

Course Code	Course Name	Year/Semester	Theory	Practice	Credits	ECTS
IAED 4103	Professional Practice and Portfolio	2024-2025/Fall	1	2	2	3

**Level of Course:** Undergraduate

**Course Type:** Must Course

**Language of Instruction:** English

**Course time:** Monday 09:30-12:30

**Course classroom:** BB-04

**Mode of Delivery:** Class Teaching, Presentation, Assignments

**Prerequisites and Co-requisites:** None

**Course Coordinator:** Asst. Prof. Dr. Başak KARADUMAN

**Name of Lecturer(s):** Asst. Prof. Dr. Başak KARADUMAN

**Course Teaching**

**Assistant:** Res. Asst. Ayşan Ilgın POLAT

**Course Objectives:** The aim of this course is to increase the students' current knowledge about practical applications in the field of interior architecture. The aim of this course is to teach the designer - employer - practitioner relations, design research, designing, projecting, presentation, application control and to teach the methods of preparing a presentation file and to teach how to organize and present their best pieces of design works, so they can prepare a webpage and a portfolio with which they can have a chance to take an important role in professional practice.

**Course Description:** It is aimed for student to create their own portfolio, be introduced to their professional responsibilities and ethical issues and establish a relationship with professional interior architects. Students will be introduced to different aspects of their profession by participating in seminars presented by invited professional. The main objective of this course is to teach students the current position of the professions and help them shape their design ideologies.

**Learning Outcomes:** Upon successful completion of the course, students will be able to:

- Be aware of contexts for interior design practice
- Be aware of role and purpose of instruments of services
- Understand types of professional business formations
- Understand professional ethics and conduct
- Contribute to the production of interior contract documents including drawings, detailing, schedules, and specification formats appropriate to project size and scope"

**Language:** The studio classes and discussions will be in English. Developing your verbal language skills will be very important in acquiring the disciplinary terminology as well as daily communication at the class.

**Text Books:**

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**Recommended Text Books:**

- Sey, Y., Orhon, İ., Aral, N., Meslek Pratiği Bilgisi Dersi Notları, İTÜ Mimarlık Fakültesi, Baskı Atölyesi, 1984.
- Piotrowski C.M. (1989).Professional Practice for Interior Designers. , New York:Van Nostrand Reinhold.

**For the terminology:**

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**Reading Text books:**

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**Planned Learning Activities and Teaching Method:**

**Learning/Teaching Method:** The expected learning outcomes for the course will be assessed through: Class hour submissions, a Midterm Exam, Final Project and Class discussions and feedback.

**Assignments:** Students are required to complete and submit assignments for both in class exercise and home works according to syllabus.

**Class Participation:** Regular attendance of all enrolled classes is expected. Do not be late to the class. Attendance will be taken through your signature within the first 15 minutes of the class; if you come later you will be considered absent. At the end of the Semester, your attendance will be reported on UBS system. Attendance is compulsory and in case of absenteeism of more than **20% for the practice and %30 for the theory**, the system will automatically grade you "FF". If you miss a class, it is your responsibility to 'make up' all work, including items discussed in class. Class contribution will be measured in terms of quality not quantity. If you need to leave early for whatever reason, you should exercise politeness and notify your professor at the commencement of the session.

**Academic integrity & plagiarism:** Academic integrity is the pursuit of scholarly activity based on the values of: honesty, trust, fairness, respect and responsibility. Practicing academic integrity means never plagiarizing or cheating, never misrepresenting yourself, never falsifying information, never deceiving or compromising the work of others. Basically this means, either intentionally or unintentionally, using the words or ideas of someone else without giving credit, it's strictly forbidden.

**Course Text books:** There is no specific textbook for this course.

**Key Works:** In this studio course lectures and assignments mainly focuses on preparing students to the professional life and designing a portfolio

**Specific Rules:**

1. **Be punctual. Punctuality is a sign of respect toward yourself and the others.**
2. Show respect for all the people and property around you.
3. Be responsible for your actions and meet all expectations.
4. Follow directions the first time they are given.
5. Students should raise their hand to signal a question or to answer a question.

DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

6. Students should use the Internet at school for academic purposes only.

7. It is forbidden to record classes with any type of device.

**Communication:** Students are encouraged to visit the professor during their Office Hours. If you cannot make it to announced office hours, please make individual arrangements via e-mail. However, do not expect the professor and the research assistant to respond at length via e-mail to questions of content, definition of terms, grading questions etc. If you have a question that requires a substantive response please set up an appointment to speak with one of us.

**Course Contents\*:  
(Weekly Lecture Plan)**

Date	Week	Chapter Topic	Take-home exercise
23.09.2024	1	Introduction	-
30.09.2024	2	Definition of Interior Architecture, history, application areas and design process. Contexts for interior architecture practices Interior Designer: Definition, Characteristics, Tasks, Responsibilities, Working conditions, Professional behaviour and ethics TMMOB Chamber of Interior Architects: Definition, Statute, Establishment objectives, Control mechanism.	Further Research Topic: Professional organizations established abroad
07.10.2024	3	-Academic institutions – universities abroad, education systems, higher education in interior architecture -Business concerns and firm types, examples	Further Research Topic: National and International Interior Design Firms
14.10.2024	4	Student Presentations (National and International Interior Design Firms)	Further Research Assignment
21.10.2024	5	Logo, letterhead, Business Card Preparation and corporate identity work Resume / CV, CV Preparation	Further Research
28.10.2024	6	Introduction to project managing Examples- making groups Student work (selection of spaces)	Further Research Presentation
04.11.2024	7	-Group work – selection of client profile -Specification list	Further Research Presentation

	8	<b>MIDTERM EXAM WEEK</b>	
18.11.2024	9	-Pricing considerations, quantity surveying and bill of quantities - The role and purpose of service tools -In class work	Further Research
25.11.2024	10	-Project managing, and methods of time estimations -In class work	Further Research
02.12.2024	11	Critiques	Further Research
09.12.2024	12	Project managing (Contribute to the production of contract documents including drawings, detailing, schedules and specifications appropriate to the project size and scope) -In class work	Further Research
16.12.2024	13	Project managing (Contribute to the production of contract documents including drawings, detailing, schedules and specifications appropriate to the project size and scope) -In class work	Further Research
23.12.2024	14	Introduction to Portfolio Page Layout Cover Design	Further Research
30.01.2025	15	Final Critiques	Further Research
		<b>FINAL EXAM</b>	

\* PLEASE NOTE: Details of the syllabus and course schedule are subject to minor changes that will be announced in class and e mail announcement.

**Grading: If total assessment grade is lower than 50, student needs to repeat the course.** Midterm and final exam responses will be evaluated for accuracy, thoughtfulness and clarity. Assignments will be evaluated for content, quality of ideas and clarity of presentation (including both writing and graphics).

**Assessment Methods and Criteria :**

METHODS	EFFECTS ON GRADING
Attendance and Participation	10%
Assignments and Presentations	10%
Midterm Exam	30%



Final Project 50%  
100

ECTS Workload Table :

ACTIVITIES	NUMBER	HOUR	WORKLOAD
Course Teaching Hours	14	1	14
Practical	14	2	28
Homeworks	1	1	1
Self-study for Midterm Project	1	15	15
Self-study for Final Project	1	17	17
<b>Total Workload</b>	<b>0</b>	<b>0</b>	<b>125</b>
<b>Total workload/30</b>			<b>75/25</b>
<b>ECTS</b>			<b>3</b>

#### GRADING AND EVALUATION

The students' progress will be evaluated throughout the semester.

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Grade Scale:

GRADE	MARKS	VALUE	GRADE	MARKS	VALUE
A+			C+	60-64	2.30
A	95-100	4.00	C	55-59	2.00
A-	85-94	3.70	C-	50-54	1.70
B+	80-84	3.30	D+	45-49	1.30
B	75-79	3.00	D	40-44	1.00
B-	65-74	2.70	F	0-39	0.00