

Miami College of Design, LLC

CATALOG

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Licensure

Miami College of Design, LLC is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee FL 32399-0400. (850) 245-3200, toll-free telephone number: (888) 224-6684.

License # 5611

Ownership and Governing Body

Innovation Design School of Miami, LLC

Franco Lodato, Antonio Malavé, Nicolás Mangieri Cauterucce

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Disclosure

Miami College of Design, LLC, reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Florida Commission for Independent Education rules and regulations and will be stapled to this catalog and students will be notified of changes. Students will abide by the rules and regulations of the catalog published at the time of their enrollment.

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ABOUT MIAMI COLLEGE OF DESIGN

History

The Miami College of Design is the culmination of the dreams of two leaders in industrial design and design education, Franco Lodato and Walter Bender.

Franco Lodato is a renowned industrial designer for Motorola, Herman Miller, Ferrari-Maserati, Pininfarina and other global enterprises. He is also the founder and principal of iBionics and chief product Innovation of Skylabs.

Walter Bender is a founding member and former Executive Director of the MIT Media Lab, co-founder of One Laptop per Child, and founder of Sugar Labs, an organization that provides educational software to children around the world.

Lodato and Bender as collaborators at MIT in the 1990s observed that design and technology were closely integrated in the development of new products. Consequently, the ability to deliver interdisciplinary education has become more essential than ever before.

Lodato and Bender realized they could create an innovative college where students could interact with design principles and also with the natural sciences, material sciences, computing, communications, and structural engineering.

This innovative education concept got the attention of Antonio Malavé. Mr. Malavé is a serial entrepreneur in the Miami area where he focuses on real estate project development. He is an expert in organizational and operational management and therefore assumed the role of Chief Operating Officer and part owner. He is responsible for daily operations, resource management, and strategic planning.

During the thinking stages Nicolás Mangieri Cauterucce became interested because of his background and involvement in several universities in Venezuela and his interest in US higher education. He is participating in the college development as a silent investor.

Mission

Miami College of Design was created to support the future leaders in design and innovation. Our students interact with design principles in concert with the natural sciences, material sciences, computing, communications, and structural engineering.

Our mission is to prepare students to assume positions of influence and global leadership in industry and to be instrumental in the creation of the next generation of strategic, innovative, and entrepreneurial businesses.

Our objective is to create a learning environment in which students work side-by-side with leading-edge designers, immersed in professional practice, to create disruptions and, consequently, opportunities for innovation.

We seek to advance the integration of design, science, and engineering, exploring new approaches and solutions through experience design. We value active learning, exploration, creativity, breakthrough innovation, and the use of technology and applied design, all of which serve to advance the quality of the human experience.

Vision and Purpose

In today's competitive landscape, where high-technology businesses are becoming the common paradigm, innovation is crucial. To nurture talent, we must create learning environments in which there is creative tension between a shared vision (stability) and open-ended risk taking (instability). From these environments, top students will emerge who can innovate from chaos.

These students will generate long-term value through the development of distinctive products; they will be instrumental in the creation of the next generation of strategic businesses as they contribute with disruptive, breakthrough innovation leadership.

Outcomes for Students

Graduates of the college will have strong skills in applying theory to the creation of new product development. Hands-on courses focused on industrial design provide many opportunities. The program combines expertise in the foundations of design and technical expertise. This is central to best practices of the application, development, and use of technologies throughout an industrial designer's lifetime. Graduates will generate long-term value through the development of distinctive products; they will be instrumental in the creation of the next generation of strategic businesses as they contribute with disruptive, breakthrough innovative leadership. Graduates will be prepared to seek entry-level employment in careers as industrial designers, product designers, creative directors, and user-interface, and user-experience designers. These positions are typically found in the Industrial Design industry as well as in the product-development divisions of the manufacturing and services industries.

Equal Opportunity Statement

The policy of Miami College of Design of equal opportunity employment, consistent with all applicable federal and state laws, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, sexual orientation, marital status, age, political affiliation, or belief, be excluded from any training, be denied the benefit of training, or be subjected to discrimination in any hiring practice or activity at the campus.

Americans with Disabilities Act

Miami College of Design complies with the Rehabilitation Act of 1973 (Section 504) requiring

that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of accommodations under the Americans with Disabilities Act must disclose special needs at the time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations.

Please consult the college Admissions Office for further information.

Students with disabilities may qualify for additional services/assistance. Students may call our main office and contact the Admissions Director of Miami College of Design.

DEGREE PROGRAMS

Industrial Design Bachelor of Science (B.S.)

Degree Awarded: Bachelor of Science

Calendar Type: Semester

Total Credit Hours: 145

Occupational Information and Program Objectives

The Bachelor of Science major in Industrial Design and Technology (IDT) prepares students in the knowledge and skills needed to advance the integration of design, science, and engineering, exploring new approaches and solutions through experience design. Students learn interdisciplinary skills and theory necessary to design, develop, and implement technology-enhanced products for a variety of fields and settings while working side-by-side with leading-edge practitioners.

Graduates of the program will have strong skills in applying theory to the creation of new product development. With hands-on courses focused on industrial design, the program combines expertise in the foundations of design and technical expertise that is central for best practices of the application, development, and use of technologies throughout their lifetimes.

Graduates will generate long-term value through the development of distinctive products; they will be instrumental in the creation of the next generation of strategic businesses as they contribute with disruptive, breakthrough innovation leadership.

Graduates will be able to:

1. Design user experiences (i.e., an interactive website, technology tools, and consumer products and services);
2. Conduct research, product design, and rapid prototyping;
3. Demonstrate skills in critiquing and collaborating in studio settings;
4. Communicate effectively orally and in writing in groups and in presentation;
5. Apply academic and practical skills training to professional settings of employment.

Upon graduation students will have amassed a portfolio that documents and demonstrates these abilities.

Graduates will be prepared to seek entry-level employment in careers as industrial designers, product designers, creative directors, and user-interface, and user-experience designers. These positions are typically found in the Industrial Design industry as well as in the product-development divisions of the manufacturing and services industries.

Program Description

The curriculum combines visual and computational thinking to push the boundaries of design, while exploring new approaches and solutions. Internship experiences include work with local and international corporate partners.

Students experience learning in various ways such as:

- Classroom theory focused on Design and Technology: Design methodology and evaluation techniques to enable the development of new and emerging products;
- Studio and Internship experiences: Project-based experience in the conceptual, formal, spatial and material aspects of industrial design typically held at local companies.
- Technical and Cultural: Experience supporting technical, social, cultural, and organizational aspects of design in specific topical areas such as health and well-being, transportation, and education.

At the Miami College of Design, student learning crosses boundaries of research and practice emphasizing originality and creativity based on 21st Century Learning Skills including:

- Problem solving;
- Problem finding;
- Inquiry-based learning;
- Team work and collaboration;
- Real world applications in projects; and
- Ongoing documentation of growth in portfolios.

Work across these themes is coordinated to facilitate the development of expertise linking theory and practice in the design process. Students have the opportunity to select areas of emphasis or concentration in the field of industrial design. These include: Entrepreneurship. Aging. Health, Industrial Design, Marine Sciences, Robotics, Sports Technology, Transportation, and “Wearables.”

Courses

Students enrolled in the Bachelor of Science program must complete 30 credit hours of general education.

General Education courses required for Bachelor's Degree

Course Number	Course Title	Theory	Lab	Total Credits
General Education				
MATH-101	College Algebra	3		3
MATH-201	Statistics	3		3
HUM-101	English Writing and Communication	3		3
HUM-202	Literature: An Introduction to Literary and Critical Studies	3		3
HUM-301	Philosophy: Practice-based Inquiry	3		3
HUM-302	Art: The History of Design	3		3
NATSCI-302	Biology: Visual Perception	3	3	6
SOCSCI-201	History of Free Culture	3		3
SOCSCI-302	Social Psychology	3		3
Industrial Design				
ID-101	Design Practice	3	3	6
ID-102	Biodesign: Innovation Inspired by Nature	3	3	6
ID-150	Design Studio 1		6	6
ID-199	Design Internship 1		6	6
ID-204	Special Projects in Education Technology	3	3	6
ID-250	Design Studio 2		6	6
ID-299	Design Internship 2		6	6
ID-302	Advanced Projects in Wearables	3	3	6
ID-350	Design Studio 3		6	6
ID-399	Design Internship 3		6	6
ID-401	Design Leadership 1		1	1
ID-402	Design Leadership 2		1	1
ID-450	Design Studio 4		3	3
ID-499	Capstone Design Project		4	4
Computer Science				
COMP-201	Principles of Software Development	3	3	6
COMP-302	Introduction to Computational Thinking	3	3	6
Engineering				
ENG-102	Introduction to Rapid Prototyping Methods	3	3	6

Course Number	Course Title	Theory	Lab	Total Credits
ENG-203	Methods of Sensor Design	3	3	6
Entrepreneurship				
EPS-401	Affordable Design	3	3	6
EPS-402	Sustainable Design	3	3	6
Social Sciences				
SOCSCI-304	Human Factors	3	3	6
Advising Seminars				
SM-101	Advising Seminar 1	1		1
SM-102	Advising Seminar 2	1		1
SM-401	Senior Seminar	1		1
SM-402	Professional Seminar	1		1

Industrial Design Associate of Science (A.S.)

Degree Awarded: Associate of Science
(A.S.) Calendar Type: Semester
Total Credit Hours: 65

Occupational Information and Program Objectives

The Associate of Science major in Industrial Design Technology (IDT) prepares students in the skills needed to understand the integration of design, science, and engineering, exploring new approaches and solutions through experience design. Students learn interdisciplinary skills and theory necessary to design, develop, and implement technology-enhanced products for a variety of fields and settings while working side-by-side with leading-edge practitioners.

Graduates of the program will have skills in applying theory to the creation of new product development. With hands-on courses focused on industrial design, the program combines expertise in the foundations of design and technical expertise that is central for best practices of the application, development, and use of technologies throughout their lifetimes.

Upon graduation students will have gained experience in the design of software, devices, and/or web applications, as well as the start of a portfolio that demonstrates their abilities. They will also have elementary skills to assist with research, product design, and rapid prototyping as well as skills in critiquing and collaboration, written and verbal communication, and presentation skills. Graduates will be prepared to seek assistant-level employment in industrial and product design, and user-interface, and user-experience designers. These assistant-level positions are typically found in the Industrial Design industry as well as in the product-development divisions of the manufacturing and services industries.

Program Description

The curriculum combines visual and computational thinking to push the boundaries of design, while exploring new approaches and solutions. Internship experiences include work with local and international corporate partners.

Students experience learning in various ways such as:

- Classroom theory focused on Design and Technology: Design methodology and evaluation techniques to enable the development of new and emerging products;
- Studio and Internship experiences: Project-based experience in the conceptual, formal, spatial and material aspects of industrial design typically held at local companies.
- Technical and Cultural: Experience supporting technical, social, cultural, and organizational aspects of design in specific topical areas such as health and well-being, transportation, and education.

Courses

Students enrolled in the Associate of Science program must complete 15 credit hours of general education.

General Education courses required for Associates Degree

Course Number	Course Title	Theory	Lab	Total Credits
General Education				
<i>MATH-101</i>	College Algebra	3		3
<i>HUM-101</i>	English Writing and Communication	3		3
<i>NATSCI-302</i>	Biology: Visual Perception	3	3	6
<i>SOCSCI-302</i>	Social Psychology	3		3
Industrial Design				
ID-101	Design Practice	3	3	6
ID-102	Biodesign: Innovation Inspired by Nature	3	3	6
ID-150	Design Studio 1		6	6
ID-199	Design Internship 1		6	6
ID-204	Special Projects in Education Technology	3	3	6
ID-250	Design Studio 2		6	6
ID-299	Design Internship 2		6	6
Engineering				
ENG-102	Introduction to Rapid Prototyping Methods	3	3	6
Advising Seminars				
SM-101	Advising Seminar 1	1		1
SM-102	Advising Seminar 2	1		1

ADMISSIONS PROCEDURES AND REQUIREMENTS

Determine if Miami College of Design is for you.

You may be in your junior or senior year in high school thinking about college. Or, you might be in the workplace considering another career or how to enhance your current opportunities in Industrial Design. Therefore, ask yourself if you are ready to join a class of students who will work as a team on a series of interdisciplinary specialties (Robotics, Marine Science, Sports Technology, Transportation Design, and more). We seek individuals who have the training, stamina, and passion for a rigorous, immersive program. We seek students who can add useful and intriguing elements to the team, from a sense of humor to compelling work experiences to a wide range of individual gifts, talents, interests, and achievements. Our ideal and diverse team includes capable people who will support, surprise, and inspire each other. Is this you?

Preparing you for Miami College of Design as a high school student:

- Be sure you're ready to do the work;
- Take the time to explore industrial design projects that interest you, both inside and outside of school;
- Enroll in high school courses to get the most benefit at Miami College of Design. Courses that develop visual and design skills (such as studio drawing or studio arts) are strongly recommended, as well as algebra, geometry, trigonometry, computer science, natural and social sciences, plus courses you find creative and engaging.

Preparing yourself if you are currently in the workplace:

- Review the related experience you already have;
- Think about what skills and subjects you want to know more about;
- Consider your goals as a result of a Miami College of Design experience;

Please keep in mind that all courses are offered in English.

Admissions Requirements

Students seeking admission must fulfill the following requirements:

- You must be at least 16 years of age at the time of enrollment;
- You must be able to provide proof of high school graduation or equivalency, which may take one of the following forms:
 - High school graduation transcript, diploma, diploma of completion, etc., showing date of graduation;
 - Proof of certification of GED completion (GED scores or GED diploma);
 - Proof of graduation from a foreign institution comparable to a United States secondary school (It is the responsibility of the applicant to arrange for the educational evaluation

agency to evaluate the documents and provide the translation to Miami College of Design.); or

▸ Florida Home Education graduation including receipt of proper state credential.

- Successful completion of the Application Checklist (see below);
- You must have your own laptop computer capable of running GNU/Linux or Mac OS.

Results of the SAT Reasoning Test or the ACT (American College Testing program) are not required for admission to the Miami College of Design.

Contacting the Office of Admissions

You can contact us by email at:

admissions@miamicollegeofdesign.com

or through regular mail to:

Office of Admissions
Miami College of Design
7950 NW 53rd St. Suite 337
Miami, FL 33166

The Application Checklist

The Application process for the Miami College of Design is intended to discern a beneficial and rewarding match between the candidates and the College's unique learning environment. With this in mind, the application process consists of the following mandatory elements:

1. *Successful Completion of the Online Application.* The Online Application Form (<https://miamicollegeofdesign.wufoo.com/forms/rtexl4z01f1l0w/>) asks for your identifying information and your educational background. You will also submit your portfolio and an essay (See Items 5 and 6 below) through the Online Application Form, so have all your material ready before you start to fill out this form. Students under 18 years of age must have the consent of their parent(s) or legal guardian(s). If you are under 18 years of age, print out the Guardian Consent Form (https://docs.google.com/document/d/1kmcG6ybFMY9MQaWVICxuqNKc_Che-VgWtnmiESYnP-Q/edit?usp=sharing) , have it signed by your guardian(s), and send it to the Office of Admissions.
2. *Transcript.* Applicants must provide official transcripts of all secondary academic work through the most recent grading period. High school counselors may submit transcripts

through email or through regular mail to the Office of Admissions.

3. *English Language Competency.* Non-native speaking applicants must show proof of English Language competency. This includes a score of 60 on the TOEFL IBT or the IELTS (International English Language Testing System) exams, or documentation of ESL diploma program completion. Send proof of your test score to the Office of Admissions.
4. *Letters of Recommendation.* At least two letters are required and as many as four may be submitted. Recommendation letters should be written by teachers or professionals who have first-hand knowledge of your work and academic achievements and can comment on your potential as a Miami College of Design student. The letters of recommendation should be sent by the invited professionals directly to the Office of Admissions.
5. *Portfolio.* The portfolio must include at least five examples of your best recent work, either assigned projects or self-directed explorations. The work should reflect the full range of your ideas, interests, experience and abilities in design and engineering. Most often, the content of your portfolio goes beyond your classroom assignments and reveals the breadth and depth of your accomplishments. Ideally, you will have had a chance to develop your portfolio over time.

Work presented can be in any medium (including software, film, or video), in finished or sketch form. Your digital portfolio may include: code repositories, documents, pictures, videos, graphics, dioramas, notes, scribbles, multimedia presentations, blogs, spreadsheets, calculations, etc. Selected pages from a journal or sketchbook are recommended to demonstrate your research, thinking and investigation approach.

As a learning-centric design institution, we want to know about your learning and growth process, how you got from point A to point B. We are particularly interested in your self reflections. What motivated you? What were your strategies when your designs didn't work out as planned? What were you able to take away from a failed plan or prototype? Explanatory notes or documentation containing these reflections would be helpful to our appreciation of your work.

The Miami College of Design offers a series of workshops on how to develop your personal portfolio. We suggest you take advantage of this resource, come meet the team, and ask your questions. Sign up for one of these sessions here (<https://miamicollegedesign.github.io/workshop.html>).

Portfolios must be submitted electronically (through GitHub, Google Docs, DropBox, or some other file-sharing mechanism).

6. *Essay.* The essay is an opportunity for you to tell us about yourself, the things you do, and/or things that are important to you. Be creative. You can try storytelling, a shout out, a news article, a commentary, it's up to you. We want to know you better, and we want to get a feel for your English-language writing skills. The essay should be no more than 1000 words.
7. *Application Fee.* An application fee of \$25 will be charged to process your application. Send a cashier's check or money order to:

Integral Outsourcing Services LLC
7959 NW 53rd St.
Doral, FL, 33166-4653

The application fee may be waived on a case-by-case basis. Please contact the Office of Admissions.

8. *Personal Interview and Performance Assessment.* After you have submitted all of the above items, applicants will be contacted to schedule a face-to-face in person or electronic admissions interview. During the interview, applicants will be asked to complete a writing and problem-solving exercise. Beforehand, applicants are encouraged to reach out to faculty and staff to gain an understanding of the College environment.

Acceptance by the College

The criteria for acceptance into the program are based on a multi-dimensional metric. This includes:

- academic achievement;
- quality of the applicant's portfolio and writing samples;
- the interview;
- the results of the performance assessment;
- letters of recommendation;
- Admissions Committee assessment of character, talent, and ambition.

Admissions decisions will be made on a rolling basis, generally within one month following the completion of all items on the Application Checklist and review by the Admissions Committee.

Upon acceptance, there are two documents which constitute a binding contract between the student and Miami College of Design: (1) the College Catalog, which students receive one week prior to enrollment; and (2) the Enrollment Agreement, containing your obligations with the College. Please read both documents carefully prior to signing the Enrollment Agreement.

The Catalog and the Enrollment Agreement constitute a binding contract between the student and Miami College of Design. Students receive a Catalog one week prior to enrolling. Please read both documents carefully prior to signing the Enrollment Agreement.

Transfer of Credit Hours

Some credit hours may be evaluated and considered towards program completion. The applicant must present a transcript and catalog from the institution where the courses were completed. The institution must be accredited by a national or regional accrediting agency and the grade must be a “B” or higher. Students must complete at least 50% of their course work at Miami College of Design in order to receive a degree. Tuition will be prorated.

Students may wish to continue their training after graduation. While Miami College of Design is licensed by the Florida Commission for Independent Education, it is not accredited. Some or none of the course work completed at Miami College of Design may be transferable to other institutions. Therefore, the student must contact the institution s/he is transferring to as each institution has its own requirements regarding acceptance of transfer of credit hours. There is no guarantee of transfer of credit hours from one institution to another and specifically from Miami College of Design to any other post-secondary school or college.

Life Experience Credit

Miami College of Design accepts up to 15 credit hours of life experience. Applicants must select courses for which they seek life experience credit. For each course, applicants must show how their specific experience meets the objectives of that course. This is done by completing forms, provided by the College, and including examples of work, job descriptions, and/or testimonials from employers. The Life Experience Application Package is reviewed by the Admissions Officer. When complete, then the Application package is submitted to a Life Experience Review Committee. Tuition for courses accepted for Life Experience credit will be prorated.

DESCRIPTION OF FACILITY AND EQUIPMENT

About the campus

Miami College of Design is located in the Historic Art District of Wynwood just a few blocks from the famous Wynwood Walls. The campus is located in a three-story 20,000 square foot stand-alone building with a student lounge, library area, and open classrooms. The building was renovated in mid-2016 using innovative design and space concepts.

Labs, classrooms, and other spaces

Classroom, office and lab space are located on the first, second, and third floors of the building. Each is structured as “open floors” with industry-specific machine shops located in open self-contained areas. Tables, chairs, and dividers are all movable so that lab and classroom space can be created as needed and as required by the demands of the courses being taught. There are five (5) closed offices, and one 15x35 space for Executive offices. One area is designated for computers. A 15x12 space is designed for servers. There are three 12x12 faculty offices, an open student lounge, where the library and library computer workstations are located, and a 30x12 meeting/conference room. Restrooms are located on all floors. The roof holds solar panels and wind turbines. Part of the roof is enclosed to create a closed area where there are eating, recreation, and meeting rooms.

Parking

Miami College of Design is located in a busy Art District that accommodates the parking needs of its thousands of daily visitors and business people. Building permits are granted based on following the parking calculations for Miami-Dade T-5 zoning, which outlines required parking for the College. There are 150 leased parking spaces available to faculty, staff, and students from public parking lots in the area. Additional parking is leased from public parking lots as enrollment grows. Miami College of Design is not responsible for items left in a student's car or for any towing charges if students have illegally parked.

Approvals and Licenses

The Miami College of Design has met all requirements, certification, licenses, and insurances to operate and conduct all business in the City of Miami, Miami/Dade County, and the State of Florida.

Equipment

All equipment needed to support the teaching of each subject is available. There are labs on site and also in nearby buildings. Examples of equipment include but are not limited to the following:

water jet

vertical milling machine
laser cutter
CNC machine
3D printers
mini mill
vinyl cutter
desktop cutter
large-format digital printer

Software Resources

Students at Miami College of Design will have access to state-of-the-art software tools. The College puts an emphasis on Free/Libre Software in order to ensure that students not only learn how to use tools, but also how the tools themselves are designed.

Resource Center and Online Library

The campus's resource center contains instructional videos and journals, texts, and technical manuals. Miami College of Design has established an online library with LIRN that provides ample resources related to its programs of study and related employment and training. Students and instructors may use all resource materials and assigned computers for academic purposes and research while on campus when class is in session and offices are open. Students, faculty, and staff also have access to online library resources from any location.

STUDENT SERVICES

Miami College of Design's primary objective is to assist its students in achieving their personal and career goals. Miami College of Design provides specialized services that are a strong part of the College experience. Students can confidentially discuss their problems at any time with their instructors or any staff member. All staff members maintain an open-door policy regarding student concerns or issues.

Mentors

Based on person-centered planning, each student benefits from academic and/or social support. All students are partnered with a mentor. Mentors include faculty, staff, upper-class students, and professional industrial designers in the community.

Housing

Miami College of Design is located in the District of Wynwood. Recently around Wynwood, thousands of new housing units have become available. Miami College of Design will assist students in fulfilling their housing needs in this thriving local housing marketplace.

Family Educational Rights and Privacy Act (FERPA)

Miami College of Design fully complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential and are stored in locked cabinets in a locked office.

Orientation – Advising Seminars

Two Advising Seminars are held during the first two semesters of each program. They are designed as both an orientation to the institution and to address challenges and opportunities and how to handle them while enrolled in the College. The goal is to head off challenges and increase student satisfaction, success, retention, and graduation. There is a Senior Seminar to assist students to select their Senior Project and a Professional Seminar to prepare students to successfully enter the job market.

Academic Advisement

Academic advisement includes offering students skills and resources to successfully complete each course. Examples are consulting with professors and student services staff, study-skill coaching, as well as success strategies when combining academic with other life requirements and tasks of daily living.

Financial Aid Advisement

Miami College of Design is not approved for US Department of Education loans or grants. Prior to the time of enrollment, students are provided with information about institution scholarships, tuition payment plans, and private loans to those who qualify.

A tuition interest-free payment plan is offered to students who wish to break down semester tuition into monthly installments.

Career Services/Job Placement Assistance

Job Placement Services and employment skills assistance shall be provided to all enrolled students and graduates without additional charge. There is no guarantee of placement directly or indirectly implied.

First Aid

A first aid station is available to treat minor cuts and scrapes that possibly occur using some equipment. Any injuries that require more than basic first aid are referred to local medical centers.

Design Internships

All students at Miami College of Design will engage in employment internships as part of their program of study. These internships may be paid or unpaid, depending on the location and the amount of training provided at the site. Internships are highly supervised and have specific learning objectives and require written evaluations by student, mentor, and on- and off-campus supervisors. They are arranged through an agreement with an affiliated company iBionics.

Personal Advisement/Counseling

Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss most obstacles that may be in the way of success. Students may be referred to professional counseling within the community as appropriate.

Alumni Community

Graduates are automatically accepted into Miami College of Design's Alumni Community. Alumni receive a variety of benefits including: career services, auditing of selected courses, and invitations to social events on campus.

Class Size

Miami College of Design is proud of its small classes and individualized attention. Class size may vary according to program requirements. The institution monitors class size to ensure that program objectives are met. Generally, class size will not exceed 20 students.

Schedule Changes

Students who have scheduling errors, or would like to request a change in schedule, may request an appointment with the Registrar. All requests made before the first day of the semester will be considered. Requests made after the start of the semester will need to be approved by the Dean of Faculty.

Syllabi

On the first day of class for each course students receive a copy of the course syllabus and outlines. The student catalog is available one week prior to class start dates. Students always receive a catalog at the time of enrollment.

ATTENDANCE

Students are expected to attend class regularly for satisfactory academic progress. At Miami College of Design, attendance is considered a vital part of each student's performance. Absences in excess of 10% of class hours, for any course, may cause a student to be ineligible to take any final examinations in the program.

Excessive absences in a course or program will result in the following administrative actions:

- Attendance warning
- Probation
- Suspension or dismissal

Makeup Work

Make-up work is required for any absence. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absence must be taken within a time frame determined by the instructor. A reduction in grade may be compensated for at the discretion of the instructor. There is no charge for makeup work.

Tardiness

Lateness or leaving class up to 15 minutes early is counted as a one-quarter class absence. These absences are included in the 10% absence calculation. All class time missed in excess of 15 minutes must be compensated for by the student in order to graduate.

Leave of Absence

To be eligible to apply for a leave of absence, a student must have completed the first semester of the program at the Miami College of Design. The student must submit a written request for the leave (with required documentation) to the Registrar and Dean of Student Services. The student must have these approvals from the Directors prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical or family emergency. This exception to the policy is considered only when a student expects to return to the College within the maximum time frame for a leave of absence. A student may make a single request for a non-continuous leave of absence when the request is for the same reason, such as a serious medical problem requiring multiple treatments.

Generally, a leave of absence may be granted for a period not to exceed 120 days. Students are also limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as total number of days does not exceed 90 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty, or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA).

A leave of absence is granted only when there is a reasonable expectation a student will return to the College at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to the College at the end of an approved leave of absence is withdrawn from Miami College of Design.

If a student does not return to the College at the expiration of an approved leave of absence, the student's withdrawal date is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal.

Disciplinary Probation

If a student fails to meet their responsibilities as outlined in this catalog or where Miami College of Design policies and procedures are posted or distributed, he or she may be placed on probationary status. Probationary status is for 30 days.

If a student fails to improve as required during the time period specified for their probation, he or she may remain on probation or dismissed from the program and the College.

Disciplinary Readmittance Policy

A student must apply for re-admittance to Miami College of Design after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students re-entering are placed on disciplinary probation;
2. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

Academic Readmittance Policy

A student must apply for re-admittance to Miami College of Design after withdrawal for any reason. The policy also applies to students who have been on an approved leave of absence that extended beyond the date granted, which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Registrar and Director of Student Services to re-enroll;
2. Students must have met all financial obligations to the College;
3. Students are re-enrolled under current tuition charges and curriculum and catalog policies.

ACADEMIC POLICIES

Course Assessment

It is a Miami College of Design policy that each student completes a required final project and/or exam in order to receive a passing grade. During each semester students get on-going feedback on their class participation and projects. Any Project or Exam not completed by the deadline set by an instructor may result in an automatic failure unless specific arrangements are made with the instructor. Final examinations are normally scheduled during the last class meeting for the course.

Grading

Students are awarded letter grades for all courses taken at Miami College of Design. Academic work is evaluated and grades are assigned at the end of each course to indicate a student's level of performance. A criterion upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of course syllabus. Grade notations are based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00–100.00%
B	Good	3.0	80.00–89.99%
C	Average	2.0	70.00–79.99%
D	Poor	1.0	65.00–69.99%
F	Fail	0.0	0–64.99%
AU	Audit	Not computed	
I	Incomplete *	Not computed	
W	Withdrawal	Not computed (prior to 50% completion)	
WF	Withdrawal Failing	0.0 (after 50% completion)	
WNA	Withdrawal/No attend.	Not computed	
P	Pass	Not computed	
T	Transfer of Credit Hours	Not computed	

* Converts to grade of F if incomplete work is not made up within specified time-frame.

Repeating Courses

A course in which a letter grade of “D” or “F” has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Miami College of Design. No course may be taken more than two (2) times. A course in which a satisfactory letter grade (i.e., “A,” “B,” “C”) has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after

graduation. All grades attempted are considered when calculating quantitative Satisfactory Academic Progress status.

Plagiarism

It is a policy of Miami College of Design that students assume responsibility for maintaining honesty in all work submitted and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

- First occurrence of plagiarized material results in an automatic “F” for that assignment;
- First occurrence of a student copying an entire paper or project and turning it in as their own work results in an automatic “F” for the class;
- The second occurrence of an assignment containing plagiarized material results in an automatic “F” for the course;
- The second occurrence of a student turning in an entire paper or project as their own work results in an automatic suspension from the College for 30 days.

Satisfactory Academic Progress

Students at Miami College of Design are expected to maintain satisfactory academic progress toward graduation. There are two standards that must be met: a qualitative standard and quantitative standard.

The qualitative standard requires that a student achieve a minimum grade-point average of 3.0 after completing each semester at Miami College of Design. If a student’s cumulative grade-point average falls below 3.0, they will be placed on academic probation for one semester. If after one semester on academic probation, the student is unable to bring their grade-point average to at least 3.0, their scholarship will be suspended and they may be asked to withdraw from the program.

The quantitative standard requires students to complete their program of study within 150% of the normal time-frame allotted for completion of the program. The normal time-frame is measured in course hours attempted to accommodate schedules of full-time and part-time students.

Graduation Requirements

In order to graduate from Miami College of Design, students must:

- Successfully complete a designated program of study by completing all required courses in the program;
- Achieve a minimum cumulative grade average of 3.0;
- Complete 50% of a program at Miami College of Design;
- Resolve all financial obligations to the College;
- Complete all required exit paperwork.

Privacy of Student Records

Miami College of Design respects student's personal information and guards all information carefully. The student's Social Security number is not used as a student's primary identifier. The College will assign each student an institutional Student ID number to use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the main office stating which of the above directory information items are not be released to the general public.

Transcripts

A request for a Miami College of Design transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The complete address of the person/place to which the transcript is being sent must be included. An official transcript bearing the College seal will be forwarded to other institutions, to prospective employers, or to other agencies at the request of a student. Institutions typically consider a transcript "official" only if it is forwarded directly from the sending institution. Students may obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript request. All other transcripts will require a fee of US \$10 to be paid with an application. For those students who are dismissed or denied entry, records will remain on file in perpetuity.

Note: All financial obligations to the College must be paid before transcripts are released.

Changes Made by the Institution

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student according to the published Refund Policy.

Fire Precautions

Students should take note of exit signs within the building and each classroom. In the event of an emergency:

1. Exit the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (when relevant);
2. Stand at a safe distance from the building;
3. Do not re-enter the building until directed to do so by College administration.

Campus Safety

Miami College of Design maintains an alarmed and monitored well-lit building with appropriately well-lit gated parking areas. Miami College of Design maintains 24/7 video surveillance of all exterior and interior areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to College administration. Miami College of

Design provides security information, assistance, and service to aid campus occupants in the protection process. Miami College of Design employs patrolling safety officers to observe and detect crimes and threats on campus. Public Safety personnel are not police officers and are not empowered as such. The primary protective means used involves restricting campus access and use to only those authorized students, staff members, and employees, or their guests, for reasonable and safe purposes.

Weapons on Campus

Miami College of design does not allow firearms, deadly weapons, or dangerous instruments on its campus building or any lab sites. No concealed weapons or firearms of any kind are allowed on the property by anyone. Anyone found with weapons of any kind will be immediately arrested and expelled.

Parking

Miami College of Design maintains all parking areas and traffic regulations for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks, or in “no parking” areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Miami College of Design is not responsible for items left in a student’s car or for any towing charges if students have illegally parked.

STANDARDS OF CONDUCT

All students are expected and required to conduct themselves in a dignified and professional manner. Students must realize the responsibility for their success rests largely upon themselves. Any behavior that distracts other students or disrupts routine class procedure will not be tolerated. Such conduct is considered just cause for dismissal of a student from Miami College of Design.

Specific behaviors that may cause dismissal from Miami College of Design include, but are not limited to:

- Willful destruction or defacement of institution or student property
- Improper or illegal conduct
- Use or possession of alcoholic beverages or illegal drugs while on campus, or being under the influence of alcoholic beverages or illegal drugs while on campus
- Cheating, plagiarism, academic dishonesty and/or infractions of administrative policies
- Theft of student or College property
- Disruptive or inappropriate behavior

A student may also be suspended or dismissed from Miami College of Design for violating administrative policies. Causes for suspension and/or dismissal include:

- Failure to meet student responsibilities as contained within the current College catalog;
- Non-criminal, verbally offensive, disruptive or otherwise inappropriate conduct (whether directed toward another student or a College representative);
- Continued inappropriate personal appearance;
- Continued unsatisfactory attendance;
- Non-payment for services rendered by the College;
- Failure to comply with policies listed in the current College catalog;
- Conduct prejudicial to a class, program or the College.

Sexual Harassment and Anti-hazing Policy

It is Miami College of Design's policy to prohibit sexual harassment, which includes a commitment to creating and maintaining a community in which students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. This includes any kind of intimidation or discrimination. Miami College of Design is strongly opposed to sexual harassment and such behavior is prohibited by law and by Miami College of Design policy. Any report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he

or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or the Dean of Academic and Student Affairs. Violation of the policy can result in disciplinary action, up to and including discharge.

Drug Policy

Miami College of Design is in compliance with the Federal Government Regulations for a Drug Free Workplace for students and employees. Any student or employee caught in possession, use or distribution of any illegal substances will be dismissed and/or referred to the appropriate agency for arrest.

No Smoking Institution and Workplace

Smoking is not tolerated within 100 yards of the institution, offices, or any internship site.

Honor Code

Enrollment in Miami College of Design and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the College and fellow students and to adhere to general principles of academic honesty.

Standards of Appearance

Appropriate dress and appearance is expected at Miami College of Design. Given the nature of the industry, students will work in a machine shop and other labs. Therefore it is appropriate to wear jeans, sneakers, or other non-slip shoes, and shirts w/o buttons and sleeves that can catch on equipment.

Student Disciplinary Procedures

If a student violates Miami College of Design's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Director of Student Services will determine the disciplinary action.

The primary objective of Miami College of Design is to help their students achieve their career goals. If students have concerns or problems that need to be addressed, they can confidentially discuss their problems at any time with instructors, the Director of Student Services, or any staff member. The College maintains an open-door policy regarding any student issues.

Grievance Policy

A student has the right to appeal any academic or disciplinary actions set forth by Miami College of Design. Whenever possible, students are encouraged to resolve problems through normal administrative channels.

If a student has spoken to an instructor regarding his/her problem but it is not resolved, the next step is for the student to meet with the Dean of Academic and Student Affairs. The student needs to submit a written request to meet with the Dean. The written request will contain the

name of the student, date, brief explanation of the problem/reason for the grievance and the student's signature. Within 3 days, the Dean will contact the student to set up an appointment.

The Dean of and Student Affairs, the student, and the Miami College of Design employee involved will meet for the scheduled appointment to resolve the grievance. At this time, the student will have the opportunity to address any further concerns and/or questions. The Dean will review the student's grievance and ensure that the Institute's policy has been properly applied in order to make a final decision or recommendation. This decision will be noted and filed in the student's permanent file.

If the student feels that his/her complaint cannot be resolved after exhausting the institution's grievance policies and procedures, or feels an appeal or grievance is still unresolved, the student may contact:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
850-245-3200; 888-224-6684 toll free

ADMINISTRATIVE POLICIES AND PROCEDURES

Miami College of Design policies have been formulated in the best interests of students and the College. Changes in policy are rarely made during an academic year, since plans for each session are made in advance. However, Miami College of Design reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. These will be printed in separate documents and attached to the catalog and sent to the student body. A student currently enrolled will not be affected by a tuition increase. The College also reserves the right to require a student to withdraw should the individual fail to meet printed requirements.

Miami College of Design reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to earning course hours completed at the College.

Enrollment of a student in Miami College of Design does not guarantee that the student will be automatically re-enrolled into subsequent semesters. Miami College of Design also reserves the right to cancel any classes that do not have a minimum number of students enrolled. See refund and cancellation policy.

Hours of Operation

Miami College of Design is in session throughout the year, with the exception of holidays and vacations listed in the Academic Calendar. The main office is open Monday through Friday, 8:30 a.m. to 6:00 p.m. Classes are scheduled from 9:00 a.m. to 4:00 p.m. Evening classes are scheduled from 6:00 PM to 10:00 PM. Classes are held on Saturdays from 9:00 am to 1:00 pm. The campus is open 24 hours a day, seven days a week for students to work on their projects. Security is on duty 24/7.

Academic Calendar 2017–2018

- Registration Day for Fall Semester Classes: August 25, 2017
- First Day of Classes Fall Semester: August 28, 2017
- Last Day of Classes Fall Semester: December 22, 2017
- Registration Day for Spring Semester Classes: January 5, 2018
- First Day of Classes Spring Semester: January 8, 2018
- Last Day of Classes Spring Semester: May 4, 2018
- Registration Day for Summer Semester Classes: June 1, 2018
- First Day of Classes Summer Semester: June 4, 2018
- Last Day of Classes Summer Semester: August 3, 2018

Fall 2017

Week	Date	
	August 25	Fall term registration day
1	August 28	First day of classes
2	September 4	
3	September 11	
4	September 18	
5	September 25	
	October 2	October break
6	October 9	
7	October 16	Mid-term projects due
8	October 23	Last week to drop classes
9	October 30	
10	November 6	
11	November 13	
	November 20	November break
12	November 27	
13	December 4	
14	December 11	
15	December 18	Final projects due

Spring 2018

Week	Date	
	January 5	Spring term registration day
1	January 8	First day of classes
2	January 15	
3	January 22	
4	January 29	
5	February 5	
	February 12	February break
6	February 19	
7	February 26	Mid-term projects due
8	March 5	
9	March 12	Last week to drop classes
10	March 19	
	March 26	Spring break
11	April 2	
12	April 9	
13	April 16	
14	April 23	
15	April 30	Final projects due

Summer 2018

Week	Date	
	June 1	Summer term registration day
1	June 4	First day of classes
2	June 11	
3	June 18	
4	June 25	Mid-term projects due
	July 2	July break
5	July 9	Last week to drop classes
6	July 16	
7	July 23	
8	July 30	Final projects due

Official College Holidays

Date	Holiday
September 4	Labor Day
October 2-6	October break
November 11	Veterans Day
November 20-24	November break
November 23	Thanksgiving
December 23	Winter break begins
December 25	Christmas
January 1	New Year's Day
January 7	Winter break ends
January 15	MLK Day
February 12-17	February break
February 19	Presidents Day
March 26-30	Spring break
May 28	Memorial Day
July 2-8	July break

TUITION AND FINANCIAL AID

Tuition fees and other costs

Tuition

Tuition is due at the time of registration for each semester. The fee is US \$1020 per semester credit-hour unit. The total cost of tuition for the bachelor's degree is US \$147,900 (145 credit hours). The total cost of tuition for the associate's degree is US \$66,300 (65 credit hours). Tuition includes the cost of instructors and administration, as well as internships, mentoring, and student services.

Application Fee

There is a one-time US \$25 nonrefundable application fee due at the time of application. The application fee must be sent in the form of cashier's check or money order to:

Integral Outsourcing Services LLC
7959 NW 53rd St.
Doral, FL, 33166-4653

Payment of the application fee is the responsibility of the applicant.

Cost of Books, Equipment, and Supplies

The price of learning materials, equipment, and supplies varies, with an average cost of US \$75 per course. These costs are the responsibility of the student.

Industrial Arts & Method Scholars Program

Miami College of Design seeks to attract the most talented students both in and out of the State of Florida. The goal is to train talented individuals who will become innovators in their communities. Our focus is to deeply involve the local and greater industrial design communities to gain their support in the education of students who can one day make a difference to these organizations.

Our approach to student tuition assistance is to involve industry partners by establishing the Industrial Arts & Method Scholars Program. The program details include:

- Applicants must go through a rigorous admissions process showing that they have creativity, an innovative spirit, design talent and initiative, a teamwork mindset, and the goal to complete their studies within the time allotted;
- Accepted applicants will be named Industrial Arts & Method Scholars. Scholars will, wherever possible, be paired with an industry donor who has agreed to sponsor the Scholars Program;

- Scholars will, wherever possible, be assigned to a Sponsor work site for project and classroom work and internships.

To the extent that funds are available, tuition awards will be granted to each qualified student who is accepted into the Scholars Program. These are students who meet both the admission and the Scholars requirements. The awards program, known as Industrial Arts & Method Scholars Program, is an example of the innovative approach to post-secondary education tuition assistance developed by Miami College of Design. Up to 90% of tuition for qualified students will be paid through the scholars program. Students must qualify annually for scholarships while enrolled in either the Associate's or Bachelor's degree programs.

There are Industrial Arts & Method Scholarships available for 2017, which will be awarded based on both merit and means. Students who are awarded scholarships will be responsible for at least 10% of tuition. For example: If a student enrolls in 18 credit hours in a semester, the total tuition for that semester is US \$18,360. A 90% scholarship recipient will be responsible for US \$1,836 of that total. A 50% scholarship recipient will be responsible for US \$9,180 of that total. Students who are not awarded scholarships will be responsible for 100% of tuition as described in the Tuition Section above.

All students are responsible for their portion of tuition as described above, the one-time application fee of US \$25, and learning materials, equipment, and supplies, which have an average cost of US \$75 per course.

The Scholars Program Application Process

All applicants to the College and currently enrolled students in good standing are eligible to apply for the Scholars Program on an annual basis.

The application process for new students to the IAM Scholars Program follows the regular admissions process, however a more rigorous metric is employed by the Scholars Program Committee in order to determine scholarship awards. In addition to the standard admission process, students must prove to the Admissions Committee that they are highly qualified, goal-oriented, and committed to completion of their assigned work.

Currently enrolled students applying to the Scholars program must include examples of their work from previous semesters. Currently enrolled students may invite people to write letters of recommendation from College faculty and their mentors from industry.

Interview and Performance Assessment

All Scholar applicants will have a face-to-face, in person or electronic interview. During the interview, applicants will be asked to discuss their experience working as part of a design team.

Acceptance into the Scholars Program

Decisions regarding acceptance into the Scholars Program, as well as the percentage of tuition to be covered by the Scholars Program will be made within one month of the review by the Scholars Program Committee. This will be at least one month prior to the due date for submission of the enrollment agreement by new students for the semester in which they intend to enroll. Continuing students will be informed of their scholarship status three months prior to the Fall Semester.

What are the requirements to maintain good standing in the scholar program?

A minimum cumulative grade average of 3.0 and enrollment of at least 9 credits per semester.

How many scholarships are awarded?

Scholarships are awarded to as many qualified students as possible based on available scholarship funding.

Scholars Program in Summary

Amount of the scholarship.	The Scholarship covers up to 90% of tuition for those who qualify.
Programs that qualify	The Scholarship applies to both the B.S. and A.S. degree programs.
Submissions required	Complete the entire Admissions process as described in the Admissions and Procedures requirements section.
Process for student selection.	The Scholars Program Committee makes the final scholarship decisions according to the criteria listed in the Admissions Section.
Requirements to maintain the scholar award.	Students must maintain satisfactory academic standing (See Satisfactory Academic Progress in the Academic Policies Section on Page 26 of this Catalog).
Number of scholarships awarded.	Qualified students (those who meet admissions and scholarship criteria) will be awarded the scholarship subject to available funds.
Items <i>not</i> covered by the scholarship	One-time application fee; Books and learning materials; a minimum of 10% of tuition.
What if no funds are available to enrolled students to continue the next semester(s)?	If no scholarship funds are available, students will be responsible for 100% of tuition.
What financing is available to assist students to pay for the tuition not covered by a scholarship?	Miami College of Design has arranged with tuition-lending companies for students to seek tuition loan assistance.
What financing is available to assist students who did not qualify for the scholarship?	Miami College of Design has arranged with tuition-lending companies for students to seek tuition loan assistance.
Will tuition paid by the student be covered by the Refund Policy?	Yes (See the Refund and Cancellation Policy Section on Page 41).

<p>What is the time-frame new and returning students are given as to whether they qualify for the scholarship and the amount?</p>	<p>New students will be told about their scholarship status at least one month prior to the due date for submission of the Enrollment Agreement. Continuing students will be told about their scholarship status three months prior to Registration Day.</p>
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REFUND AND CANCELLATION POLICY

Scholars are awarded scholarship for up to 90% of tuition. Should a Student Scholar drop out or withdraw, the student is due no refund and owes no fees to the College. A student who is not awarded a scholarship and chooses to pay their own tuition, will be subject to the following refund and cancellation policies.

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule. This applies to students who did not qualify for a scholarship and are paying tuition in cash.

1. Cancellation must be made in writing;
2. All monies will be refunded if the applicant is not accepted by the College or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial deposit;
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application fee in the amount of US \$25;
4. Cancellation or withdrawal after attendance has begun, but prior to 40% completion of the course, will result in a Pro Rata refund of tuition computed on the number of Credit Hours completed to the total course Credit Hours required;
5. Cancellation after completing 40% of the course will result in no refund;
6. The termination date for refund computation purposes is the last date of actual attendance by the student;
7. Refunds will be made within 30 days of termination or receipt of cancellation notice;
8. Costs for books and learning materials and equipment will be refunded only if returned unused and in salable condition;
9. An applicant who signs up and fails to cancel within (3) business days will receive a refund less the nonrefundable application fee in the amount of US \$25.

Course Cancellation and Refund Policy

Should a course be canceled by the administration for any reason, tuition for that course will be refunded in full to cash paying students. Fees paid for learning materials, equipment, and supplies will not be refunded.

ADMINISTRATION, FACULTY, AND STAFF

Administrators work for Miami College of Design on a full-time basis. Faculty work on a part-time basis.

SENIOR ADMINISTRATION

President and Provost

Walter Bender

Master of Science

Visual Studies

Massachusetts Institute of Technology

Cambridge, MA

Bachelor of Arts

Visual and Environmental Studies

Harvard University

Cambridge, MA

Chief Operating Officer

Antonio Malavé

Masters of Science

Advanced Defense Studies

Instituto de Alto Estudios de la Defensa Nacional

Caracas, Venezuela

Bachelor of Science

Business

South Oklahoma State University

Oklahoma City, OK

Dean of Academic and Student Affairs

Ann Valente

Doctor of Science

Medical Sciences

State University of Campinas

Campinas, São Paulo, Brazil

Master of Education

Educational Technology

Harvard University
Cambridge, MA

Bachelor of Arts
Child Development
Tufts University
Medford, MA

In-house Counsel

Mark Lesniak
Juris Doctor
New York Law School
New York, NY
Admitted in New York

Bachelor of Arts
Literature and Philosophy
University of Iowa
Iowa City, IA

Design Faculty

Industrial Design

Franco Lodato
Master of Science
Bio-Design
European Institute of Design
Milan, Italy

Bachelor of Science
Industrial Design
Institute of Technology AJC
Caracas, Venezuela

Aging Design

Walter Bender
Master of Science
Visual Studies
Massachusetts Institute of Technology
Cambridge, MA

Bachelor of Arts
Visual and Environmental Studies

Harvard University
Cambridge, MA

Health Design

Walter Bender
Master of Science
Visual Studies
Massachusetts Institute of Technology
Cambridge, MA

Bachelor of Arts
Visual and Environmental Studies
Harvard University
Cambridge, MA

Sports Design

Walter Bender
Master of Science
Visual Studies
Massachusetts Institute of Technology
Cambridge, MA

Bachelor of Arts
Visual and Environmental Studies
Harvard University
Cambridge, MA

Transportation Design

Franco Lodato
Master of Science
Bio-Design
European Institute of Design
Milan, Italy

Bachelor of Science
Industrial Design
Institute of Technology AJC
Caracas, Venezuela

Wearable Design

Franco Lodato
Master of Science
Bio-Design

European Institute of Design
Milan, Italy

Bachelor of Science
Industrial Design
Institute of Technology AJC
Caracas, Venezuela

Natural Sciences

Walter Bender
Master of Science
Visual Studies
Massachusetts Institute of Technology
Cambridge, MA

Bachelor of Arts
Visual and Environmental Studies
Harvard University
Cambridge, MA

Business and Entrepreneurship

Robert Hacker
Master of Business Administration (MBA), Finance
Columbia University

COURSE DESCRIPTIONS

Courses are taken sequentially by level. Each semester credit hour is a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which is required for preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

The course numbers are based on course codes established by the College and do not relate to state common-course numbering systems. The course numbers were created by using the first few letters of the name of the program and then three numbers to indicate level or sequence. Courses numbered in the 100s and 200s are designed for students enrolled in both the associate's and bachelor's programs. Course numbers in the 300s and 400s are designed for students enrolled in the bachelor's program. For example, ID-101 is an introductory level Industrial Design class intended for Year-1 students. ID-204 is a more advanced course in Industrial Design intended for Year-2 students. Similarly, MATH indicates courses in mathematics; COMP indicates courses in computer science; SOCSCI indicates courses in the social sciences; NATSCI indicates courses in the natural sciences; HUM indicates courses in the humanities; EPS indicates courses in business and entrepreneurship; and SM indicates academic seminars.

Students are provided with a course syllabus at the start of each course. It contains the following:

- Method of evaluation
- Course requirements
- Value towards final grade

Industrial Design

ID-101 Introduction to industrial Design Methodologies , 3 credit hours theory, 3 credit hours lab
This course provides an introduction to the industrial design process. Beginning with abstract exercises, students are introduced to techniques for designing and engineering. Upon completion of this course, students will have the opportunity to develop skills that foster design creativity, thinking, representation, and development. (Prerequisite: none)

ID-102 Biodesign: Innovation Inspired by Nature, 3 credit hours theory, 3 credit hours lab
In this course students will explore past, present and future examples of Biodesign solutions to human problems. Upon completion of this course, students will have learned how experts in the field of biomimicry use nature's organisms and ecosystems as model, measure and mentor to discover engineering, architectural, business operations/management, and product development solutions. (F. Lodato) (Prerequisite: ID-101)

ID-151 Design Studio 1, 6 credit hours lab

This course provides instruction in industrial design and project development within design constraints. Students engage in the design process through project work. Instruction and practice in oral and written communication are provided. Upon completion of this course, students will have gained experience in the conceptual, formal, spatial and material aspects of industrial design. (Prerequisite: none)

ID-199 Design Internship 1, 6 credit hours lab

This course provides an introduction to internships. Students are placed in internships according to their interests and through consultation with the Design Faculty. During the internship students engage in a shadowing process. The student shadows one or more designated employees at the industrial design company. The experience is customer design and is guided and supported by faculty and industrial mentors. Evaluation is based on weekly reports by the student and midterm and final reports by the mentor. Upon completion of this course, students will have an understanding of the role and responsibility of an intern and an understanding of the design work flow in an industrial work setting. (Prerequisite: ID-150)

ID-202 Special Projects in Wearables, 3 credit hours theory, 3 credit hours lab

This course provides a studio and lab environment for students to engage in a design project in wearable systems. Project teams will explore new concepts of wearable computing. Upon completion of this course, students will have an understanding of the constraints and demands that must be accounted for in order to design wearable solutions to problems in health and well-being, recreation, personal security, and social networking. (F. Lodato) (Prerequisite: ID-150)

ID-204 Special Projects in Education Technology, 3 credit hours theory, 3 credit hours lab

This course provides a studio and lab environment for students to engage in a learning-centric design project in education technology. Project teams will explore new concepts of technology's role in learning. Upon completion of this course, students will have an understanding of the constraints and demands that must be accounted for in order to design devices and interventions that will satisfy the globally growing demand for education. (W. Bender) (Prerequisite: ID-150)

ID-250 Design Studio 2, 6 credit hours lab

This course provides instruction in industrial design and project development with an emphasis on social, cultural, or civic programs. The course builds on foundational design skills with more complex constraints and contexts. Upon completion of this course, students will be able to integrate aspects of design theory, design technology, and computation into the design process. (Design Faculty) (Prerequisite: ID-150)

ID-299 Design Internship 2, 6 credit hours lab

This course provides an internship experience. Students are assigned a selected work site according to their major interests. There is an on-site supervisor as well as student mentors who

together with the student establish competency goals to be completed during the internship experience. Several evaluations will be conducted to ensure students meet internship objectives. Upon the completion of the internship, students will be experienced in the practical application of knowledge and skills they have learned in the didactic and supervised studio settings of instruction. (Design Faculty) (Prerequisite: ID-199)

ID-302 Advanced Projects in Wearables, 3 credit hours theory, 3 credit hours lab

This course provides an advanced studio and lab environment for students to engage in a design project in wearable systems. Project teams will explore new concepts of wearable computing in which they build upon the skills and tools that the students have already acquired. Upon completion of this course, students will have demonstrated a high methodical competence and a mastery of the design and engineering skills necessary to innovate in the wearable-computing field. (F. Lodato) (Prerequisite: any ID-200-level course)

ID-304 Advanced Projects in Education Technology, 3 credit hours theory, 3 credit hours lab

This course provides an advanced studio and lab environment for students to engage in a design project in education technology. Project teams will explore new concepts in which they build upon the skills and tools that the students have already acquired. Upon completion of this course, students will have demonstrated a high methodical competence and a mastery of the design and engineering skills necessary to innovate in the educational-technology field. (W. Bender) (Prerequisite: any ID-200-level course)

ID-350 Design Studio 3, 6 credit hours lab

This course provides opportunities to learn advanced industrial design projects. Students learn how industrial concepts and ideas translate into products. Upon completion of this course, students have integrated design skills used to negotiate the complex issues of program and form in a specific cultural context. (Design Faculty) (Prerequisite: ID-250)

ID-399 Design Internship 3, 6 credit hours lab

In this course, students participate in an advanced internship. They work with the Design Faculty to prepare a written training plan that specifies the goals, educational objectives, and specific experiences and applications to be accomplished. Upon completion of the internship, students will be experienced in allocation of resources, establishing timelines for project plans, and establishing an evaluation process, including the criteria to be used that appropriately assess their work. (Design Faculty) (Prerequisite: ID-299)

ID-401 Design Leadership 1, 1 credit hours lab

This course provides an opportunity for seniors to mentor students in lower classes. This provides the opportunity to develop team-leadership and management skills and fine-tune industrial design skills. Upon completion of this course, students will have improved skills in studio critique and the ability to judge the effectiveness of members of a design team and motivate and manage others. (Design Faculty) (Prerequisite: ID-350)

ID-402 Design Leadership 2, 1 credit hours lab

This course provides additional opportunities for seniors to further their leadership, management, and knowledge skills by mentoring students in lower classes. Upon completion of this course, students will have advanced skills in leading a project design team and motivating and managing others as well as increase industrial design skills. (Design Faculty) (Prerequisite: ID-401)

ID-450 Design Studio 4, 3 credit hours lab

This course provides a broad range of advanced-level investigations in industrial design in various contexts. Studio problems include projects that are found in the workplace and include investigations and new production technologies. Upon completion of this course, students will have demonstrated the ability to integrate theoretical and technological training into specific design topics. (Design Faculty) (Prerequisite: ID-350)

ID-499 Capstone Design Project, 4 credit hours lab

This course provides an opportunity for student teams to integrate, apply, and demonstrate their skills. Capstone projects can be research-oriented or design-oriented. Upon completion of this course, students will have created an industrial design that can be implemented and used. All activity is closely monitored by Design Faculty. (Design Faculty) (Prerequisite: ID-450)

Mathematics

MATH-101 College Algebra, 3 credit hours theory

This course is an exploration of algebraic operations and properties, fractions, exponents and radicals, equations and systems of equations, polynomials and factoring, graphing, inequalities, and more. (Prerequisite: none)

MATH-201 Statistics , 3 credit hours theory

This course provides an introduction to fundamentals of statistics. Upon completion of this course, students will have exposure to statistics, estimation theory, hypothesis testing, measures of performance, and notions of optimality, analysis of variance, and simple linear regression. (Prerequisite: MATH-101)

Computer Science

COMP-201 Principles of Software Development, 3 credit hours theory, 3 credit hours lab

This course provides an opportunity for students to explore the variety of principles of software design. Upon completion of this course, students will have knowledge of principles upon which common software tools are developed and maintained and an understanding of the theoretical constraints and limitations of software development. (Prerequisite: none)

COMP-301 Introduction to Computational Thinking (Python), 3 credit hours theory, 3 credit hours lab

This course provides an opportunity for students to explore the foundational tools of computer science necessary to understand and articulate computational approaches to problem-solving. Upon completion of this course, students will have experience using the Python programming language to express computational principles as applied to simple problem-solving.

(Prerequisite: COMP-201)

COMP-302 Introduction to Computational Thinking (JavaScript) , 3 credit hours theory, 3 credit hours lab

This course provides an opportunity for students to explore the foundational tools of computer science necessary to understand and articulate computational approaches to problem-solving. Upon completion of this course, students will have experience using the JavaScript programming language to express computational principles as applied to simple problem-solving. (Prerequisite: COMP-201)

Engineering

ENG-102 Introduction to Rapid Prototyping Methods, 3 credit hours theory, 3 credit hours lab

This course provides a practical hands-on introduction to digital fabrication. This includes CAD/CAM/CAE, NC machining, 3D printing and scanning, molding and casting, composites, laser and waterjet cutting, and PCB design and fabrication. Upon completion of this course, students will have an understanding of these capabilities through projects worked on individually and jointly to create functional systems. (Design Faculty) (Prerequisite: none)

ENG-203 Methods of Sensor Design, 3 credit hours theory, 3 credit hours lab

This course presents concepts, principles, and algorithms for sensing and computation related to the physical world. Upon completion of this course, student will have developed skills to design a small-scale yet complex robot capable of real-time interaction with the natural world. (Prerequisite: ENG-101 or COMP-102)

Entrepreneurship

EPS-401 Affordable Design, 3 credit hours theory, 3 credit hours lab

This course provides students with an opportunity to engage in a social entrepreneurship and design project in partnership with urban and rural communities. Students focus on income generation and meeting daily human needs through new product and service design and development. The scope of their work takes into consideration the cultural appropriateness of design choices and their impact on social venture success. Upon completion of this course, students will have an understanding of the impact of innovation in different problem-opportunity contexts. (Prerequisite: none)

EPS-402 Sustainable Design, 3 credit hours theory, 3 credit hours lab

This course provides students exposure to the environmental impacts and social-justice issues that are becoming increasingly important to today's business leaders. Upon completion of this

course, students will have exposure to the factors defining the challenge of meeting the needs of a business while taking into account social and environmental issues. (Prerequisite: EPS-301)

Humanities

HUM-101 English Writing and Communication, 3 credit hours theory

This course provides students with written communication skills. Upon completion of this course, students will know the elements of effective written communication, ensuring that their written documents reflect a high level of professionalism and credibility. (Prerequisite: none)

HUM-102 Effective Speaking and Communication, 3 credit hours theory

This course provides the opportunity for students to study techniques of oral communication and to read and speak about the ideas they encounter in books on a variety of cultural, historical and social topics. Public speaking is essential in order to convey one's ideas and gain rapport with others. (Prerequisite: HUM-101)

HUM-201 College Writing, 3 credit hours theory

This course helps students to develop thinking and writing skills through frequent writing assignments based on critical response to intellectually challenging questions. Emphasis is on the writing process i.e. prewriting, drafting, revising, using peer and teacher critique, editing, and proofreading. Upon completion of this course, students will have completed four essays, including one that requires research. (Prerequisite: HUM-101)

HUM-202 How to Write a Design Proposal, 3 credit hours theory

This course provides students with an opportunity to refine their writing skills within the context of writing a design proposal. Upon completion of this course, students will be experienced in writing, editing, and critiquing proposals that make a persuasive case for a reasonable solution to a clearly articulated problem. (Prerequisite: HUM-101)

HUM-301 Philosophy: Practice-based Inquiry, 3 credit hours theory

This course provides an opportunity for students to establish or advance their understanding of practice-based inquiry through critical exploration of visual language, ethics, and approaches to knowledge acquisition. Students are introduced to quantitative and qualitative approaches to evaluating various processes. Upon completion of this course, students will be able to use these theoretical underpinnings to begin to critically review literature relevant to their field of interests. (Prerequisite: none)

HUM-302 History of Design, 3 credit hours theory

This course provides students with a historical perspective of design as an outgrowth of the Industrial Revolution, when an individual craftsman could no longer be responsible for every stage of the development of a product. Upon completion of this course, students will be familiar with the changing role of the designer within the context of the development of new production

techniques and materials in the eighteenth and nineteenth centuries, the development of mass production, standardization, modularity and diversification. (Prerequisite: HUM-301)

Natural Sciences

NATSCI-302 Biology: Visual Perception, 3 credit hours theory, 3 credit hours lab

This course focuses on psychological theories of color, form, depth, and motion perception. Students will experience examples of visual processes through a number of in-class experiments. Upon completion of this course, students will have an understanding of the roles of learning, memory, imagination, and other cognitive processes on daily human experience. (Prerequisite: none)

Social Sciences

SOCSCI-201 The History of Free Culture, 3 credit hours theory

This course provides an introduction to the free culture movement, a social movement that promotes the freedom to distribute and modify creative works in the form of free content. Upon completion of this course, students will have an understanding of the history of free culture, the underlying philosophical, social, and ethical frameworks, and familiarity with the various mechanism used for promoting and permitting the free exchange of ideas. (Prerequisite: none)

SOCSCI-302 Social Psychology, 3 credit hours theory

This course provides an introduction to social psychology, the science of how we influence the way people think, feel, and act. The aim of this course is to familiarize students with research and theory in social psychology in order to develop critical thinking skills about social-psychological phenomena. Another course object is to stimulate students to think about the implications of social-psychological research for their personal and work lives. (Prerequisite: none)

Advising Seminars

SM-101 Advising Seminar, 1 credit hour theory

This is the first of two seminars to introduce students to the challenges and opportunities of their training and college life. These seminars provide an orientation to Miami College of Design and how to navigate a successful path to graduation. Students participate in small-groups and have individual interactions and discuss challenges and opportunities that will occur and ways to handle them. (All faculty) (Prerequisite: none)

SM-102 Advising Seminar, 1 credit hour1 theory

This seminar provides additional orientation for first-year students. The goal of this seminar is to enhance student success and satisfaction. Upon completion, students will experience small-group and individual interactions and discuss solutions to personal and academic challenges. (All Faculty) (Prerequisite: SM-101)

SM-401 Senior Seminar, 1 credit hour theory

This seminar provides a forum for students to select their senior project topic. There are weekly class meetings as well as individual conference with faculty. Upon completion, students will have defined a method of approach and prepared a thesis proposal to successfully complete a BS degree in Industrial Design. (Design Faculty) (Prerequisite: simultaneous enrollment in ID-450)

SM-402 Professional Seminar, 1 credit hour theory

This seminar provides a forum for students to reflect upon their overall program of study at the Miami College of Design and develop a deeper understanding of how their studies have prepared them for their professional careers. Upon completion of this seminar, students will have amassed an annotated portfolio of their work suitable for presenting themselves to the job market. (Design Faculty) (Prerequisite: simultaneous enrollment in ID-499 or EPS-499)