GRADUATE STUDENT HANDBOOK

Division of Interior Design
College of Architecture
University of Oklahoma
830 Van Vleet Oval
Norman, OK 73019

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PREFACE

This ID Graduate Student Handbook is a guide for Interior Design Graduate Students at the University of Oklahoma. This handbook is intended to supplement the OU Student Handbook, Graduate Student Handbook, and College of Architecture Student Handbook as listed below and highlights division policies and practices.

The OU Student Handbook covers policies and rules included academic integrity, facility use, student rights and responsibilities along with other policies. The full university OU Student Handbook can be located at this link: https://cq5publish.ou.edu/content/studentlife/studenthandbook.html.

The Graduate Student Handbook covers a vast amount of information relevant to all graduate students at OU. The Graduate Student Handbook includes information on financial support, graduate assistantships, paying tuition, training, writing center resource, academic standards, and graduate college deadlines. The full Graduate Student Handbook can be located at this link: http://www.ou.edu/content/dam/gradweb/documents/Publications/GSHandbook2016.pdf

The College of Architecture Student Handbook highlights helpful phone numbers and connections to the OU student handbook. The College of Architecture Student Handbook is located at the following link: http://www.ou.edu/content/dam/Architecture/Forms/student%20handbook%202015.pdf

ACKNOWLEDGEMENTS

This handbook is adopted and modified from RCPL Graduate Student Handbook created by Division of Regional and City Planning, College of Architecture, University of Oklahoma.
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NEW STUDENTS

SETTING UP EMAIL

New students can create their OU email account by setting up your account on the Account Management page: https://accounts.ou.edu/ (follow the instructions under “I am New to OU”).

Under Accounts Management you can do the following after you set up OU account:

1. ACCOUNT RECOVERY EMAIL
2. EMERGENCY ALERT INFORMATION (for notifications about risks, weather, and other emergencies – set up where you want to receive messages on your phone, email, etc.)
3. EMAIL INFORMATION – you can set alias and have emails sent to one unified email as desired. You also can alter how your OU email reads (default will be FIRSTNAME.MiddleInitial.LASTNAME-1@ou.edu).
4. ADDRESS AND PHONE NUMBERS
5. EMERGENCY CONTACTS
6. CHANGE PASSWORD
7. ICEdot (invisible bracelet)
8. ACCOUNT ACTIVITY HISTORY

Tips and Advice

- If you cannot activate your OUNet Account online, please call the main campus IT Help Desk at (405) 325-4357 or visit their Support Web site at http://support.ou.edu/ for assistance.
- Access to your email account is governed by your OUNet account, which consists of the first four letters of your last name plus four digits generated by Main Campus IT, so this step must be completed first.
- There will be a delay between the time you are accepted into the OU Graduate College and the time that Main Campus IT generates your OUNet account.
- If you were recently a student at OU, your username and password should not have changed. Try logging in from that page; if you cannot, try using the New Users link.
- All students at The University of Oklahoma receive a default e-mail address (alias) of the form Firstname.I.Lastname-1@ou.edu, which defaults to your University-provided POP account. You may change the alias on your account via the http://account.ou.edu webpage.
- You can forward your OU e-mail to an off-campus account (such as Hotmail, Yahoo, or AOL). However, both the University and the College of Architecture strongly recommend checking your OU e-mail via your University-provided e-mail account, rather than forwarding it to an off-campus account. Experience has shown that e-mail forwarded to off-campus accounts does not always arrive at those accounts in a timely manner – or sometimes at all.
- You may access your OU email from any web browser by going to the OU Mail Webmail page at https://exchange.ou.edu/. You’ll be required to enter your OUNetID and password.
ENROLLING IN CLASSES

Step 1:
Activate OUNet Account - Activate your OUNet account to receive OU email, enroll, etc.

Step 2:
Prior to their first enrollment at OU, all students must take the mandatory online Sexual Misconduct Awareness training. Students should contact the OU IT Help Desk if they have any technical difficulties with the training site. The training takes only 10 minutes or so and is intended to insure your safety.

Step 3:
Enroll in courses - You can register for classes after being advised. (You can enroll prior to being advised. Advising can be done with the Graduate Liaison or your faculty mentor. The purpose is simply to make sure you are on track).

Enrollment over the web ➔ ozone.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNET ID and your personal password, you can look at the class schedule information and enroll.

How to enroll (also includes key dates for enrollment and ADD/DROP period):
http://www.ou.edu/enrollment/how_to/enroll.html

Enrollment in 9 credit hours per semester is considered full time for spring and fall semesters. Enrollment in 6 credit hours is considered full time for summer semester.

For VARIABLE CREDITS – the university provides this guide to the steps to adjusting the variable credit hour number: (ID 5960 Directed Reading, ID 5980 Thesis, ID 5950 Project)
https://www.ou.edu/content/dam/portal/documents/Changing%20Variable%20Credit%20Course%20Hours.pdf
ARRIVING IN NORMAN

International Students should register for the OU International Student Orientation: http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html

This orientation covers basics such as student group, setting up a bank account, and finding a cellular provider and essentially “settle” into their new life in Norman.

If you flew into Oklahoma, then you likely arrived at the Will Rogers International Airport. The airport is located about a 30 minute car ride from campus.

OU provides free transportation to Norman (international students)- Free Airport Shuttle http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html
The University of Oklahoma is providing FREE transportation for all new international students from the OKC Will Rogers Airport to Norman, OK one week before classes begin. If you have booked or plan to book your flight to arrive during these dates, you are welcome to register your flight arrival time for free transportation once the transportation arrival time sign-up is available. Check back to this page closer to the beginning of the semester to sign up for free transportation. For questions, please email intlprog@ou.edu.

For U.S. Students: There are private Airport Express/Shuttle options (roughly $35 one way):

http://www.oklahomacitylimousineservice.com/

http://www.oklahomashuttle.com/
HOUSING
For the most part graduate students typically look for off-campus housing. The university has some links to options on how to find housing on the following link:

http://www.ou.edu/coe/cbme/apply/housing.html

PARKING SERVICES & TRANSPORTATION
This office covers many transportation-related issues. There are a total of 16,375 parking spaces on the Norman campus. You can purchase a parking permit, register your bike, and pay parking citations all on this website:

http://www.ou.edu/parking.html

Student parking permits are available for $215 and are valid from August until May for both the fall and spring semesters. For parking permits – if you purchase ahead of time they will mail it to you. Otherwise you have to pick it up at parking services:

OU Parking Services
Stubbeman Place
1107 Elm Ave.
Norman, OK 73072-7124

The OU Parking Services does keep a fairly active Twitter feed to inform students when lots are full. One piece of general advice often given – if all of your classes are after 10:30 am (and you don’t plan on arriving early on campus) that you may forgo purchasing a permit and simply park at the free parking lot at Lloyd Noble and take the shuttle bus back to campus.

You may park permit-free on the north central side of the Lloyd Noble Center and ride the Cleveland Area Rapid Transit (CART) bus to the South Oval. The non-stop shuttle service from the LNC to the South Oval runs every 5 to 10 minutes from 7 a.m. to 6 p.m. and every 20 minutes from 6 to 9 p.m. Visit the CART website at www.rideCART.com.

CART Bus Services:  http://www.ou.edu/content/cart.html
Lloyd Noble shuttle route:  http://www.ou.edu/content/cart/schedules/lloydnobleshuttle.html
Bikes on Campus:  http://www.ou.edu/content/parking/bike_ou.html
We have several repair stations on and near OU Campus. One of which is located underneath the OU Stadium near the book store.

OU requires/recommends registering your bicycle to help reduce bicycle theft.
Registration is free:  http://www.ou.edu/content/police/psafe/bike-security/bike-registration.html
CAMPUS MAP

For an interactive campus map: http://www.ou.edu/home/map.html

Below is the South Oval area where the College of Architecture is located in Gould Hall.
ACADEMICS

GRADING
The following is the formal grading policy for OU:
http://www.ou.edu/content/recordsandtranscripts/grading_policy/grades.html
Students’ grades in all courses are filed in the Office of Academic Records and become a
part of the official records of the University. Current students can view grades (usually
one week after finals are over) on the web by logging on to ozone.ou.edu.
The passing grades used are A, B, C, D, and under certain conditions, P and S.
Nonpassing grades are F, U and NP.

• **A** is the highest grade, is given for work of exceptional quality. **D** is the lowest grade for
  which credit is given in any undergraduate college and means that, although in the
  judgment of the instructor credit should be allowed for the course, a degree will not be
  conferred upon a student whose work is all of that level. In the Graduate College,
  however, the grade of D is failing, insofar as credit toward a graduate degree is
  concerned, and cannot be used to satisfy prerequisite requirements and/or requirements
  for certificates. **F** means failure. No credit hours or grade points are awarded for an F,
  but the credit hours are calculated into the cumulative grade point average.

• **S and U**, meaning Satisfactory and Unsatisfactory, may be used in grading certain
  courses identified at the discretion of the degree-recommending college. Courses
  selected for S-U grading must be of a noncompetitive nature and the entire class must be
  graded on this basis. The S-U grades are considered neutral in the computation of a
  student’s grade point average. In the Graduate College, the grade of S represents work
  of B quality or better. S must be used to indicate that a thesis or dissertation is
  satisfactorily completed, and is the only passing grade accepted for special problems,
  individual research and directed readings courses. The S grade may not be used for
  lecture/recitation courses except with the expressed approval of the graduate dean. The
  U grade is used to indicate that no credit is to be given for the work undertaken.

• **P and NP**, meaning Pass and No Pass, are used as grades in a course in which a student
  has enrolled under the pass/no pass option. P meaning Pass is used as a passing grade
  and indicates quality of C work or better. NP, meaning No Pass, is a no passing mark
  used to indicate no credit for a pass/no-pass option enrollment. The grades of P and NP
  are considered neutral in the computation of the student’s grade point average.

• **W**, meaning withdrawal, is a neutral grade assigned when the student is passing at the
time of withdrawal. A student who withdraws from a course with failing grades will
receive the grade of F.
UNIVERSITY REGULATIONS GOVERNING INCOMPLETES

http://www.ou.edu/content/recordsandtranscripts/grading_policy.html

I is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The new university-wide incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2014 semester, will include a grade if the work is not turned in by this date (Cannot be an “I”). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of “I” will be changed to the permanent grade from the Incomplete Contract form. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I": With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student's transcript. In any case, the new grade must be posted to the student's transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

All instructional faculty are required to use the university-wide Incomplete Contract Form (PDF) when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade. If an incomplete is received, the “I” grade remains on the student’s record and the final grade is next to the “I” (example I/B).
1. GENERAL PROVISIONS
1.1 Basic Principle of Academic Integrity
Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

1.2 Scope
This Code applies to all work for any class or other academic activity conducted by a Norman Campus unit, excluding the College of Law. It also applies to other academic activities such as enrollment, withdrawal from classes and the like. Misconduct in admissions is not covered except when discovered after the student's classes begin. Violations of expectations for orderly conduct in instructional activities shall be governed by the Student Code and by such rules as the Provost may establish or approve.

1.3 Definition of Academic Misconduct
Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. The Provost shall develop policies and instructional materials to illustrate specific forms of misconduct such as fraud, plagiarism, and improper collaboration.

1.4 Integrity Council
The Integrity Council shall be an organization of students that maintains and promotes academic integrity on the Norman Campus. Assisted by faculty, staff and administrators, it shall fulfill the investigative, adjudicative, and advisory functions provided in this Code and otherwise promote integrity on the Norman Campus. The Provost shall approve the Council's procedures as well as bylaws and membership requirements. The Integrity Council shall be advised by a board appointed by the President, with representation from faculty, students, and others as appropriate.

1.5 Integrity Pledge
Instructors are encouraged to advise students of the requirements of the University Academic Integrity Code and its application to any assignments, examinations, policies and procedures in the course. Although the Code is binding on student conduct by its own force, instructors may additionally choose to remind students of the importance of the Code by formal or informal means. An example of a formal reminder would be to have students attest in writing that they have complied with the Code with regard to a specific assignment or examination. An informal reminder may be an oral statement
made to the class that the Code is binding with respect to a collaboration or research project.

2. REPORTING ACADEMIC MISCONDUCT
Any person may report suspected misconduct to an instructor (or to the relevant administrator as appropriate), or to the Integrity Council. Instructors and administrators who receive a report or otherwise learn of suspected misconduct may first investigate and should report the matter to the Integrity Council as described below.

3. INFORMAL RESOLUTION: THE ADMONITION
3.1 Choosing the admonition. An admonition is a warning from the instructor to the student. It may be accompanied by a grade reduction up to a zero on the assignment and/or additional required work. An admonition is not an adjudication of academic misconduct. However, in any subsequent misconduct proceeding the admonition will establish the student's familiarity with integrity standards. Admonitions are typically appropriate when the student’s conduct would count as misconduct but is better addressed through an immediate instructional response rather than referral to the Integrity Council. Admonitions are not appropriate for egregious misconduct, or for cumulative examinations, and other semester-long assignments, or for graduate assignments such as general examinations. Ordinarily no student should receive more than one admonition.

3.2 Conditions for imposing the admonition. An instructor who elects to use the admonition option shall inform the student of the nature of and basis for the misconduct; explain the grade reduction or other requirement to be imposed; and inform the student how to contest the decision. The Provost shall approve rules to report admonitions, ensure that students may contest them, and restrict their use in repeat or egregious cases.

4. INTEGRITY COUNCIL INVESTIGATION
Upon receipt of a report of misconduct, the Integrity Council shall investigate unless the case is referred back to the instructor for review and informal resolution. The Integrity Council shall adopt investigation procedures that ensure fundamental fairness to the students involved, protect the community's interest in enforcement of standards, and prompt resolution of cases. These procedures shall include:
(a) Notice to the student, no later than 30 regular class days of when the incident is discovered;
(b) a grade of "N", a temporary neutral grade, to be assigned while the matter is pending;
(c) referral to an appropriate Integrity Council designee(s), who will answer questions and counsel the student as to the rights available under the Code, and be available to the student throughout the investigation process as an informative resource only;
(d) the option to seek further advice or counsel from a designated student advisor, including UOSA general counsel;
(e) a report of findings, in writing, that shall be provided to the student, the instructor or other administrator reporting the incident, and other university officials with a need to know.

At the conclusion of the investigation, the matter may be concluded by dismissal, if insufficient evidence exists to support a finding of responsibility; default, if the student fails to respond to reasonable notice; admission of responsibility by the student; or hearing.

5. HEARINGS
Upon the student's request for a hearing, the matter shall be assigned to an Integrity Council Inquiry Panel. The Inquiry Panel shall consist of two students, two faculty members, and a student chair. The case shall be adjudicated according to procedures that honor the following principles:
(a) Students are entitled to the presumption of innocence.
(b) Students are entitled to a reasonably prompt hearing.
(c) Hearings are not adversarial: the Panel shall be primarily responsible for eliciting information from all relevant sources, which shall ordinarily include the instructor, investigator, and student.
(d) The student shall represent himself or herself but may be advised by his or her Integrity Council advisor.
(e) Responsibility for misconduct must be established by a preponderance of the evidence.
(f) At the conclusion of the hearing the Panel shall deliberate and decide by majority vote whether the student is responsible for an act of misconduct.

If a student is found not responsible for misconduct, the matter shall be dismissed. If a student is found responsible, the Panel shall recommend an institutional penalty to the Provost and may make recommendations to the instructor as to the grade penalty.

6. REMEDIATION FOR MISCONDUCT
In any case resolved with a finding of responsibility for misconduct, a grade reduction may be imposed by the instructor and institutional remediation may be imposed by the Provost.

6.1 Grade reduction. Grade reductions are determined and imposed by instructors. Grade reductions may exceed the value of the assignment in which the misconduct occurred and may also be accompanied by requirements to complete a substitute assignment or examination.

6.2 Institutional remediation. The remedial sanctions noted below shall be imposed by the Provost, upon consultation with the Integrity Council. Additional guidelines and interpretations for these sanctions may be adopted by the Provost. The Integrity
Council shall publish descriptions of typical cases in which particular consequences are imposed.

6.3 Censure. Censure is a written reprimand for violation of integrity standards and a warning that a further act of academic misconduct will result in more severe action. Censure shall not be noted on a student's transcript, but will be noted in the student's education record.

6.4 Service and Instructional Alternatives. In appropriate cases, a student may be allowed to complete a voluntary community service or instructional exercise in lieu of suspension or expulsion.

6.5 Suspension. Suspension is loss of student status for a period of not less than one academic session. Credits earned elsewhere during the suspension shall not be accepted by the university. A notation of the suspension shall be made on the student's transcript and shall remain there until the student graduates, or permanently, depending on the severity of the offense.

6.6 Expulsion. Expulsion is termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript and will remain there permanently. Reconsideration of any expulsion is not guaranteed; it occurs at the discretion of the Provost, in consultation with the Integrity Council.

7. RECORDS
The Provost shall establish a schedule for the maintenance of misconduct records and procedures for students to request early expungement of records for good cause shown.

8. APPEALS AND RECONSIDERATION
Appeals must be based on procedural irregularities so substantial as to deny the student a fair hearing; or on new and significant evidence that could not have been discovered by a reasonably diligent student. Appeals shall be decided by the Provost. The President and the Board of Regents reserve the right to review, at their discretion, any decision for manifest error or inequity.

9. EFFECTIVE DATE
This Code shall be effective when the President and Provost complete the initial appointment of officers and approve the Integrity Council policies and procedures described herein. Until then, the current Academic Misconduct Code shall remain in effect.
DIRECTED READINGS (COURSES)

Directed Readings is a one-on-one course between a single student and a single instructor. The subject matter is determined by mutual agreement between the student and instructor. Amount of credits can range from 1-6 credits, depending on work planned and expected of the student. This also should be decided by mutual agreement.

No more than 2 Directed Readings should be completed for degree requirements. The primary concern is to address expectation of skills and materials covered in a planning program. Directed Readings can be very helpful in key areas, however, it is important to also have key standards met to insure success in the planning profession.

Objectives and Concepts for a Directed Reading

1. Directed Readings should be pursued by students who wish to engage in an independent study in cooperation with a faculty member in the Division of Interior Design.
2. Students are responsible for initiating conversations about taking a Directed Readings course with the faculty at least one month prior to the start of a semester. Faculty are not required to engage in Directed Readings with students.
3. The student should set up a meeting with the faculty. He or she should bring a written proposal in the form of a syllabus to this meeting. This work plan should include readings to be done, a meeting schedule with the professor to discuss the readings, and a proposed final deliverable.
4. Directed Readings are graded as S (Satisfactory) or U (Unsatisfactory) (or I incomplete – see Grading about concerns related to an I grade).
5. While there is no limit on the number of Directed Readings courses in which a student can enroll, the Division recommends that students pursue no more than 6 hours of these courses.

GRADUATE ADVISING

All students should consult with the Graduate Liaison regarding appropriate course selection and how to best maintain steady progress through the program.

Students are also required to pay attention to deadlines set by the Graduate College for filing of paperwork.

http://www.ou.edu/content/gradweb/student_resources/deadlines.html
CURRICULUM

Master of Science in Interior Design
The Master of Science in Interior Design degree is a professional degree offering graduate education in Interior Design for student with a degree in Interior Design or related field. Students are required to complete 33 credit hours of course work including 6 credit hours of thesis or project.

Completion of Core Requirements:
- ID 5113 Research Methods (3 credits)
- ID 5123 Environment and Human Behavior (3 credits)
- ID 5143 Design Theory: Analysis and Evaluation (3 credits)
- ID 5153 Practices and Leadership in a Global Design Market (3 credits)
- ID 5163 Design Computation, Visualization and Analysis (3 credits)
- ID 5223 Advanced Materials and Methods (3 credits)
- ID 5343 Indoor Environmental Quality (3 credits)
- ID 5413 Indoor Controls and Technology (3 credits)
- ID 5940 Fieldwork (3 credits) or Elective (chosen from area of concentration)

Completion of End Core
- ID 5980 Thesis (6 credits) Or • ID 5950 Project (6 credits)

Master of Science in Interior Design (Post Professional)
The Master of Science in Interior Design Post Professional degree offers graduate education in Interior Design for a student with an undergraduate Interior Design degree from a CIDA accredited Program. Students are required to complete the following 30 credit hours of course work including 6 credit hours of thesis.

Completion of Core Requirements:
- ID 5113 Research Methods (3 credits)
- ID 5123 Environment and Human Behavior (3 credits)
- ID 5143 Design Theory: Analysis and Evaluation (3 credits)

Elective Requirements:
- ID 5940 Fieldwork (9 credits) or Elective (chosen from area of concentration)

Select any 2 of the following courses (6 credits)
- ID 5153 Practices and Leadership in a Global Design Market (3 credits)
- ID 5163 Design Computation, Visualization and Analysis (3 credits)
- ID 5223 Advanced Materials and Methods (3 credits)
- ID 5343 Indoor Environmental Quality (3 credits)
- ID 5413 Indoor Controls and Technology (3 credits)

Completion of End Core
- ID 5980 Thesis (6 credits)
Master of Science in Interior Design (First Professional)

Master of Science in Interior Design First Professional degree offers graduate education in Interior Design to students who have a bachelor degree but do not have a previous professional degree in Interior Design or Architecture. Students are required to complete the following 63 credit hours of courses which include 30 credit hours of leveling courses and 6 credit hours of Project.

Completion of Levelling Requirements:
- ID 5526 Graduate Studio I (6 credits)
- ID 5533 Graduate Studio II (3 credits)
- ID 5543 Graduate Studio III (3 credits)
- ID 5763 Graduate Interior Design Computer Application (3 credits)
- ID 5773 Graduate Interior Construction (3 credits)
- ID 5793 Interior Materials and Specifications (3 credits)
- ID 5753 History of Interior Design (3 credits)
- ID 5723 Lighting Design (3 credits)
- ID 5713 Commercial Design (3 credits)

Completion of Core Requirements:
- ID 5113 Research Methods (3 credits)
- ID 5123 Environment and Human Behavior (3 credits)
- ID 5143 Design Theory: Analysis and Evaluation (3 credits)
- ID 5153 Practices and Leadership in a Global Design Market (3 credits)
- ID 5163 Design Computation, Visualization and Analysis (3 credits)
- ID 5223 Advanced Materials and Methods (3 credits)
- ID 5343 Indoor Environmental Quality (3 credits)
- ID 5413 Indoor Controls and Technology (3 credits)
- ID 5940 Fieldwork (3 credits) or Elective (chosen from area of concentration)

Completion of End Core
- ID 5950 Project (6 credits)
FACILITIES

COMPUTER LAB
The College of Architecture is fortunate to have a computer lab located in the basement of Gould Hall Rm B15. There are also a few more computers staggered around the different studios in Gould Hall. The computer lab is a supplemental facility for students to use software that is not affordable at an individual level. The computers in the lab provide a supplemental hardware for students to work on projects. Additionally, printing and plotting is available for students in the lab.

http://www.ou.edu/content/architecture/facilities/computer_labs.html

LAPTOP COMPUTERS
Students are required to have a laptop, per College of Architecture laptop policy. The policy and minimum specifications are posted on the College of Architecture website.

http://www.ou.edu/content/architecture/about/policies/laptop_policy.html

COLLEGE, UNIVERSITY & DIVISION FACILITY POLICIES
The College of Architecture maintains policies and forms on the main website:

http://www.ou.edu/content/architecture/about/policies.html

Below highlights a few of the college policies every student should be aware of:

Building Use Policy
The following policies do not supersede any more restrictive policy that may be set out by The University of Oklahoma Student Code of Responsibilities and Conduct for the Norman Campus. These policies do not supplant policies or recommendations for classroom/studio culture or the instructional environment that are developed and adopted by the academic Divisions within the College of Architecture in response to accrediting agencies’ requirements. In the event classroom or studio culture policies conflict with these policies, the more restrictive requirement supersedes the lesser. Misuse or defacement of University property, furniture, facilities and buildings belonging to the University is prohibited by the University Student Rights and Responsibilities Code. Violations of the student code will be reported to the Student Conduct Office. Sanctions may include verbal and written warnings, disciplinary probation, educational sanctions and financial restitution.

These policies are intended to promote a positive and professional image of the College to the public and clarify expected College administration, faculty, staff and student responsibilities for use of Gould Hall. The following policies comprise the College of Architecture Building Use Policies.
1. Proper use of studio and learning spaces is expected. Students must leave studios and classrooms clean and orderly throughout the semester. Students will clean-up during and after each studio or class project. Students will pick up debris and garbage around their work area. Failure to clean-up is considered a violation of the student code. Students will neatly store materials, books, tools etc. on the top of their desks and/or in their storage unit. No obstructing materials are to be left in public corridors, lobbies, stairs or other paths of egress. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. Students are charged studio and course fees per credit hour each semester to help defray the continuing costs of refurbishing and replacing equipment. These fees are not for cleaning and refurbishing due to misuse.

2. Students are responsible to see that all personal materials are removed from classrooms or secured at the end of each class period. Materials being kept for portfolios are the responsibility of the student and must be secured properly.

3. Extension cords used in classrooms, studios and other Gould Hall spaces are to be three-wire grounded UL approved. Cords can be no smaller than 16 gauge and no longer than 50 feet in length. Multiple cords are not to be plugged into each other end-to-end. Cords are to be routed and protected in a safe manner so as not to be a trip or life safety hazard. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. Unacceptable cords are to be removed immediately and returned to the owner. Personal extension cords are considered personal property and are not the responsibility of the CoA.

4. The use of small or hidden video cameras for installations is prohibited without prior permission from the Dean’s office. Signs must be posted warning the public of their use.

5. The use of aerosol spray paints, open flame, or toxic resins inside the building is absolutely prohibited without prior permission from the Dean’s office. Spaces for these activities are provided in the George Street Shop and in the Gould Hall spray booth in room 322. Spray booths in the Shop and Gould Hall must be used for any project requiring spray paints and adhesives and must be used in accordance with posted instructions. They may not be used without proper training.

6. Use of the mat cutters and laser cutter in Gould Hall is a privilege. Only students who have been trained to safely and properly run such equipment may use these tools.

7. Cutting on tables, desks, the floor or any other unsuitable surface in the building without the use of a secondary cutting or sacrificial surface is prohibited. Students will be held financially responsible for damage to surfaces.

8. Bicycles are not permitted inside the buildings at any time per University policy.

9. Upper-level students will be provided with storage units during each semester. Students must furnish their own padlocks. At the end of each semester all stored
belongings must be removed from each unit. End-of-semester means the last scheduled final examination day or a time designated by the instructor. If items are not removed by the deadline, removed items will be discarded by the Instructor. Students are financially responsible for any damage to the storage unit beyond reasonable use. At the end of each semester all personal items, course materials and project work must be removed from studio spaces by the last scheduled final examination day or as designated by the instructor.

10. Smoking and/or the use of intoxicating substances in the buildings are prohibited at all times.

11. Eating in Gould Hall is a privilege. Clean-up required due to food or drink consumption in the building is the responsibility of the person consuming the food or drink. Failure to clean-up could result in a fee assessment to cover incurred costs.

12. Any form of visual or audible content or media that is deemed offensive according to University of Oklahoma policy is prohibited. If visual or audible content or media of any kind becomes offensive or distracting to two or more individuals in the area, the responsible person must cease the display or broadcast of said content or media immediately.

13. According to OU policy, no pets will be allowed in any building, at any time, with the exception of guide or assistance animals.

14. Radios and personal stereos are not to be played during scheduled class time. Earbuds and headphones may be permitted per instructor, but this is a privilege.

15. Students are prohibited from bringing personal microwaves, refrigerators, hot plates and space heaters into the building. Faculty members are prohibited from bringing personal microwaves into their offices. Students are allowed to bring personal coffee pots and water heaters into the building as long as they are out of view. Faculty members are allowed to bring personal space-heaters and small refrigerators into their offices as long as they are out of view. If there is a medical need for any prohibited appliance, installation must be approved by the Technical Project Management Specialist III. If any of these appliances are brought into the building and used, they must be kept clean and in good operating condition.

16. Access to the building is limited for security reasons. No doors may be propped open at any time without prior approval of the Dean’s office. Only doors with keyed or “swipe card” access are to be used for entry into the building. It is considered a violation of the student code to prop doors open or defeat locks or latches.

17. All space dividers, bookshelves and other furnishings must be used with care and respect. Fire hazards and obstruction of sight lines for necessary emergency egress will not be allowed. All aisles must remain clear and accessible.

18. Any observation window or door side window may not be covered or obstructed in any way, except for University signage. This policy is for the safety of students, faculty, staff and visitors.

When promoting events, please note:
a. Do not tape items to surfaces.
b. Do not put promotional items on floors.
c. Pick up all the promotional items following these events.
d. Do not affix items to the Gallery windows or interior glass walls.
e. Do not pin items to the walls (find a bulletin board that is designated for this purpose).

19. The College’s goal with all furniture used in Gould Hall is to maintain system integrity in function and appearance. This provision is in response to ongoing user adaptations to furniture systems, primarily in the studios. Drafting tables may be lowered to desk height, from table height. Stools may also be lowered to accommodate drafting tables. Personal chairs may be used, but must be similar to office chairs in CoA offices and not visually distracting. Dark brown, black, dark blue, crimson/red and chrome colored fabrics and finishes are acceptable. Dilapidated, extensively repaired or broken furniture will not be allowed. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. An unacceptable chair, if not removed voluntarily, will be yellow-tagged with a dated slip by the Technical Project Management Specialist III and the owner will have 7 days to remove it. After this time the College will move it to the OU Surplus Department. Personal chairs are considered personal property and are not the responsibility of the CoA. Personal chairs are to be removed from the space by the student by the last scheduled final examination day or as designated by the instructor.
COMPUTER PROBLEMS
You have a problem with computer lab computers? Your laptop?

OU IT can help!

If you have a problem – any problem – with a computer lab computer please, please, please submit a formal ticket to IT for repair using the following process.

1. OU website, type in OU IT http://www.ou.edu/oui/help.html

2. Then click on “submit a ticket”
3. Login
4. Then you will see the following page:
5. Click on Request Assistance
6. Start to fill out form.

7. Example:

8. Issue with a technology device in an IT-maintained computer lab on campus.

9. GIS not loading

10. [Screen shot of GIS license server not connecting issue]