TCU Department of Design

Student Handbook & Survival Guide

FALL SEMESTER 2019

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Introduction

Welcome to the Department of Design!

If you want to exercise your creativity in solving communication problems—designing environmental space, exploring the ideal user interface and experience, web, print and advertising design, flexing your entrepreneurial muscles along the way—you're in the right place.

The Department of Design considers design as a methodology for planning, analysis and ultimately problem solving. Solving the problem becomes an exercise in mass communication and frequently involves commerce, directed through graphic and interior design. For example, a graphic designer's job may be to create a memorable brand for an organization in order to elicit a positive response from the consumer market. The interior designer may be tasked with creating the ambience for a fine dining establishment that positively reinforces the mission of the business—tone, theme, feel—with the patrons, as well as their as well as their health, safety and well being. In either case and many others, a careful analysis of the problem leads to an elegant and effective solution. This philosophy is at the heart of this department and underscored in every class we offer. We wholeheartedly credit this way of thinking with the longstanding success of our students and alumni.

TCU's design programs are rigorous, competitive and intensely creative. You will be challenged to push way beyond your comfort zone to learn, grow and improve. You will gain knowledge and experience, and graduate with a powerful portfolio.

Lewis Glaser
Chair, Department of Design
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Be Successful!

These are rigorous, competitive programs. Unfortunately, not everyone who starts pursuing a design degree is able to complete it. Following are some suggestions to help facilitate your success in the department.

Don't Procrastinate
Assignments have deadlines, and deadlines have consequences—not all of them good in all instances. Each project is broken into discrete, manageable parts. If you waste time at the beginning of a project, the final work will suffer. So will your grade. Follow the schedule and ask your instructor for clarification if you are uncertain about anything. The only dumb question is the one that goes unasked.

Always Be on Time and on Task
According to Jerry Seinfeld, 90% of success is showing up. While we won't go quite that far, it is important. Most lecture and discussion takes place in the first 30 minutes of class. Every minute you're late, is a minute of important information you have missed forever. Regarding consequences, the department has an attendance policy that appears a little later in this document. Memorize it, and it will serve you well.

Participation
Many classes have a participation score as a major component of the final grade. In some cases this is as much as 20%. Individual faculty members will confirm their specific expectations. In general, participation includes appropriate professional behavior—being on time and being prepared goes a long way. Taking part in class discussion and critique is also a large factor. This is an important part of the learning process both for yourself and for your classmates.

Critique
The idea of analytical, critical feedback is central to making progress in any creative venue, including professional practice. We use it a lot in school. This feedback comes in many forms, ranging from individual consultation with the instructor to small group discussions to formal persuasive presentations. We will concentrate here on the group critique.

The group critique is an important part of the learning process. It is an opportunity to give and receive constructive feedback from other people who are focusing on the same problem. Respectfully sharing your honest opinion on the work your classmates are presenting will help them grow and learn as designers. Likewise, you will learn from their observations. Speaking up in critique also helps you practice properly using professional vocabulary and jargon, leading to a boost in self confidence. It also helps with the participation grade!

In summary, and contrary to popular belief, the group critique is neither a *love fest*, nor a *ritual bloodletting*. Criticism is directed toward the work, not the presenter. We don't do it to score points or hurt someone's feelings. We do it to help ourselves and others learn and improve.

Grades

Speaking of grades, each assignment gets one. They add up and ultimately factor into the final grade for the course. A final grade lower than a "C" will not count as passing in any of the Design degree programs, including the minors.

If you're new to college life, keep in mind this is going to be harder, more time-consuming and more competitive than high school. Consider a comparison to varsity athletics. Someone may have been the star runner on the high school track team, shattering records and winning admiration. When that person gets to the college level, he or she is just one of many star high school athletes on the same team, all competing for the glory and recognition. It works the same way with academics.

Time and effort are important. Heroic effort does not necessarily result in a high grade. It can be frustrating to work extremely hard and not receive a high grade on a project. An important point to understand is that (ruling out factors like missed deadlines), the grade is an academic assessment of how well the problem was solved, as thoughtfully determined by the instructor. If you are not happy with the assessment, talk to the instructor about it for clarification.

A "C" is considered an average or satisfactory grade. If you suit up and show up, meet minimal expectations, expect a C. Keep in mind that success in any of the design-related professions is highly competitive. In most cases, "average" is not considered good enough. Faculty expectations for students enrolled in the Design degree programs reflect this standard.

An "A" is as good as it can possibly get. It represents academic excellence. It is obtainable, but has to be earned. Not everyone will get one.

A "B" is somewhere in between.

A "D" indicates work below the average expectation. It is a cause for concern and should not be taken lightly. On a project, it usually means something was handed in but is seriously lacking in terms of conceptually solving the assigned problem, is incomplete or unfinished, does not meet presentation specs or some other serious issue.

An "F" usually means the project was not turned in, or was unacceptably late.

Again, if you are ever uncertain of grading expectations on the part of your professor, talk to her or him. We are here to help you learn.
If you consistently receive C grades or lower, take a look hard at your performance. If it is necessary to devote more time to your academic work, it may be necessary to temporarily rearrange other obligations in your life. College is something most people only do once, so get the most out of it. Make it a top priority.

If you believe you are devoting adequate time but still receive average-to-low grades, make an appointment with your advisor or the Department Chair and look for ways to improve. We will help you if we can. We want our students to succeed!

Degree Programs

The Department offers the Bachelor of Fine Arts (BFA) in Graphic Design, the Bachelor of Science (BS) in Design Studies, The Bachelor of Science (BS) in Interior Design and minors in Architectural Lighting Design and Design of the Built Environment.

The **BFA in Graphic Design** is a professional degree. The purpose is quite simply to prepare graduates to enter the workforce as designers and/or art directors upon graduation. Our long-term placement record is over 95%. For the past several years, it is 100%. This degree requires two-thirds of the credit hours completed at the university in the Graphic Design curriculum, and does not require a minor or a foreign language. It does require a creative internship for upper-division credit, in the summer following completion of the third-year sequence of classes.

The **BS in Design Studies** is a liberal arts degree. It provides the student with a solid foundation in applied Design principles, which can be applied to another major or minor academic interest. Popular combinations include Business, Strategic Communication, Film Television & Digital Media, Interior Design, Computer Science and others.

The **BS in Interior Design** is an accredited degree through the Council for Interior Design Accreditation (CIDA) which both prepares students to work as professional interior designers within interior design, architectural, and multi-disciplinary firms and sets the foundation for taking the NCIDQ exam leading to state registration or licensure. While a minor is not required, many students partner the major with Architectural Lighting Design, Business or Studio Art minors. A professional design internship in the summer between the 3rd and 4th years in the program is required.

The **Architectural Lighting Design Minor** is an interdisciplinary area of study. The 18 hour minor consist of coursework in Architectural Lighting Design and the interrelated areas of Stage Lighting, Lighting for Dance, Graphic Design, and Photography. There are opportunities to earn ARLD Minor credits while studying abroad at TCU's semester in Florence program. Summer internships are highly encouraged for ARLD Minors.

The **Design of the Built Environment Minor** requires 18 hours of interdisciplinary coursework with a focus upon the design of interior and architectural environments. Areas of study include interior space planning, color theory, lighting, hand drawing, architectural drafting, and history of art, architecture, interiors and furnishings.

Qualifying

All students wishing to major in the Department enter as *pre-majors,* either in Graphic Design or Interior Design. Upon successful completion of a qualifying portfolio examination, the student will be invited to declare a major in the Department. This ensures that only students with the aptitude and motivation to be successful continue in these rigorous and competitive degree programs.

The Qualifying Examination for Interior Design students is held at the end of the first year of the program. Selected projects from first year Interior Design courses constitute the portfolio. Through this procedure skill sets are assessed through the student's body of work as a whole outside of the grading processes in individual courses, and aptitude for success in the Interior Design major is determined.

Graphic Design students have the opportunity to qualify after completing ARGD 20323 Typography, normally at the conclusion of the third semester at TCU. The portfolio consists of work completed in the Typography class. Ranking in the examination determins whether a student is invited to opursue the BFA or the BS degree in the program.

The minor programs in the Department do not require qualification through portfolio examinations. However a minimum of a C grade or better is required in all minor courses, and a minimum C average GPA is required to remain enrolled in the minor.

Attendance Policy

For classes meeting twice a week:
In accordance with TCU policy, attendance is required. Three unexcused absences will lower a student's grade. A fourth absence will result in removal from the class for lack of academic progress—a grade of F will be automatically recorded for the semester.
  Punctuality is expected. Tardiness and early departure will be noted. Three tardies or early departures will be counted as one unexcused absence. An unexcused tardy of more than 10 minutes or early departure of 30 minutes or more will be counted as an absence.
  On days designated for individual consultation, students leaving without first meeting with the instructor will be counted absent. An appropriate excuse will require written documentation from a physician, or appropriate University authority. A doctor's excuse must explicitly state that the student was too ill to attend class on the date in question. Receipts from the Health Center or a pharmacy are not considered acceptable medical excuses.
  The student remains responsible for any material covered or assignments missed due to absence. Work missed due to an excused absence must be completed in a reasonable period of time, as determined by the instructor.

For classes meeting once a week:
In accordance with TCU policy, attendance is required. Two unexcused absences will lower a student's semester grade. A third absence will result in removal from the class for lack of academic progress—a grade of "F" will be automatically recorded for the semester. Punctuality is expected. Tardiness and early departure will be noted. Three tardies or early departures (or a combination) will be counted as an unexcused absence.
  A tardy or early departure of 30 minutes or more duration will be counted as an absence.
  On days designated for individual consultation, students leaving without first meeting with the instructor will be counted absent.
  An appropriate excuse will require written documentation from a physician, or appropriate University authority. A doctor's excuse must explicitly state that the student was too ill to attend class on the date in question. Receipts from the Health Center or a pharmacy are not considered acceptable medical excuses.
  The student remains responsible for any material covered or assignments missed due to absence. Work missed due to an excused absence must be completed in a reasonable

period of time, as determined by the instructor.

Computer Policy

The software used by the interior design industry is PC-based. Upon successful passage of the Interior Design Portfolio Review at the end of the first-year in the program, Interior Design majors are required to purchase a PC laptop based upon specifications updated annually by the program.

Graphic Design majors are not required to provide a computer. However, we recommend a Macintosh MacBook Pro. The primary software used in Graphic Design includes *Adobe Creative Suite*. Once enrolled, students can subscribe for a significant reduction in cost.

Technology

There is a dedicated open lab, FAB 105 available for student use any time during published building hours. It includes both Macintosh and PC computers with all relevant design software, as well as black and white, and color laser printers. Use is first-come, first served.

Graphic Design majors are not required to provide a computer. However, we recommend a Macintosh MacBook Pro. The primary software used in Graphic Design includes *Adobe Creative Suite*. Once enrolled, students can subscribe for a significant reduction in cost.

The software used by the interior design industry is PC-based. Upon successful passage of the Interior Design Qualifying Portfolio Examination at the end of the first-year in the program, Interior Design majors are required to purchase a PC laptop based upon specifications updated annually by the program.

FAB Lab

Specialized equipment and processes are available for students to use in creating design projects and prototypes. This is located in FAB 112. We call this facility the Fabrication, or FAB Lab. All devices in this room must be used with supervision, during scheduled hours that will be posted each semester.

Hardware includes: high-powered laser engravers, a digital press capable of producing bound booklets and brochures, a large-format photo-quality color printer, a vinyl-cutting plotter, 3D printers, an embroidery machine and other cool stuff.

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GRAPHIC DESIGN
Sophomore-Level Qualifying Portfolio Examination
Requirements and Procedure

Program Goal The Graphic Design program at TCU exists to prepare qualified individuals for a career in the professional field of applied graphic design.

Toward achieving this end, a qualifying portfolio exmination will be conducted for all students wishing to enroll in Intermediate Design Practices. The intent and process is similar to audition requirements in the Dance, Music and Theatre Departments of this College. Participation will also assist the student in discovering his or her level of aptitude for a highly-competitive profession, before having committed an extraordinary amount of time and credit hours to the major.

This is an annual requirement for all students enrolled in the Graphic Design Program (including non majors—see "Department of Design", in the university catalog).

Purpose To maintain a small, competitive, high-quality program of highly-motivated individuals.

Procedure A portfolio shall be submitted for review at the conclusion of ARGD 20323 Typography.

Students are not present during the procedure. A panel will convene to examine the portfolios. This group shall include the graphic design faculty and sometimes one or two design professionals from the community. The panel is instructed in purpose and procedure, and reminded that the goal of the examination at this level is to identify the potential for success. This typically means more consideration of idea development and concept than of technical mastery or hand skills.

Individual email messages will be sent to all participants, notifying them of the outcome, the day of the examination. The College of Fine Arts Art Office will also be immediately informed of results. Portfolios should be available for retrieval in the hallway outside room 212N, by 9:00 AM, the day following the examination.

Students whose portfolios pass the examination will be offered the opportunity to pursue the BFA degree in Graphic Design or the BS in Design Studies, depending on ranking in the examination. All will be allowed to enroll in ARGD 20333, Intermediate Design Practices, for the following Semester.

Portfolio Requirements The portfolio shall include all projects completed in Typography, the sketchbook from the class, all of the Famous Designer papers and a one-page cover letter explaining the student's feelings and expectations about graphic design as a career track.

Questions? Lewis Glaser; Professor; Chair, Department of Design
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Bachelor of Science—Design Studies

student's name

student's ID number

date

advisor

Hours transferred from:

DESIGN STUDIES BS

TCU GRAPHIC DESIGN BS DEGREE PLAN IN DESIGN STUDIES: UPDATED SPRING SEMESTER 2019

Undergraduate Core

Essential Competencies—12 semester hours

		grade/sem
WCO	_____	3
WCO	_____	3
MTH	_____	3
OCO	_____	3

Writing Emphasis—6 semester hours

WEM	_____	3
WEM	_____	3

Hum. Exp. & Endeav.—27 semester hours total:

Humanities—9 semester Hours

HUM	_____	3
HUM	_____	3
HUM	_____	3

Social Sciences—9 semester Hours

SSC	_____	3
SSC	_____	3
SSC	_____	3

Natural Sciences—6 semester Hours

NSC	_____	3
NSC	_____	3

Fine Arts—3 semester Hours

FAR	ARGD 10143 Intro. Vis. Com.	X

Her., Miss., Vision & Val.—18 possible semester hours

RT	_____	3
HT	_____	3
LT	_____	3
CA	ARHI 10043 Surv. Art Hist.	X
GA	_____	3
CSV	_____	3

Total Hours in Core (excluding ARHI 10043)= _____

Required Major Courses

Art & Art History Foundation—12 semester hours*

		grade/sem
ARST 10103	Drawing I	3
ARST 10123	Design & Color	3
ARHI 10043	Survey Art Hist.	3
ARHI 20833	History of Vis.Comm.	3

Graphic Design Requirements—21 semester hours;

ARGD 10143	Intro. to Vis.Com.	3
ARGD 20323	Typography	3
ARGD 20333	Intermediate Design	3
ARGD 20453	Intro. Computer	3
ARGD 20503	Digital Portfolio	3
ARGD 30323	Advanced Design	3
ARGD 40403	Port. Enhancement	3

Choose 3 of the Following—9 semester hours;

ARGD 30400	Illustration (once only)	3
ARGD 30453	Computer Apps I	3
ARGD 30473	Computer Apps II	3
ARGD 30523	Advertising Design	3
ARGD 30433	Packaging	3
ARGD 30443	Corporate Identity	3
ARGD 30423	Publication Design	3
ARGD 40410	Internship (qualify)	3
ARGD 40203	The Business of Design	3
ARGD 40233	Design Entrepreneurship	3
ARGD 40300	Visiting Designers	3
ARGD 40970	Dir. Study (once only)	3

Total Required Hours in Major = 42

Required Upper-Division Hours in Major = 15

Minor/Electives to Equal 124 Semester Hrs

Minor (Not Required):

	grade/sem
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3

Electives:

_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3
_____	3

Total Minor Hours if Applicable =

Total Elective Hours =

Total Upper-Division Hours =

Total Required Hours = 124

The Student is responsible for understanding and fulfilling all degree requirements.

TCU GRAPHIC DESIGN BFA DEGREE PLAN: UPDATED FALL SEMESTER 2019

Bachelor of Fine Arts—Graphic Design

student's name _____

student's ID number _____

date _____

advisor _____

Hours transferred from: _____

Undergraduate Core

Essential Competencies—12 semester hours

		grade/sem
WCO	_____	3
WCO	_____	3
MTH	_____	3
OCO	_____	3

Writing Emphasis—6 semester hours

WEM	ARGD 40143 Senior Thesis	3
WEM	ARGD 10143 Intro. to Vis.Com.	X

Hum. Exp. & Endeav.—27 semester hours total:

Humanities—9 semester Hours

HUM	_____	3
HUM	_____	3
HUM	_____	3

Social Sciences—9 semester Hours

SSC	_____	3
SSC	_____	3
SSC	_____	3

Natural Sciences—6 semester Hours

NSC	_____	3
NSC	_____	3

Fine Arts—3 semester Hours

ARGD 10143 Intro. to Vis.Com.		X

Her., Miss., Vision & Val.—18 possible semester hours

RT	_____	3
HT	_____	3
LT	_____	3
CA	ARHI 10043 Survey Art Hist.	X
GA	_____	3
CSV	_____	3

Total Hours in Core (excluding ARHI 10043)= _____

Art Courses

Art & Art History Foundation—21 semester hours

	grade/sem
ARST 10103 Drawing I	3
ARST 10123 Design & Color	3
ARST 20743 Photography	3
ARHI 10043 Survey of Art Hist.	3
ARHI 20833 History of Vis.Comm.	3
ARHI 3_____ Upper-Division Art Hist.	3
ARHI 3_____ Upper-Division Art Hist.	3

Graphic Design Curriculum—57 semester hours;

ARGD 10143 Intro. to Vis.Com.	3
ARGD 20301 Prof. Development GD	1
ARGD 20301 Prof. Development GD	1
ARGD 20323 Typography	3
ARGD 20333 Intermediate Design	3
ARGD 20453 Intro. Computer	3
ARGD 20503 Digital Portfolio	3
ARGD 30301 Prof. Recog. GD	1
ARGD 30301 Prof. Recog. GD	1
ARGD 30301 Prof. Recog. GD	1
ARGD 30301 Prof. Recog. GD	1
ARGD 30323 Advanced Design	3
ARGD 30453 Computer Apps I	3
ARGD 30473 Computer Apps II	3
ARGD 30523 Advertising Design	3
ARGD 30433 Packaging	3
ARGD 30443 Corporate Identity	3
ARGD 30423 Publication Design	3
ARGD 40410 Internship	3
ARGD 4_____ GD Elective	3
ARGD 4_____ GD Elective	3
ARGD 40413 Portfolio & Marketing	3
ARGD 40143 Senior Thesis (WEM)	3

Required Hours in Major = 78

Required Upper-Division Hours in Major = 46

Electives

GD Courses—3 – 6 semester hours recommended

	grade/sem
ARGD 30400 Illustration	3-12
ARGD 40203 Business of Design	3
ARGD 40233 Design Entrprnship	3
ARGD 40300 Visiting Designers	3
ARGD 40403 Portfolio Enhan.	3
ARGD 40410 Internship (repeat)	3
ARGD 40970 Directed Study	3

Other Electives

_____ Elective	3
_____ Elective	3
_____ Elective	3
_____ Elective	3
_____ Elective	3
_____ Elective	3

Total Elective Hours = _____

Total Hours Earned = _____

Total Required Hours = 124

The Student is responsible for understanding and fulfilling all degree requirements.

GRAPHIC DESIGN BFA

GRAPHIC DESIGN BFA RECOMMENDED FOUR-YEAR PLAN—Fall 2019

	Fall Semester	Spring Semester	Summer Term
SKILLS *Freshman-Year Sequence*	ARST 10103 Drawing I **ARST 10123 Design & Color*** **ARGD 10143 Intro. to Visual Communication*** Core Core *Total Credit Hours=15*	**ARGD 20453 Intro. to Computer Graphics*** ARHI 10043 Survey of Art History ARST 20453 Photography Core Core *Total Credit Hours=15*	
THEORY *Sophomore-Year Sequence*	**ARGD 20323 Typography** ARGD 20301 Prof. Development GD ARHI 20833 Hist. of Vis. Com. or Core Core Core Core *Total Credit Hours=16*	ARGD 20333 Intermediate Design ARHI 20833 Hist. of Vis. Com. or Core ARGD 20503 Digital Portfolio ARGD 20301 Prof. Development GD Core Core *Total Credit Hours=16*	
PORTFOLIO BUILDING *Junior-Year Sequence*	ARGD 30323 Advanced DesignI ARGD 30453 Computer Applications ARGD 30523 Advertising Design ARGD 30301 Prof. Recognition GD ARHI 3_____ Art History or Core Core *Total Credit Hours=16*	ARGD 30423 Publication Design ARGD 30443 Corporate Identity ARGD 30473 Advanced Computer Apps. ARGD 40300 Visiting Designers ARGD30301 Prof. Recognition GD ARHI 3_____ Art History or Core *Total Credit Hours=16*	ARGD 40410 Graphic Design Internship ARGD 4_____ Upper-Division GD Elective *Total Credit Hours=6*
FINISHING *Senior-Year Sequence*	Art 30533 Packaging Design ARGD 4_____ Upper-Division GD Elective ARGD 30301 Prof. Recognition GD ARHI 3_____ Art History or Core Elective or Core *Total Credit Hours=13*	ARGD 40413 Portfolio & Marketing ARGD 40143 Senior Thesis ARGD 40300 Visiting Designers or ARGD 4_____ Upper-Division GD ARGD30301 Prof. Recognition GD Elective *Total Credit Hours=13*	

*Prerequisite for Typography I

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**TCU INTERIOR DESIGN FIRST YEAR QUALIFYING PORTFOLIO EXAMINATION
INSTRUCTIONS & GUIDELINES**

What is TCU's Interior Design Qualifying Portfolio Examination?

TCU conducts a qualifying Portfolio Examination at the end of the spring semester in the 1st year of the program. A series of select projects from the 1st year Interior Design courses constitute the portfolio. This procedure provides assessment of the body of work as a whole, outside of the grading processes in individual courses. Through the Portfolio Examination process, the Interior Design faculty assess skill sets outlined in the Portfolio Examination Rubric to determine aptitude for success in the Interior Design program.

What is the purpose of the Qualifying Portfolio Examination?

The first-year Portfolio Examination insures a competitive, high-quality program of serious, motivated individuals. High standards set and maintained for the program elevate the value of the TCU Interior Design degree. Participation in the Portfolio Examination assists in better understanding a student's level of aptitude for a highly competitive profession before committing an extraordinary amount of time and credit hours to the Interior Design major. Successful passage of the Portfolio Examination indicates students are prepared for advanced-level studio coursework. Only students who participate in and pass the Portfolio Examination may change from the Pre-Major in Interior Design to the Interior Design major and enroll in the 2nd year Interior Design courses.

Application for Portfolio Examination

In order to participate in the Spring 2019 Portfolio Examination, students must complete and turn in the Application for Interior Design Portfolio Examination to the Department Administrative Assistant, Ms. Daisy Olivas in the Department of Design Office by a date and time to be announced, at the end of the Spring Semester. Students may pick up the Application for Interior Design Portfolio Examination in the Department office.

Students may not participate in the Portfolio Examination if: 1) applications are incomplete, 2) applications are not received by the deadline.

Communication Regarding the Portfolio Examination Process and Requirements

Declared Interior Design pre-majors will receive Portfolio Examination documents via email at the beginning of the first week of the Fall Semester. Interior Design pre-majors are required to attend a Question & Answer session about the Portfolio Examination on a date to be announced, early in the Fall Semester. Students are required to sign a document acknowledging receipt of Portfolio Examination Instructions and Guidelines. We encourage students to share all Portfolio Examination documents with their parents so that parents are fully informed about the process for admittance into the Interior Design major. Direct all questions regarding the Portfolio Examination to the Interior Design Program Coordinator, Amy Roehl at a.dahm@tcu.edu.

Interior Design pre-majors declared after the start of the Fall Semester must attend an in-person meeting at the beginning of the following Spring Semester.

Preparation for Portfolio Examination

Students must assemble portfolio requirements independently. The students' responsibility is to work with their professors on their projects while enrolled in each course. Once projects are completed in class, faculty members may not assist, review, or comment on student work in preparation for the portfolio Examination. This policy insures that no student receives an unfair advantage over others.

Skills Assessment

A rubric assesses skills in spatial reasoning, craftsmanship, draftsmanship, design, exploration, and sketching. This is available upon request from the Coordinator of Interior Design.

Procedure for Submission

Portfolios are due by Noon on the announced date. No portfolios are accepted for Examination after the 12:00 deadline.

Location: To be Announced

Staff: Department of Design Administrative Assistant

In order to sign in, students must meet all requirements. Once officially signed in, students are assigned a number. Students receive a space on the wall and space on a table with their assigned number where they are responsible for pinning up and organizing their work per specific instructions. Plan on a minimum of 1 hour for sign in and pin up. To insure a blind Examination, students are responsible for removing and/or covering up their name on all work. All students are required to leave the room by 12:30 PM whether or not they have completed pin up and organization of their work. Students are required to remove portfolio cases from the room. Students are not present for the examination process and may not re-enter the room once they have pinned up their work.

The following portfolios will NOT be examined: 1) incomplete submissions, 2) portfolios left without going through the official sign-in and pin-up process, and 3) incomplete pin-up and organization of work.

Examination Process

The Examination panel consists of the Interior Design faculty. The Examination process has 2 steps.

In Step 1 each member of the panel examines the project work independently using the skills assessment rubric, then submits their rubrics to the Department Administrative Assistant for tallying.

In Step 2 the Examination panel meets with the tallied score sheets to examine the outcome of Step 1 (the blind examination).

Portfolio Retrieval

Students pick up their portfolios on an announced date immediately following the examination, between 9:00 AM and Noon. Students are responsible for taking down their own work. Plan on one hour minimum for this process. The department will dispose of all work left by students after Noon.

Notification

Pass/No-Pass results are emailed to students by 4:30 PM the Monday after finals week. Examples of Pass/No-Pass form letters appear below.

Example of a "no pass" email:

Dear (student name):
The Interior Design Qualifying Portfolio Examination Committee met to conduct a blind examination of all student portfolios submitted. I regret to inform you that per the portfolio examination process, your portfolio did not meet the minimum requirements for continuation in the Interior Design Program.
    At this time, you need to change your major per the Alternate Major Plan you submitted with your Portfolio Examination Application to (major selected by student). You may change your major online at my.tcu.edu. If you need assistance with this process, your assigned academic advisor is available to help.
    Please let us know if we can assist you in your transition to another major as we care about your ultimate success. We wish you all the best.

Example of a "pass" email:

Dear (Student Name):
Congratulations! You have been accepted into the Interior Design Program at TCU. Based upon your portfolio, the Interior Design Qualifying Portfolio Examination Committee determined that you have the necessary skills for advancement into upper-level Interior Design courses at TCU. The Interior Design Faculty hopes that you are proud of this accomplishment.
    Required Interior Design courses for Fall 2019:
To continue in the Interior Design curriculum, you must earn a grade of 'C' or better in all major courses including the courses in which you are currently enrolled. You are required to enroll in the following courses for Next Fall:
    (Fall 2019 courses listed here)
    Laptop Requirement

Laptops based upon industry-grade specifications are required for purchase through the TCU Bookstore. Laptops and software must be purchased and ready to use for Fall courses.

We wish you all the best as you pursue your studies in interior design.

If I do not pass the Portfolio Examination, what are my options?

Students with a "no-pass" result will switch to the new major they selected in their Alternate Major Plan (see description under Portfolio Requirements below). First-year advisors are available to assist no-pass students switch to their new major and sign up for Fall courses.

Students who do not pass the Examination have the option to re-submit for the following spring Portfolio Examination.

No pass students may choose to sign up for the Minor in Design of the Built Environment. All first year required Interior Design pre-major courses may be applied to the minor.

Portfolio Requirements
Space & Color Theory INDE 10403
　　Sketchbook
　　Spatial Study
　　Color collage + overlay
　　Colored Pencil drawing
　　Light Study
　　Larger than life
　　Figure ground
　　Screen
　　Color Study
　　Process bound
Hand Sketching for Interiors INDE 10411
　　Sketchbook
Introduction to Space Planning INDE 10421
　　Submit a binder with the following in this order:
　　1) Adjacency Diagramming Studies and Quiz
　　2) Prototypical Plan Studies (includes all process work)
　　3) Final Plans 1, 2, and 3 with blocking diagrams behind each plan
　　Separate: Copy of Final Plans 1, 2, 3 loose (not in binder)
Design Fundamentals INDE 10413
　　Exercise: Object Analysis
　　Top view, section cut, side elevation
　　Exercise: Furnishing
　　Top view, 2 side views, axonometric drawing
　　Exercise: Interiority
　　Scale drawings at 3/16th: plan, sections, elevations
　　Axonometric drawing at 3/8"
　　Exercise: Interiors in Perspective
　　1 point and 2 point perspective drawings
　　Exercise: 3-Dimensional Model
　　Composition: black shapes on white surface
　　Analytical drawing
　　Low relief
　　Full-scale final model

Note: Required 1st year course, INDE 10423 Introduction to Interior Design is not a part of the portfolio Examination process.
Alternate Major Plan

Students are required to submit a copy of their Alternate Major Plan with their Application for Portfolio Examination. This plan is developed with the first year advisor. If the new major requires an in-person application process, the student will be made aware of the in-person requirement as they develop their Alternate Major Plan.

TCU INTERIOR DESIGN BS DEGREE PLAN: UPDATED FALL SEMESTER 2019

Bachelor of Science—Interior Design

student's name

student's ID number

date

advisor

Hours transferred from:

Undergraduate Core

Essential Competencies—12 semester hours

	grade/sem
WCO	3
WCO	3
MTH	3
OCO	3

Writing Emphasis—6 semester hours

WEM	INDE 30473 Hist. Int. I	X
WEM	INDE 30473 Hist. Int. II	X

Hum. Exp. & Endeav.—27 semester hours total:

Humanities—9 semester Hours

HUM	3
HUM	3
HUM	3

Social Sciences—9 semester Hours

SSC	3
SSC	3
SSC	3

Natural Sciences—6 semester Hours

NSC	3
NSC	3

Fine Arts—3 semester Hours

FAR	3

Her., Miss., Vision & Val.—18 possible semester hours

RT		3
HT		3
LT		3
CA	ARHI 10043 Survey Art Hist.	X
GA		3
CSV		3

Total Hours in Core (excluding ARHI 10043)= ___

Required Major Courses—74 Semester Hours

			grade/sem
First Year			
INDE 10403	Space & Color Theory	3	
INDE 10411	Hand Sketching	1	
INDE 10413	Design Fundamentals	3	
INDE 10421	Intro. Space Planning	1	
INDE 10423	Intro. Interior Design	3	
ARGD 20453	Intro. Computer	3	
ARHI 10043	Survey of Art Hist.	3	
Second Year: Semester 1			
INDE 20413	Design Process|Theory	3	
INDE 20453	Interior Components	3	
INDE 20503	Fundamentals Lighting	3	
Second Year: Semester 2			
INDE 20433	Interior Des. Illustration	3	
INDE 20443	Interior Design I	3	
INDE 20463	Bldg. Systems|Constr.	3	
Third Year: Semester 1			
INDE 30093	Professional Practice I	3	
INDE 30413	Interior Design II	3	
INDE 30423	Constr. Documentation	3	
INDE 30473	Hist. of Interiors I (WEM)	3	
Third Year: Semester 2			
INDE 30073	Dig. Media ID	3	
INDE 30483	Hist.of Interiors II (WEM)	3	
INDE 30493	Interior Design III	3	
Summer After Third Year			
INDE 40493	ID Internship	3	
Fourth Year: Semester 1			
INDE 40433	ID Research	3	
INDE 40463	Interior Design IV	3	
Fourth Year: Semester 2			
INDE 40403	Sr. Thesis Exhibition	3	
INDE 40453	Professional Practice II	3	
INDE 40473	Interior Design V	3	

Required Hours in Major = 74

Required Upper-Division Hours in Major = 39

Electives

Minor (Not Required):

grade/sem

	3
	3
	3
	3
	3
	3
	3

Electives:

	3
	3
	3
	3
	3
	3
	3
	3
	3
	3
	3
	3

Total Minor Hours if Applicable = ___

Total Elective Hours = ___

Total Upper-Division Hours = ___

Total Required Hours = 124

The Student is responsible for understanding and fulfilling all degree requirements.

INTERIOR DESIGN
BS

INTERIOR DESIGN RECOMMENDED FOUR-YEAR PLAN—Fall 2019

Most first-year courses may be taken in any sequence, but must be completed in the first year.

	Fall Semester	Spring Semester	Summer Term
	INDE 10403 Space and Color Theory	INDE 10413 Design Fundamentals	
	INDE 10411 Hand Sketching for Interiors (8 weeks) INDE 10421 Introduction to Space Planning (8 weeks) INDE 10423 Introduction to Interior Design ARGD 20453 Introduction to Computer Graphics ARHI 10043 Survey of Art History		
Freshman-Year Sequence	*+Core classes to make a total of 15 credit hours per semester*		
	INDE 20413 Design Process & Theory INDE 20453 Interior Components INDE 20503 Fundamental of Lighting Core Core	INDE 20433 Interior Design I INDE 20443 Interior Des. Illustration INDE 20463 Bldg. Sys. & Int. Constr. Core Core	
Sophomore-Year Sequence	*Total Credit Hours=15*	*Total Credit Hours=15*	
	INDE 30093 Professional Practice I INDE 30413 Interior Design II INDE 30423 Construction Documentation INDE 30473 History of Interiors I Elective or Core	INDE 30073 Digital Media for Interior Design INDE 30483 History of Interiors I! INDE 30493 Interior Design III Elective or Core Elective or Core	INDE 40493 Interior Design Internship
Junior-Year Sequence	*Total Credit Hours=16*	*Total Credit Hours=16*	
	INDE 40433 Interior Design Research INDE 40463 Interior Design IV Elective or Core Elective or Core Elective or Core	INDE 40403 Senior Thesis Exhibition INDE 40453 Professional Practices II INDE 40473 Interior Design V Elective or Core Elective or Core	
Senior-Year Sequence	*Total Credit Hours=15*	*Total Credit Hours=15*	

INTERIOR DESIGN

BS

TCU MINOR IN ARCHITECTURAL LIGHTING DESIGN REQUIREMENTS:
UPDATED FALL SEMESTER 2019 (18 hours)

_____
student's name   student's ID number

_____
date   advisor

Required Courses	Hours	Grade	Semester
ARLD 20503 Fundamentals of Lighting	3		
ARLD 20513 Digital Media in Lighting	3		
ARLD 40513 Senior Thesis in Lighting	3		

**+ Three of The Following Courses
(four for Interior Design majors)**   **Hours**

	Hours		
ARLD 30503 Lighting and the Human Experience	3		
ARLD 30513 Lighting for Interior Design I	3		
ARLD 40503 Lighting for Interior Design II	3		
ARGD 10143 Introduction to Visual Communication	3		
ARST 20743 Photography	3		
DANC 30333 Lighting and Design for Dance	3		
THEA 21413 Stage Lighting	3		
THEA 41413 Advanced Stage Lighting	3		

Suggested Courses for Freshman Year

Fall or Spring (3 hours)
ARGD 10143 Introduction to Visual Communication   3   _____|_____

Fall Only (3 hours)
ARLD 20503 Fundamentals of Lighting   3   _____|_____

+ TCU Core Curriculum (6-9 hours/semester)

**DEPARTMENT
OF DESIGN MINOR
ARLD**

TCU MINOR IN DESIGN OF THE BUILT ENVIRONMENT REQUIREMENTS:
UPDATED FALL SEMESTER 2019 (20 hours)

student's name   _student's ID number_

date   _advisor_

Required Courses	**Hours**	**Grade | Semester**
ARLD 20503 Fundamentals of Lighting	3	_____|_____
INDE 10403 Space and Color Theory	3	_____|_____
INDE 10411 Hand Sketching for Interiors	1	_____|_____
INDE 10413 Design Fundamentals	3	_____|_____
INDE 10421 Introduction to Space Planning	1	_____|_____
INDE 10423 Introduction to Interior Design	3	_____|_____

+ Two of The Following Courses   **Hours**

	Hours	
ARHI 30153 The Aztec, Maya, Olmec	3	_____|_____
ARHI 30173 Early Italian Renaissance Art	3	_____|_____
ARHI 30183 High and Late Italian Renaissance Art	3	_____|_____
ARHI 30500 Special Topics in Art History	3	_____|_____
ARHI 30613 Modern Architecture: 1750 – Present	3	_____|_____
ARLD 30503 Lighting and the Human Experience	3	_____|_____
INDE 30473 History of Interiors I	3	_____|_____
INDE 30483 History of Interiors II	3	_____|_____

DEPARTMENT
OF DESIGN MINOR
BUILT ENVIRONMENT