Welcome to Winthrop University’s Department of Design, an accredited, institutional member of the National Association of Schools of Art and Design (NASAD) and the Interior Design Program is accredited by the Council for Interior Design Accreditation (CIDA; formerly FIDER). Winthrop University offers equal opportunity in its employment, admissions, and educational activities.

Degree Programs The Bachelor of Fine Arts degree is a professional degree designed for students who wish to pursue careers in applied design professions, or for the student wishing to pursue graduate study. Areas of concentration include: Interior Design (INDS) or Visual Communication Design (VCD), consisting of a graphic design track, an illustration track, and an Interactive Multimedia track of study as part of the Digital Information Design (DIFD) program within the College of Business.

Information Accuracy Every effort is made to assure that information presented in this handbook, as well as its references, is up to date and accurate.

Full-Time Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<th>Phone (803)</th>
<th>Email</th>
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Resources & Facilities

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<td>CAD labs, Canterbury (CTBY)</td>
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<td>CVPA Dean’s Office, McLaurin (MCL)</td>
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<td>Dinkins Classrooms (DINK)</td>
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<td>Rutledge Visual Resource Center (RVRC Lab)</td>
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<td>Mac Lab</td>
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www.winthrop.edu/cvpa/design/
ACADEMIC HONESTY AND PLAGIARISM
“A fundamental tenet of all institutions of higher learning is academic honesty. Academic work must depend upon respect for an acknowledgement of the research and ideas of others. Misrepresentation of someone else’s work as one’s own is a most serious offense in any academic setting” (Student Conduct Code, V. Student Academic Misconduct).

“Plagiarism is taking someone else’s words or ideas and passing them off as your own without giving proper credit to the source of your information. As such, it is intellectual theft and is considered one of the most serious forms of academic dishonesty.”
http://libguides.library.winthrop.edu/academicintegrity/

General Policies

BULLETIN BOARDS are for use by students, and regarding specific degree programs, student, class and department activities, etc. are located at various places throughout McLaurn and Rutledge. All notices and announcements must be placed on the official bulletin boards, not on walls, windows or doors. Notices found on surfaces other than bulletin boards will be removed and disposed of, and if the responsible party can be determined, a fee for damage to the wall may be assessed. Bulletin boards outside of faculty offices are for faculty use only.

CANCELLATION of a meeting is done solely by the instructor, Department, or University. When it is unexpectedly necessary to cancel a class meeting or class meetings, the instructor should inform students of this development through a notice distributed via email on the Winthrop Class Listserv, which is only available through the @winthrop.edu email system—see page 6. Depending on circumstances, this notice may originate from the Department of Design office and should be supplemented with a notice in the classroom informing students of the cancellation.

CANCELLATION of course section/sections may be necessary because of the days, times, location or other characteristics of a scheduled course section. The Department of Design makes every effort to offer courses in a sequence and at times that are conducive for students. Course sections may be closed due to lack of room or resource or qualified instructor availability, or low enrollment at the start of a semester. In such an instance the Department will make reasonable efforts to contact and inform students of this possibility as early as possible, in order to facilitate student scheduling alternatives. Possible contingencies are: re-offering the course the following semester or summer term; offering the course at an alternative time; allowing students entry to an alternate section (if one is available); or some other reasonable avenue with which to resolve the situation. Despite these efforts, it is possible that a course section must be cancelled without an immediately identifiable solution. Students are encouraged to work with the division coordinator to seek a “best” solution. The Department reserves the right to cancel a course section as is necessary, and provided reasonable efforts for repair are made.

PERSONAL ELECTRONIC DEVICES such as cellular phones and tablets must have their ringer tones turned off for the entirety of the class time. Use of cellular phones, for voice or texting, during class time is disrespectful and disruptive. Suitable breaks will be provided where calls can be made or returned outside of the classroom. Students violating the requirement to dismiss ringer tones must be accountable for the time that was lost.

CO-OP/INTERNSHIP A co-operative work experience or internship in a professional employment situation is a required part of the degree program for Interior Design and Graphic Design students. Illustration students may take a co-op class as an elective. The purpose of the practical experience is to provide the student with work experience and training in their intended field, to foster industry contacts, and to allow students the opportunity to transfer classroom skills and understanding to an employment context and vice-versa.

For Interior Design students, the class is INDS 340. For Visual Communications students the class is VCOM 340; VCOM 444 (Workshop) may be substituted as well, but entry into VCOM 444 is by invitation and requires submission of certain material to the class instructor prior to registration. Students are eligible to take these classes after they are fully accepted into the major of study, after passing the Specialization Review for that program area. INDS and VCOM 340 are offered once per year, in the Spring semester. VCOM444 is offered every semester. Students must complete the VCOM 340 class prior to being placed in at their internship. Typically, students take the VCOM 340 class in the Spring and are placed at work in their internship setting during the summer of that same year. It is the responsibility of the student to successfully secure an internship situation. There are some avenues students may pursue in trying to secure an internship situation. The Career Services Center on campus may have connections or leads to certain employers that the student should feel free to investigate. And the coordinators and faculty teaching in the various programs may be aware of opportunities; in these cases, generally, announcements are made to various classes or opportunities posted on bulletin boards regarding the employment situation and – if interested – students should pursue the opportunity based on the contact information found there. Third, students often become aware of other situations based on contacts and efforts the student may have, or may seek out such opportunities by their own initiative. (CONTINUED)
General Policies

CO-OP/INTERNSHIP (CONTINUED) Keep in close contact with instructors and program coordinators to assure the co-op requirement is suitably completed. Student employees should conduct themselves in a manner that is appropriate for that situation, as well as abide by any rules and regulations the company may impose. While the student may be given a good deal of responsibility in some co-op situations, they are also representatives and liaisons of Winthrop University, the Department of Design and its programs, faculty and other students.

COPYRIGHT The Department of Design encourages the creation of new ideas and forms of scholarly expression, and seeks to protect student and faculty intellectual property rights. The Department of Design frequently reproduces student work in its publications and promotional materials. Faculty also use student work for examples in courses and research, as well as promotional needs. By enrolling in and participating in this program and/or course(s) and its activities, the student grants to the Department of Design and its faculty the right to reproduce in part or in whole in any size and in any media the work(s) created for Visual Communication Design (VCOM) and/or Interior Design (INDS). By granting reproduction rights, the student still owns the work(s) and prior Design (INDS). By granting reproduction rights, the student releases the opportunity to promote its students and faculty intellectual property rights.

Winthrop University is committed to providing access to education. If you have a condition which may adversely impact your ability to access academics and/or campus life, and you require specific accommodations to complete a course or pursue your degree, contact the Office of Accessibility (OA) at 803-323-3290, or email them at accessibility@winthrop.edu. Once you have your official notice of accommodations from the Office of Accessibility, notify your instructor(s). Information for students, faculty, and staff about services and accommodations is available online: http://www.winthrop.edu/accessibility/.

EMAIL is an official method for communication at Winthrop University, and is used as to inform students of class cancellations, weather-related emergencies, etc. as well as departmental information (advising times, reviews). Instructors use it to distribute class-related materials, content, and/or assignments. All students enrolled in Department of Design classes are required to have and maintain a Winthrop University email account for staying apprised of class developments. These accounts are free of charge, and can be obtained by visiting 17D Tillman. Refer to the campus guidelines on the appropriate use of email (http://www.winthrop.edu/guide/studentemail.htm) and to the university policy on appropriate technology use (http://www.winthrop.edu/guide/appropriatenet.html).

EMAIL LISTSERV Students are responsible for confirming that they are on the Winthrop Listserve for all classes they’re enrolled in, so they receive updates during the semester. For more information: https://www.winthrop.edu/technology/default.aspx?id=7681.

GRADES Both Winthrop University and the Department of Design follow a “+/-” grading system. The items listed on your class syllabus, and the following may factor into grade(s):

1. Class participation, including critiques, consultation with instructor, and interaction with others; willingness to do research and dedication to design
2. Working habits or the lack thereof
3. Missing or unacceptable work
4. Improvement over term
5. Attendance, late arrivals, early departures

GRADING AND SPR To be eligible for the Specialization Portfolio Review (SPR), students must have earned a minimum grade of C+ in each of the Required Courses in Major. See page 12, SPR, for complete requirements.

GRADE APPEALS To appeal individual grades received in Department of Design (INDS or VCOM) classes or the final grade delivered for the entire semester’s work, the student shall meet with the instructor of the class to discuss the issue. If this does not yield satisfactory results, the student may complete the Grade Appeal Form. The Appeal Form must be submitted within 30 calendar days of the issuance of the problematic grade. Appeals filed after the 30-day period will be summarily denied. It is assumed that, when various concerns arise or are identified, students will maintain a mature, professional and personally responsible attitude in resolving contentious issues. When submitting the Grade Appeal Form, students shall furnish all appropriate, requested documentation relevant to the basis for appeal.

1. The student must meet with the course’s instructor to discuss the grade in question.
2. The student shall submit their issue in writing to the instructor, and state the specifics of their grievance. If the problem cannot be resolved, proceed to Step 3.
3. The student submits a written appeal using the DoD Grade Appeal Form, and furnishes all appropriate, requested documentation relevant to the basis for appeal to the appropriate area coordinator where the course is taught: either Interior Design or Visual Communication Design.

3. Under certain circumstances, the area coordinator may elect to convene with the Department of Design Chair to review the appeal.

4. The student will be informed in writing of the final determination, as decided upon by the instructor, area coordinator, and/or Chair.

HOMEWORK Coursework can reflect content and experiences provided by work done outside of scheduled class time. Students should be prepared to spend as much time as is necessary to finish the work assigned for completion outside of class. It is customary to devote (at least) 2.0-2.5 hours towards work outside of class for every hour spent in class. Homework can factor into the final grade for the course.
General Policies

ID CARDS Access to Rutledge during the evening and on weekends is achieved via the Student ID card access. All Design majors are required to have a valid Winthrop Student ID card, and may access the buildings with it. Student ID card access entrances are found on the ground floor of the Stewart Avenue side of Rutledge, and at the elevator in the rear of the building. Having a Student ID Card does not automatically give you access to the Rutledge Building. Your Student ID Card must be programmed into the security system in order to permit you access. You must have a completed Contract for Student ID Card Access to the Department of Design on file in order to have your card activated for access. Student ID Card Access is only available during official semester dates – the first day of class until the last day of examinations. For access to Rutledge Building between academic semesters, permission must be granted, in writing, through the use of a Vacation Access Agreement. Proper forms to secure access/permission can be obtained from the Design office.

INCOMPLETE GRADES A final grade of “incomplete” is generally not considered, with the exception of extraordinary circumstances (an extended illness), and must be brokered with the instructor of a class, and approved by the Department Chair, no less than two weeks prior to the last day of classes for the semester. This form is available to instructors from the Design office.

LAB FEES Many of the classes administered by the Department have a lab fee applied to them to partially or completely offset expenses, such as supplies distributed to students, materials used administratively in the course of a class (demos, photocopies, etc.), or for life models. Some class fees also include allowance for technology (hardware, software and peripherals) dedicated to continuing license and maintenance expenses.

LOCKERS are issued on a “first come, first served” basis. Students may reserve a locker on Rutledge’s 2nd floor. Department of Design students may be assigned a locker from Fall semester to the end of the Spring semester only when they are currently enrolled as full-time students. Lockers are not offered during summer. Papers are posted on available lockers at the beginning of every semester.

Students fill out the form, and bring it to the design office before the assigned deadline. Students will then be issued a lock; personal locks may not be used on these lockers (and will be cut off if found). Anything found in lockers after the rental period will be disposed of.

MINORS The minor in Visual Design Studies consists of 18 hours of VCOM courses, 6 hours of which must be numbered above 299. For more information: https://www.winthrop.edu/majors/default.aspx?id=9924

“SAFE” ZONES Communication in class will have a spirit of intellectual inquiry, and that all participants will act in respectful discourse at all times. Classrooms are a place where students will be treated with respect as a human being—regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thoughts are appreciated and encouraged provided you can agree to disagree. It is the professor’s expectations that ALL students consider the classroom a safe environment.

SPRAYS/SPRAY MOUNT & ADHESIVES Use of spray materials (including “spray mount”, aerosol fixatives, spray paints) are prohibited from use inside ANY building, classroom, studio or enclosed space. Students found violating this will be subject to disciplinary actions including being billed for hazardous waste cleanup and loss of facility access and privileges. Aerosols represent significant health hazards to individuals, as well as creating a hostile and destructive work environment that affects everyone. Spray materials should only be used in outside (exterior) areas adjacent to buildings and should only be used when appropriate ground cover is also used. Appropriate setup and cleanup after the spray procedure is expected.

SMOKING is not permitted in any building on Winthrop’s campus. Smoking is only allowed in the designated smoking areas outdoors.

STUDENT ORGANIZATIONS The Department of Design has three student associations to support students and their areas of study. Students are encouraged to join these organizations as each provides a variety of special events, professional speakers, field trips, and career and professional opportunities each year. The Department office or the respective faculty group advisor will have more information:

ACM
Matea Milojkovic, student president
AIGA
Gerry Derksen, advisor
Jason Tselentis, advisor
Jesse Weser, advisor
Command+D
Jason Tselentis, advisor
Jesse Weser, advisor
Interior Design Organization (IDO)
Caroline Andrychowski, advisor
Society of Illustrators (SOI)
Elizabeth Dulemba, advisor

STUDENT WORK Students should not store personal items, supplies, tools, or class work in any of the studio areas or computer labs. Items left on walls, counters, tabletops or other areas designated as “instructional space” are subject to being disposed of without regard to ownership, intention or labeling. Students are responsible for the safety and security of their personal items, as well as for adhering to policies regarding the safety, security and integrity of studio and instructional spaces. The Department of Design reserves the right to retain any student work for promotional and/or certification use.

STUDIOS (undergraduate) The Department manages VCOM rooms McLaren Hall and INDS rooms Canterbury House that are dedicated for use by undergraduate VCOM students. Students may be awarded use of the rooms after completing an application process. The deadline for applying for studios is the second Friday of the Fall semester. To qualify, a VCOM student must have passed SPR (DES 300). Two students are assigned to each room.

A $40 deposit is required when the student is awarded the room, and the term of use is one academic year (Fall/Spring); the deposit will be refunded when the student vacates the studio, and if the room passes a satisfactory inspection. Students enrolled in VCOM 444 are not eligible for a studio. Students may not “live” in the room (they must maintain separate residence quarters), and “normal” rules of occupancy must be followed (described on the studio contract). Failure to adhere to rules may result in a loss of studio, and charges for compensatory damages.

STUDY ABROAD The opportunity to study abroad, for a semester or a year, can be a unique and invaluable opportunity for students exposing them to other cultures and influences that can enrich both their lives and the quality of their creative design solutions. Winthrop University offers several interesting and unique opportunities for students to pursue study abroad opportunities, and the International Center (206 Tillman Hall) is an important resource in facilitating this option. However, because of the nature of the programs of study in the Department of Design, it is strongly suggested that students consider the study abroad option as early as possible in their academic careers, and work closely both with the International Center and with their academic advisor to plan out study abroad opportunities. Both the INDS and VCOM programs of study have very proscribed, deliberate sequences of courses students are required to take in a specific order. Additionally, many of these classes are only offered once per year. Without careful planning, it is possible that a semester spent abroad could equate to an unexpected, additional year to the degree.
Student Advising

STUDENT MAY RECEIVE TWO TYPES OF ADVISING WHILE AT WINTHROP UNIVERSITY:

1. Academic Advising
2. Personal/Career Counseling

When a student begins study in the Department of Design they will have an advising folder created for them, and they will be assigned a faculty advisor who can act as a resource and liaison. This folder will continue with them for the remainder of their academic career as a design student.

Advising folders are held in the Department of Design office, and will be provided to students as needed and during group advising sessions. Students are also strongly encouraged to keep a copy of their degree check sheet with them personally, and assure that it is regularly updated and accurate. Most classes offered by the Department (INDS and VCOM) are required for a degree program, and are sequential in nature (i.e. one class acts as a prerequisite for a required, subsequent class).

Many design classes are only offered once per year, and if students do not closely follow advising recommendations such as course sequencing, it is very easy for them to unexpectedly/unintentionally affect their expected graduation date. Consult with a faculty advisor and program coordinator, the catalog, or Department office for more information.

ACADEMIC ADVISING for students in the Department of Design is done in a “group” advising scheme. Separate sessions are held for INDS and VCOM students. Students will be informed early in the semester of the dates and times for academic advising that applies to their degree. Besides being announced in classes and on syllabi calendars, email reminders will be sent to students as well as printed posters displayed in and around the facilities. When these dates are announced, students must attend.

Registration holds are cleared based on attendance at one of these sessions. Enrollment in your desired class is assured if you participate in early advising. Complicated and extenuating circumstances may permit scheduling either with the student’s assigned advisor or with a divisional coordinator; but it should be understood that academic advising is primarily expected to be accomplished in one of the group advising sessions to avoid unwanted registration delays:

1. Each student is responsible for the proper completion of his/her academic program, including understanding departmental offerings and policies, requirements for the degree as outlined in the catalog and updates, and the appropriate scheduling of available classes that encourage student progress in a timely fashion.
2. Design majors may not register for any courses housed within their degree program designation utilizing the “s/u” option.
3. Design majors must receive a minimum grade of “C” in all courses required for their respective degree. In order to count toward progress in the degree, the minimum grade of any course must be at least a “C”. Required program courses in which a minimum grade of “C” is not received must be repeated until the minimum grade is received.

ADDING OR DROPPING A CLASS Any change in enrollment must be submitted to the Records & Registration office in Tillman prior to the end of the registration change period.

http://www.winthrop.edu/recandreg/default.aspx?id=12858

CHANGING OF MAJOR/ADVISOR Obtain a change of major/advisor form from the CVPA Student Services office, in 126 McLaurin. This form must be completed and returned to the Office of Student Services before an “official” change of major occurs.

DEGREE AUDIT When the student has completed 70 hours toward their degree, they should apply for a degree audit. In general, design students should apply for a degree audit midway through the Junior year of study. This is an essential step toward graduation. The completed audit will indicate all the courses required to complete your degree. An audit form is available from the Department office, 331 McLaurin, or from the office of Student Services, 126 McLaurin Hall. Return the form to Student Services when completed. The audit may take several weeks to prepare. Any inconsistencies should be discussed with your advisor and/or the Student Services Coordinator.

OVERRIDES Adding a “closed” class Sections of Design classes tend to fill to capacity quickly. When this happens, a waiting list of students wanting entry to the class is kept in the Department office. If you wish to enter a closed class (a class with full enrollment), your first step would be to visit the Department office and have your name placed on the waiting list; students on the waiting list for a class have precedence over those who are not. Overrides and “force adds” are not approved until the first day the class meets for a semester, and require the permission of both the class instructor and the Department Chair. Override situations are approved on an available basis, and are not always guaranteed.

PERSONAL/CAREER COUNSELING involves working with a student’s advisor or faculty mentor to answer questions of degree appropriateness, career choice, academic performance and assimilation into the culture of the academy, as well as other more sensitive issues. Students are not required to meet with their advisor, but are encouraged to inquire with them as to available times. Depending on the nature of the issue, students may be counseled directly by the faculty member or may be encouraged to pursue the issue with any of the available academic or personal counseling support centers available on campus, or resources off campus.

TRANSFERRING ACADEMIC CREDIT Should you wish to transfer credit from another college after you’ve become a major at Winthrop, obtain an “Approval to Transfer Credit” form from the department office or the Student Services Office, 126 McLaurin, and consult with your advisor for approvals.

http://www.winthrop.edu/recandreg/default.aspx?id=7438

TRANSFERRING STUDIO CREDIT from Another Major or Institution Content and sequencing of applied design programs varies greatly among institutions. Coursework having similar titles may or may not be comparable in content. A portfolio review of design work produced in studio courses at other schools is required of transfer students who intend that work to apply toward their degree at Winthrop. The purpose of a transfer portfolio review is to determine the applicability and proper level of placement into the degree program of choice. A faculty committee conducts the review at the start of the student’s initial semester. Transfer students are advised to inquire of their program coordinator or the Design office for further details regarding a transfer portfolio review.

WITHDRAWAL FROM A COURSE Forms are available from the Records & Registration office in Tillman. Withdrawal from a course must be done in accordance with University policy.

http://www.winthrop.edu/recandreg/default.aspx?id=12850
Specialization Review: SPR

The Specialization Review is intended to measure the suitability of BFA students for advanced-level program courses, and later professional practice. Requirements for the Review vary by degree program, but to be eligible for the review, students must have completed (or have in progress) the courses required for the review and have earned the minimum required grades in all required program courses. The Specialization Portfolio Review will measure anticipated success in the degree by looking for signs of independent thinking, thoroughness of research, understanding of discipline, and transfer of skills and knowledge. While students may have been successful in earning grades in previous coursework by meeting individual class standards, it should be emphasized that the Specialization Review is based on the aggregated work in the portfolio alone.

Students register to take the Specialization Review (DESF 300) in the same semester in which they anticipate completing the courses required for the review. The Review is offered three times per year, at the conclusion of Fall, Spring, and Summer terms. Passage of the Specialization Portfolio Review constitutes acceptance into the major and allows the student to enroll in program courses numbered above DESF 300.

After passing the review, a student may not change the BFA concentration without passing a Specialization Portfolio Review in the new concentration of choice. Non-BFA students above the sophomore level may not change into the BFA program without passage of the review for the intended area. Students should communicate with the departmental office for more information. Courses numbered above DESF 300 have a prerequisite of successful completion of the Specialization Portfolio Review for that program.

To be eligible for the Specialization Portfolio Review (SPR), students must have earned a minimum grade of C+ in each of the Required Courses in Major.

REQUIREMENTS FOR SPR

Students are expected to show work of the highest caliber, and they should demonstrate an understanding of design principles in the work they show, and in their discussion of their own work and own design process.

Consult the DESF 300 syllabus and the SPR requirements in your area of study for more detailed information.

**BFA – Interior Design (DESF 300)**

Passage of DESF 300 is required to enroll in INDS courses numbered above 300.

1. Enrollment in DESF 300 (at the earliest) in the Fall of their Sophomore year.
2. A minimum GPA of 2.33 (“C+”) in all required INDS classes.
3. Design work from DESF 120, DESF 150, DESF 154, DESF 161, DESF 222. A selection of project work from the following sequence of courses: DESF 113, INDS 213, INDS 223.

**BFA – VCOM: Graphic Design (DESF 300)**

Passage of DESF 300 is required to enroll in VCOM courses numbered above 300.

1. Enrollment in DESF 300 (at the earliest) in the Fall of their Sophomore year.
2. A minimum GPA of 2.33 (“C+”) in all required VCOM classes.
3. Design work from DESF 120, DESF 150, DESF 154, DESF 161, DESF 222. All projects from all VCOM classes taken, including: VCOM 151, VCOM 258, VCOM 259.

**BFA – VCOM: Illustration (DESF 300)**

Passage of DESF 300 is required to enroll in VCOM courses numbered above 300.

1. Enrollment in DESF 300 (at the earliest) in the Fall of their Sophomore year.
2. A minimum GPA of 2.33 (“C+”) in all required VCOM classes.
3. Design work from DESF 120, DESF 150, DESF 154, DESF 161, DESF 222. All projects from all VCOM classes taken, including: VCOM 121, VCOM 220.

## Computer Lab Policies

**INDS/CAD LABS**

**101 & 102 CANTERBURY**

1. Labs shall be used only during the posted hours or instructional hours.
2. Food and drink are prohibited in classrooms.
3. Students are NOT to change/alter/add to or otherwise tamper with ANY computing equipment, scanners, peripherals, or electronic equipment.
4. **DO NOT SAVE ANY work on the computer’s local hard drives.** They are cleaned routinely. Student work can be safely saved to an external or cloud-based storage such as Google Drive or Dropbox. Always archive your work in more than one location.
5. Do not turn off the power strips.
6. Students may have access to INDs/CAD labs for various courses in the program.
7. Students are expected to follow any/all instructions given by the faculty regarding use of the CAD labs when utilizing the computer facilities. Additional instructions posted in the labs must also be followed.

**VCOM RVRC MAC LABS**

**206, 207B, 221 RUTLEDGE**

1. Food and drink are prohibited in classrooms.
2. Students shall NOT change/alter/add to or otherwise tamper with any program or portions of programs at any time. Electronic equipment and furnishings shall not be moved nor removed.
3. Do not save any work on the computer’s local hard drives. They are cleaned routinely. Student work can be safely saved to the “Turnstile” server or cloud storage such as Google Drive or Dropbox. Always archive your work in more than one location.
4. Do not turn off the power strips.
5. Students are expected to follow all instructions given by the lab monitors, or that may be posted in the labs, when utilizing the computer facilities.
6. All printouts made, whether from a printing device or photocopier, must be accounted for via RVRC “copy cards.” This includes mis-prints and error prints, and disregards the intended use of any printout. Copy cards are available from the RVRC supervisor and from the Department of Design office (331 McLaurin), and are distributed by instructors in classes.
Under the Occupational Safety and Health Act of 1970, the Department of Design is required to provide a policy and arrangements for the health, safety, and security of its students and employees. The departmental safety and security policy depends upon the active involvement of all groups and individuals. This policy has been formulated to ensure the health and safety of all members of the Department of Design. It also aims to achieve efficient utilization of resources, and provide beneficial working conditions. It is the responsibility of the College of Visual and Performing Arts administration to provide, (as far as is reasonably practical) safe working conditions for its students and employees. At the department level, the chair is responsible for ensuring that the safety and security policy is adhered to by students and faculty. Therefore, there are three divisions of responsibility: the chair, individual faculty/staff and students.

### If... You should...

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The fire alarm sounds...</td>
<td>Evacuate the buildings immediately. Do not re-enter the buildings until given permission to do so by Public Safety.</td>
</tr>
<tr>
<td>You discover a fire...</td>
<td>Activate the Fire Alarm Pull nearest to you. Warn others in your immediate area. Leave the building immediately. Inform the faculty, if present, and campus Public Safety at #3333.</td>
</tr>
<tr>
<td>A tornado warning is issued...</td>
<td>Take cover. In McLaurin: proceed to the basement/ground level and remain there until you are advised otherwise. In Rutledge: proceed to the inner hallway on your floor and keep well away from windows and doors. If you are unable to reach the hallway take cover under sturdy furniture or move to an inner room space away from windows.</td>
</tr>
<tr>
<td>You spill or discover a spill of dangerous materials...</td>
<td>Warn others in the area that spillage of a corrosive or a flammable material has taken place. Inform the faculty member (if available). At night, call Public Safety at #3333.</td>
</tr>
<tr>
<td>Someone sustains an injury...</td>
<td>Small injuries - first-aid may be administered in the studio or in the clinic. Serious injury - Daytime: Report the incident to the faculty member in charge. Call Public Safety, telephone # 3333, and contact the Design office, #3686. Nighttime - Call Public Safety immediately, telephone # 3333</td>
</tr>
</tbody>
</table>

### Emergency telephone numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Office Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>323-3686</td>
<td>Design Office</td>
</tr>
<tr>
<td>323-2323</td>
<td>VPA Dean’s Office</td>
</tr>
<tr>
<td>323-2206</td>
<td>Health Services</td>
</tr>
<tr>
<td>323-4503</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>323-3333</td>
<td>Public Safety</td>
</tr>
<tr>
<td>329-3103</td>
<td>Riverview Medical Urgent Care</td>
</tr>
<tr>
<td>329-1234 or 800-578-4555</td>
<td>Piedmont Hospital</td>
</tr>
<tr>
<td>909-7300</td>
<td>York Co. Health Department (DHEC)</td>
</tr>
<tr>
<td>1-800-922-1117</td>
<td>Poison Control Hotline</td>
</tr>
</tbody>
</table>