

Course Code	Course Name	Year/Semester	Theory	Practice	Credits	ECTS
IAED 4103	Professional Practice and Portfolio	2023-2024/Fall	1	2	2	3

Level of Course: Undergraduate

Course Type: Must Course

Language of Instruction: English

Instruction:

Course time: Monday 09:00-12:00

Course classroom: BB-34

Mode of Delivery: Class Teaching, Presentation, Assignments

Prerequisites and None

Co-requisites: None

Course Coordinator:

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

Course Teaching Lec. Dr. Setenay Uçar

Assistant:

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:**

Express the concepts related to interior architecture.

- Formulate abstract and concrete concepts related to the profession.
- Regulate the processes required by the profession.
- Classify the working areas and methods in the sector.
- Make practical arrangements.
- Make certification about the work.
- Configure the application process.

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.

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.

	Date	Week	Chapter Topic	Take-home exercise
Course Contents*: (Weekly Lecture Plan)	02.10.2023	1	Introduction	-
	09.10.2023	2	Definition of Interior Architecture, history, application areas and design process. Interior Designer: Definition, Characteristics, Tasks, Responsibilities, Working conditions TMMOB Chamber of Interior Architects: Definition, Statute, Establishment objectives, Control mechanism.	Further Research Topic: Professional organizations established abroad
	16.10.2023	3	Professional organizations established abroad, Establishment processes, Definitions, Application areas- Grant systems	Further Research Topic: Academic institutions
	23.10.2023	4	Academic institutions – universities abroad, education systems, higher education in interior architecture	Further Research
	30.10.2023	5	Logo, letterhead, Business Card Preparation and corporate identity work	Further Research
	06.11.2023	6	Career Planning, Letter of intention, Interview Techniques	Further Research Presentation
	13.11.2023	7	Letter of Intention preparation, Resume / CV, CV Preparation	Further Research Presentation
		8	MIDTERM EXAM WEEK	
	27.11.2023	9	Introduction to Portfolio	Further Research

04.12.2023	10	Portfolio: Cover Design	Further Research
11.12.2023	11	Portfolio: Page Layout	Further Research
18.12.2023	12	Portfolio: Selection of works to use in Portfolio. In class work	Further Research
25.12.2023	13	Portfolio: Selection of works to use in Portfolio. In class work, Final Critiques	Further Research
01.01.2024	14	NATIONAL HOLIDAY	
			FINAL EXAM

* 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	13	1	13
Practical	13	2	26
Homeworks	10	1	10
Self-study for Midterm Project	1	13	13
Self-study for Final Project	1	13	13
Total Workload	0	0	125
Total workload/30			75/25
ECTS			3

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