simultaneously organize and structure complex visual, audio and tactile data into still and time-based design. Students will be introduced to the basics of animation software.

VSC301 Logos and Corporate Identity
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC202 or DSN237
COURSE DESCRIPTION
(ID Elective) This course addresses each stage of the logo design process, from concept to execution and client presentation. Students work on creating logos, based on competitive and analytical research, culminating in the selection of a final logo based on critique and feedback from the client/business. The second half of the course focuses on creating an identity style guide, complete with touch points and brand standards.

VSC302 Environmental Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC301 or DSN337
COURSE DESCRIPTION
(GD, ID Elective) This course incorporates skills and knowledge gained in prerequisite visual communication skills courses. Environmental Graphic Design embraces many design disciplines including graphic, architectural, interior, landscape, and industrial design, all concerned with the visual aspects of way-finding, communicating identity and information, and shaping the idea of place.

VSC400 Capstone Prep
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB231, VSC301
COURSE DESCRIPTION
This is the first of two courses in the Capstone sequence. This course draws upon the design process skills and concept creation understanding the students have had an opportunity to develop. Through research of a project of their choosing and the approval of the instructor, they create a proposal for the capstone project.

VSC401 Advanced Time-Based Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC202
COURSE DESCRIPTION
(GD Elective) Incorporating skills and knowledge taught in prerequisite visual communication skills courses, students in this time-based communications course will explore the use of animation software to create presentation materials and a POP display for exhibition.

VSC402 Visual Communication (Capstone)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC400
COURSE DESCRIPTION
Incorporating skills and knowledge taught in prerequisite visual communication skills courses, this capstone course introduces a project based on a problem presented. Students submit propos¬als for a final project that will be theirs to direct.

VSC501 Logos and Corporate Identity
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: MID501
COURSE DESCRIPTION
(CD Graduate Elective) This course addresses each stage of the logo design process, from concept to execution and client presentation. Students work on creating logos, based on competitive and analytical research, culminating in the selection of a final logo based on critique and feedback from the client/business. The second half of the course focuses on creating an identity style guide, complete with touch points and brand standards.

VSC502 Time Based Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
Incorporating skills and knowledge taught in prerequisite visual communication skills courses, this course will teach graphic design students to simultaneously organize and structure complex visual, audio and tactile data into still and time-based design. Student will be introduced to the basics of animation software.

VSC512 Environmental Graphics
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(CD/ID Graduate Elective) This course incorporates skills and knowledge taught in prerequisite visual communication skills courses. Environmental graphic design embraces many design disciplines including graphic, architectural, interior, landscape and industrial design, all concerned with the visual aspects of way-finding, communicating identity and information, and shaping the idea of place.

WEB101 Web Design Fundamentals
(formerly CDS323, formerly CDS313)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART150
COURSE DESCRIPTION
Exploring the field of web design and development from a practical and professional viewpoint. An overview of the internet and how it functions creatively and technically. Students will explore the key roles of a web design team by analyzing and critiquing the design and functionality of existing websites and apply this knowledge to designing, developing and hosting their own simple static web pages. Students have the opportunity to build design skills by exploring visual composition and the emotive use of color.

WEB110 Web Design and Development
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisites: ART150, WEB101
COURSE DESCRIPTION
Students combine Javascript with advanced CSS3 and HTML5 markup to create rich, interactive, multimedia websites as they have the opportunity to hone their design skills by focusing on elements of typographic style and grid systems layout.

WEB130 Programming Methods
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None
COURSE DESCRIPTION
(GD Elective) Introducing computer science and programming to students with little prior experience requires a gentle and engaging approach. Starting with the classic "KAREL the Robot"-programming exercises, students are given the opportunity to learn creative problem solving with code before digging into writing programs in a variety of languages to better understand their similarities and appreciate the syntactical differences.

WEB220 Content Management Design & Strategy
Credit Hours: 2 Semester Hrs (Lecture)
Prerequisite: WEB110
COURSE DESCRIPTION
(GD Elective) Students have the opportunity to create their own unique, social presence on the web by customizing, modifying and configuring of an existing Content Management System (CMS). Students will be given the opportunity to select a topic of societal interest to explore, identify types of relevant content and devise a workflow for their design, collection, editing, approval and publishing.

WEB231 User Experience Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB110
COURSE DESCRIPTION
(GD Elective) Students will apply the tools and techniques of information architecture for observing audience behavior, analyzing usability problems and creating experiences that demonstrate best practices of user centered design.

WEB250 The Web Production Process
Credit Hours: 2 Semester Hrs (Lecture)
Prerequisite: VSC202, WEB110
COURSE DESCRIPTION
(GD Elective) Students will explore the role and responsibilities of a web producer to facilitate efficient project workflow and ensure the integrity and quality of the final product. Students will be provided the opportunity to apply the tools and techniques of multimedia asset management, budgets and estimate development, creating production timelines and developing testing procedures.

WEB260 Introduction to Database
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB231
COURSE DESCRIPTION
From sending ecards to filling shopping carts, databases and forms provide the underpinnings of all transactional websites. Students explore the technical, legal, moral and security requirements for collecting, storing and using information while using their creative design skills to improve the user experience.

WEB301 Advanced Web Design and Development
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB231
COURSE DESCRIPTION
Students have the opportunity to begin to synthesize previously acquired skills to create complex dynamic web sites. Students will explore advanced and emerging web standards to add multimedia elements and interactive behaviors.

WEB340 Advanced Interactive Mobile Applications
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB301
COURSE DESCRIPTION
(GD Elective) The design and development of a variety of iPhone or iPad Apps allows students to work to synthesize their knowledge and build entrepreneurial skills. Guest lecturers with expertise in commercial App development will present insights to the business planning, marketing and product development challenges unique to the App development ecosystem.

WEB360 Developing with Web Services
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB260

COURSE DESCRIPTION

(GD Elective) Students are positioned to select, customize and implement commercial web services (form processing, CMS, typography, e-commerce, customer relationship management) to create a web-based platform that fulfills a variety of business/organizational needs.

WEB501 Web Design Fundamentals
(formerly CDS523)
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

This graduate level course explores the field of web design and development from a practical and professional viewpoint. An overview of the internet and how it functions creatively and technically. Students will explore the key roles of a web design team by analyzing and critiquing the design and functionality of existing websites and apply this knowledge to designing, developing and hosting their own simple static web pages. Students have the opportunity to build design skills by exploring visual composition and the emotive use of color.

WEB502 Advanced Web Design and Development
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB501

COURSE DESCRIPTION

(CD Graduate Elective) In this graduate class, students begin to synthesize previously acquired skills to create complex, dynamic web sites. Students explore advanced and emerging web standards in order to add multimedia elements and interactive behaviors.

WEB510 Web Design and Development
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: ART550

COURSE DESCRIPTION

(CD Graduate Elective) This graduate level course emphasizes awareness and skillful use of web standards for implementing a redesign of an existing website. Special attention is paid to applying the elements of typographic style and grid systems layout. Students gain practical experience with the life-cycle of a typical web design and development projects to assess the strengths and weaknesses of their current skill development.

WEB530 Programming Methods
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: None

COURSE DESCRIPTION

(CD Graduate Elective) This graduate class introduces computer science and programming to students with little prior experience with a gentle and engaging approach. Starting with the classic "KAREL The Robot" programming exercises, students seek creative solutions to coding issues before writing programs. Students work in a variety of languages in order to better understand their similarities and appreciate the syntactical differences.

WEB531 User Experience Design
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB501

COURSE DESCRIPTION

(CD Graduate Elective) Why are some sites so enjoyable to use than others? The difference is often a well designed user experience. Master-level students apply the tools and techniques of information architecture for observing audience behavior, analyzing usability problems and creating experiences that demonstrate best practices of user-centered design.

WEB540 Advanced Interactive Mobile Applications
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: WEB501

COURSE DESCRIPTION

(CD Graduate Elective) This graduate class addresses the design and development of a variety of iPhone or iPad Apps and allows students to synthesis their knowledge and build entrepreneurial skills. Guest lecturers with expertise in commercial App development offer insights to the business planning, marketing, and product development challenges unique to the App development ecosystem.
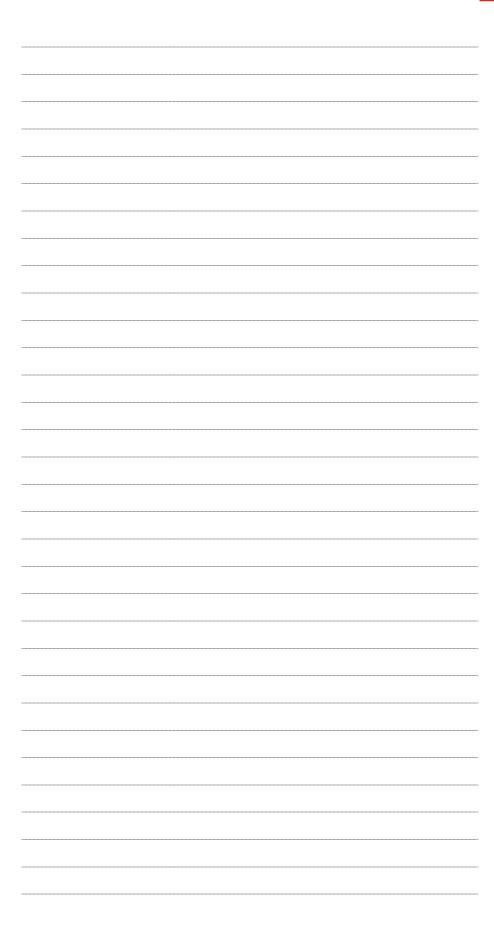
WEB560 Developing With Web Services
Credit Hours: 3 Semester Hrs (Lecture/Studio)
Prerequisite: VSC501

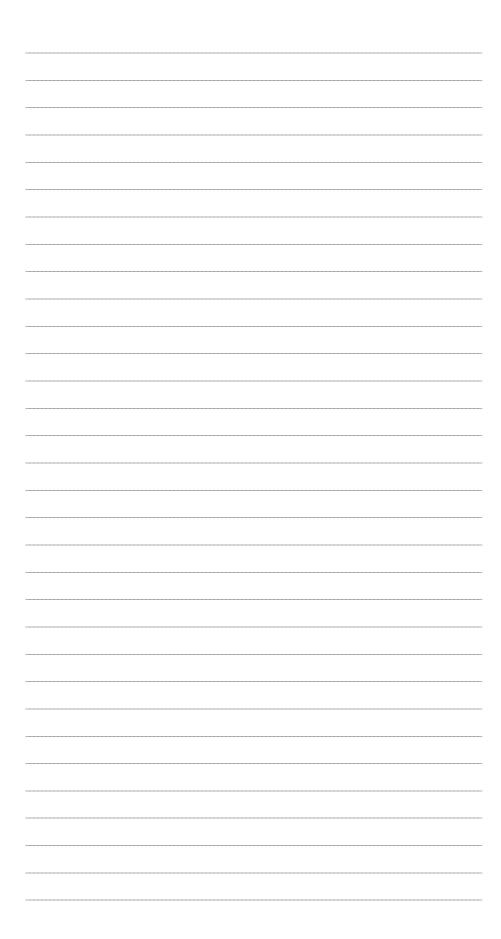**COURSE DESCRIPTION**

(CD Graduate Elective) In this graduate class, students select, customize, and implement commercial web services (form processing, content management, typography, e-commerce, customer relationship management) to create a web-based platform that fulfills a variety of business/organizational needs.

Notes

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