

# INTD-2471: PROFESSIONAL PRACTICE OF INTERIOR DESIGN

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## Cuyahoga Community College

**Viewing: INTD-2471 : Professional Practice of Interior Design**

**Board of Trustees:**

March 2023

**Academic Term:**

Fall 2023

**Subject Code**

INTD - Interior Design

**Course Number:**

2471

**Title:**

Professional Practice of Interior Design

**Catalog Description:**

Business practices for the production of residential and commercial interior design projects within a global context. Emphasis on professional ethics and building professional relationships. Operational, communications, and legal responsibilities along with resumes, interviews, and business conduct presented. Preparation for INTD-2851 Interior Design Field Experience.

**Credit Hour(s):**

2

**Lecture Hour(s):**

2

## Requisites

**Prerequisite and Corequisite**

INTD-1111 Introduction to Interior Design and ENG-1010 College Composition I.

## Outcomes

**Course Outcome(s):**

Utilize knowledge of seeking professional employment in the interior design field.

**Essential Learning Outcome Mapping:**

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

**Objective(s):**

1. Write a resume and cover letter catered to an entry-level design position posting.
2. Demonstrate job search strategies and properly research interior design companies of interest.
3. Describe and discuss networking strategies in the interior design field.
4. Recognize transferrable skills from past employment and skills in demand from potential employers.

**Course Outcome(s):**

Utilize knowledge of conducting business in a global context.

**Essential Learning Outcome Mapping:**

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

**Objective(s):**

1. Research other countries' cultures and etiquette.

2. Recognize and discuss design practices and considerations for other cultures.

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**Course Outcome(s):**

Research various interior design businesses and practices.

**Essential Learning Outcome Mapping:**

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Civic Responsibility: Analyze the results of actions and inactions with the likely effects on the larger local and/or global communities.

**Objective(s):**

1. Identify and explain common forms, documents, and procedures in an integrated design process.
2. Utilize social media properly in business.
3. Discuss strategic planning and financial management.
4. Define interior designers' role in the community.
5. Describe the major differences between self-employed interior designers and designers working for an employer.
6. Describe and explain working relationships in the workplace.
7. Discuss ways that design businesses can contribute to the community and be active in community development.
8. Recognize and explain the professional ethics of interior designers in the workplace.
9. Identify interior design business's mission, values, and culture.
10. Recognize and explain different design business structures.
11. Describe a designer's role in an interdisciplinary team.

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**Course Outcome(s):**

Research and begin a small business plan.

**Essential Learning Outcome Mapping:**

Information Literacy: Acquire, evaluate, and use information from credible sources in order to meet information needs for a specific research purpose.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

**Objective(s):**

1. Identify and evaluate sources to reference for information on starting a small business.

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**Methods of Evaluation:**

- a. Self-assessment
- b. Midterm examinations
- c. Final examinations
- d. Research projects

**Course Content Outline:**

- a. Company research
- b. Job search preparation
  - i. Research
  - ii. Strategies
- c. Networking
- d. Professional profile
  - i. Self-assessment
  - ii. Elevator speech
- e. Resumes and cover letters
- f. Portfolio
- g. Interviews
- h. Professional ethics

- i. Sustainable design practices
  - ii. Etiquette/netiquette
  - iii. Professional organizations
- i. Organizational culture
- j. International/intercultural business practices
  - i. Research
- k. Integrated design process
  - i. Client relationship
  - ii. Problem statement
    - 1. Project management plan
    - 2. Development of design concept
    - 3. Initial budget
- l. Programming
  - i. Site verification
  - ii. Research
    - 1. Mental models/interviews
    - 2. Observations
    - 3. Case studies
- m. Schematic/conceptual design
  - i. Sketches/ideation
  - ii. Trade shows
  - iii. Memo samples
- n. Contract documents
  - i. Bidding package
  - ii. Finalized specifications
    - 1. Furniture, finishes, and equipment
    - 2. Construction specifications institute
  - iii. Construction documents/drawings
  - iv. Cut for approval
  - v. Shop drawings and submissions
  - vi. Purchase orders and purchases
  - vii. Final budget
- o. Construction administration
  - i. Transmittals
  - ii. Request for information (RFI)
  - iii. Change orders
  - iv. Work schedules
  - v. Bill of lading
  - vi. Site visits
  - vii. Punch list
  - viii. Certificates of payment
  - ix. Team meetings
  - x. Certificate of occupancy
- p. Post Occupancy evaluation
  - i. Operational/maintenance costs and policies
  - ii. Project assessment
- q. Business organization
  - i. Legal structures
  - ii. Contracts
    - 1. Clients
    - 2. Design trades
  - iii. Fee or compensation-based
  - iv. Billing and collecting
- r. Legal issues
  - i. Intellectual property rights
  - ii. Insurance
  - iii. Physical property
  - iv. Liability insurance, bodily injury, and property
  - v. Accident, illness, and death coverage

- vi. Retirement
- vii. Criminal loss
- viii. State law requirements

## Resources

Piotrowski, Christine M. (2020) *Professional Practice for Interior Designers*, Hoboken: Wiley & Sons.

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Granet, Keith. (2021) *The Business of Design: Balancing Creativity and Profitability*, New York: Princeton Architectural.

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Linton, Harold and Engel, William . (2017) *PORTFOLIO DESIGN FOR INTERIORS*, Fairchild Books.

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Bender, Diane. (2017) *Design Portfolios: Presentation and Marketing for Interior Designers*, Fairchild Books.

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## Resources Other

American Society of Interior Design [www.asid.org](http://www.asid.org) (<http://www.asid.org>)

International Interior Design Association [www.iida.org](http://www.iida.org) (<http://www.iida.org>)

National Council for Interior Design Qualification [www.ncidq.org](http://www.ncidq.org) (<http://www.ncidq.org>)

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