UNSW Course Outline

INTA4004 Practice of Interior Architecture - 2024

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General Course Information

Course Code : INTA4004
Year : 2024
Term : Term 1
Teaching Period : T1
Is a multi-term course? : No
Faculty : Faculty of Arts, Design and Architecture
Academic Unit : School of Built Environment
Delivery Mode : Multimodal
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate
Units of Credit : 6

<u>Useful Links</u>

<u>Handbook</u> <u>Class Timetable</u>

Course Details & Outcomes

Course Description

Practice of Interior Architecture presents fundamental elements of current best business practices from the profession of Interior Architecture. The profession requires the ability to work collaboratively with other design practitioners and to understand the professional framework of

current business practices. This course extends your range of practical skills for entering professional life. You will develop your knowledge and proficiency in relation to legal and ethical codes of practice, networking, negotiation, and collaboration. You will develop skills in research investigation analysis and interpretation through short assignments which relate to your concurrent studio work and produce a design portfolio in response to a simulated employment advertisement.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Locate and assimilate foundational professional practice skills and fundamentals within their individual studio practice.
CLO2 : Demonstrate knowledge and skills of professional mechanisms associated with interior design/architecture and the professions relationship to the built environment.
CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.
CLO4 : Identify and integrate the requirements of a design enterprise in relation to the required governing body processes.

Course Learning Outcomes	Assessment Item
CLO1 : Locate and assimilate foundational professional practice skills and fundamentals within their individual studio practice.	• Assessment A: Effective Client Agreements
CLO2 : Demonstrate knowledge and skills of professional mechanisms associated with interior design/architecture and the professions relationship to the built environment.	• Assessment D: Powerful Portfolio • Assessment A: Effective Client Agreements
CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.	• Assessment B: Navigate the National Construction Code • Assessment C: Lodge a Development Application • Assessment D: Powerful Portfolio • Assessment A: Effective Client Agreements
CLO4 : Identify and integrate the requirements of a design enterprise in relation to the required governing body processes.	• Assessment B: Navigate the National Construction Code • Assessment C: Lodge a Development Application

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

21st-century learning is a generative and collaborative process. Working together with staff and peers, your role is to contribute actively in the pursuit of new, collective knowledge. For this reason, regardless of format, your classes all serve as opportunities for collaborative enquiry: to allow you to question, explore and speculate. Tutorials, for example, operate as open discussion forums, in which key principles and precedents are not ends in themselves, but a means for generating discussion of alternate perspectives, strategies and solutions to contemporary challenges. The assessment strategy attends to both process and product; Engagement tasks and engagement porfolios are designed to foster prototyping and process work, allowing you to demonstrate developmental learning, which is then consolidated in the assessment tasks.

Professional Development:
All BIA (Hons) courses are designed to provide you with a range of 'hard' (or 'vocational') skills that will allow you to undertake tasks required in professional practice. However, professional practice also requires graduates to be proficient in a range of complementary 'soft' (or 'life') skills. These include the capacity for self- directed practice (e.g. goal setting, time management), collaborative practice (e.g. constructive critique, generosity, resilience) and creative practice (e.g. speculative thinking, critical reflection).

This course offers the following mix of soft and hard skills development:

HARD SKILLS: National Construction Code compliance + safety / Local Government compliance / Client contract negotiation / Professional portfolio design

SOFT SKILLS: Collaboration skills / Complex problem solving / Critical thinking / People skills: effective listening / EQ / compassion / Networking skills

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Assessment A: Effective Client Agreements Assessment Format: Group	10%	Due Date: Week 2: 19 February - 25 February Post Date: 22/02/2024 11:00 AM
Assessment B: Navigate the National Construction Code Assessment Format: Individual	20%	Due Date: Week 4: 04 March - 10 March Post Date: 07/03/2024 11:00 AM
Assessment C: Lodge a Development Application Assessment Format: Individual	30%	Due Date: Week 7: 25 March - 31 March Post Date: 28/03/2024 11:00 AM
Assessment D: Powerful Portfolio Assessment Format: Individual	40%	Due Date: Week 8: 01 April - 07 April, Week 10: 15 April - 21 April

Assessment Details
Assessment A: Effective Client Agreements

Assessment Overview

Setting up your client relationship for success means professionally managing and aligning both parties' expectations. Particular attention needs to be given to reaching agreement on the Return Brief, scope of works, fees, intellectual property, and other important legal matters. Through this assessment you will prepare a professional Client Agreement that delivers a successful project and legally protects you, your business and your client. Your portfolio will be assessed against the relevant marking rubric. You will receive feedback in-class and via Moodle.

Course Learning Outcomes

- CLO1 : Locate and assimilate foundational professional practice skills and fundamentals within their individual studio practice.
- CLO2 : Demonstrate knowledge and skills of professional mechanisms associated with interior design/architecture and the professions relationship to the built environment.
- CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.

Detailed Assessment Description

AIMS:

Setting up your client relationship for success means professionally managing and aligning both parties' expectations. Particular attention needs to be given to reaching agreement on the Return Brief, scope of works, fees, intellectual property, and other important legal matters. With this

challenge you will learn how to prepare an effective and equitable Client Agreement that delivers a successful project and legally protects you, your business and your client.

DELIVERABLES:

• Produce a professional-grade Client Agreement.

ENGAGEMENT TASKS:

You are expected to complete all Engagement Tasks (described in the Assessment Toolkit) in-class as scheduled. Whilst weekly Engagement Tasks do not attract assessment credits, you are required to complete and submit tasks in-class as per our Schdule. These iterative prototypes are powerful learning opportunities that will:

• Develop your time management skills

• Progressively debug your final assessments

• Progressively consolidate your learning experience

RESOURCES:

• An Assessment Brief and Toolkit Document will be made available via Moodle in the Course Information Hub.

• This document outlines your challenge parameters + requirements, plus provides guidance on best-practice and useful links.

Submission notes

SUBMISSION FORMAT: in-class AND via the Moodle / Assessments / 'SUBMIT ASSESSMENT" link.

Assessment B: Navigate the National Construction Code

Assessment Overview

This assessment introduces you to the National Construction Code (NCC). You will incorporate the requirements of the NCC into your design proposal by evaluating an existing building's compliance with the NCC and preparing a preliminary design solution that satisfies the requirements of the NCC. Your portfolio will be assessed against the relevant marking rubric. You will receive feedback in-class and via Moodle.

Course Learning Outcomes

- CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.
- CLO4 : Identify and integrate the requirements of a design enterprise in relation to the

required governing body processes.

<u>Detailed Assessment Description</u>

AIMS:

This challenge introduces you to the National Construction Code (NCC) and demonstrates how to incorporate the requirements of the NCC into your design. NOTE: This challenge prepares you for Assessment C (Lodge a Development

Application).

DELIVERABLES:

• Prepare a professional-grade NCC review evaluating an existing building's compliance with the NCC.

• Prepare a preliminary design solution that satisfies the requirements of the NCC.

ENGAGEMENT TASKS:

You are expected to complete all Engagement Tasks (described in the Assessment Toolkit) in-class as scheduled. Whilst weekly Engagement Tasks do not attract assessment credits, you are required to complete and submit tasks in-class as per our Schdule. These iterative prototypes are powerful learning opportunities that will:

• Develop your time management skills

• Progressively debug your final assessments

• Progressively consolidate your learning experience

RESOURCES:

• An Assessment Brief and Toolkit Document will be made available via Moodle in the Course Information Hub.

• This document outlines your challenge parameters + requirements, plus provides guidance on best-practice and useful links.

<u>Submission notes</u>

SUBMISSION FORMAT: in-class AND via the Moodle / Assessments / 'SUBMIT ASSESSMENT" link.

Assessment C: Lodge a Development Application

<u>Assessment Overview</u>

The effective management of the local government (Council) compliance process is critical to the successful realisation of built interiors. This assessment introduces you to the compliance

and certification aspects of the Development Application process. In this task you will produce a design solution that satisfies local government (Council) NCC-compliance requirements, and a set of Development Application drawings for local government approval. Your portfolio will be assessed against the relevant marking rubric. You will receive feedback in-class and via Moodle.

Course Learning Outcomes

- CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.
- CLO4 : Identify and integrate the requirements of a design enterprise in relation to the required governing body processes.

Detailed Assessment Description

AIMS:

The effective management of the local government (Council) compliance process is critical to the successful realization of built interiors. This task introduces you to the compliance and certification process, demonstrating the skills needed to lodge successful Development Applications.

DELIVERABLES:

• Produce a design solution that satisfies local government (Council) NCC-compliance requirements.

• Produce a professional-grade set of DA drawings for local government approval.

ENGAGEMENT TASKS:

You are expected to complete all Engagement Tasks* (described in the Assessment Toolkit) in-class as scheduled. Whilst weekly Engagement Tasks do not attract assessment credits, you are required to complete and submit tasks in-class as per our Schdule. These iterative prototypes are powerful learning opportunities that will:

• develop your time management skills

• progressively debug your final assessments

• progressively consolidate your learning experience

RESOURCES:

• An Assessment Brief and Toolkit Document will be made available via Moodle in the Course Information Hub.

• This document outlines your challenge parameters + requirements, plus provides guidance on best-practice and useful links.

SUBMISSION FORMAT: in-class AND via the Moodle / Assessments / 'SUBMIT ASSESSMENT" link.

Assessment D: Powerful Portfolio

Assessment Overview

Your portfolio is an essential tool for communicating your professional capabilities to prospective employers and clients. In this assessment you will prepare a professional grade portfolio in response to a hypothetical job advertisement. Your portfolio will be assessed against the relevant marking rubric. You will receive feedback in-class and via Moodle.

Course Learning Outcomes

- CLO2 : Demonstrate knowledge and skills of professional mechanisms associated with interior design/architecture and the professions relationship to the built environment.
- CLO3 : Evaluate and synthesise knowledge and methodologies specific to the practice of Interior Architecture in relation to the fundamental aspects of relevant legal and governmental frameworks, including copyright, fee structures and mechanisms.

Detailed Assessment Description

** NOTE: Assessment D comprises 2 parts: Part D1 (20%) and Part D2 (20%) for a total of 40%

AIMS:

Your portfolio is an essential tool for communicating your professional capabilities to prospective employers and clients. This task develops your skills in communicating your professional capabilities using graphic and online delivery. Through inclass workshops, online activities, course resources, and independent research, you will learn how to prepare and present a professional portfolio of your work. Emphasis is placed on delivering an engaging + compelling communication experience for your intended audience.

DELIVERABLES:

• PORTFOLIO: Prepare a professional grade portfolio in response to a hypothetical job advertisement.
• SUBMIT ASSESSMENT D, PART D1 (20%) − DRAFT PORTFOLIO
• SUBMIT ASSESSMENT D, PART D2 (20%) − FINAL PORTFOLIO

ENGAGEMENT TASKS:

You are expected to complete all Engagement Tasks (described in the Assessment Toolkit) in-

class as scheduled. Whilst weekly Engagement Tasks do not attract assessment credits, you are required to complete and submit tasks in-class as per our Schdule. These iterative prototypes are powerful learning opportunities that will:

• Develop your time management skills

• Progressively debug your final assessments

• Progressively consolidate your learning experience

RESOURCES:

• An Assessment Brief and Toolkit Document will be made available via Moodle in the Course Information Hub.

• This document outlines your challenge parameters + requirements, plus provides guidance on best-practice and useful links.

Submission notes

Part 1 due 4/4/24 at 11am, Part 2 due 18/4/24 at 11am. Submit via Moodle, present online via Teams

Assessment information

Portfolios to be presented online via Teams

General Assessment Information

RESUBMISSIONS:

If you do not receive a satisfactory grade 50 for an assessment you have the opportunity to resubmit the assessment

under the following conditions:

• You have attended 80% of all scheduled classes

• The assessment was submitted on-time

• You attempted all components of the assessment

• Your initial grade was between 45-49

• You will only be offered resubmission for one assessment once each course

• The maximum achievable grade is 50 for the resubmission

SUPPLEMENTARY ASSESSMENT: In this course, INTA4004, a Supplementary Assessment may be offered at the end of term, after results for the course are finalised, to students who satisfy the following conditions:

- your final result in INTA4004 is between 45-49FL.
- your failure of the course is not due to misconduct or lateness (and no other misconduct

incidents or academic matters under review).

- you have not failed the course in previous years.
- you have attempted all assessment tasks in the course and met all attendance requirements if and as specified.

Your Course Convener will contact eligible students via email at the end of term.

A satisfactory grade for the Supplementary Assessment will result in a final mark/grade for the course of 50PS. An unsatisfactory grade for the Supplementary Assessment will result in no change to your original mark/grade for course. Once you have agreed to complete the supplementary assessment, you will have no further recourse to an appeal or a request for a review of results.

FEEDBACK:

Formal feedback on your assessment task performance will be provided by your tutor via Moodle within two weeks of the
relevant submission date. For each assessment, a feedback sheet and in-class comments will be provided.

For further information on the I-A approaches to I-A feedback mechanisms please refer to the I-A Teaching and Learning
Protocols document as linked in Section 10.

<u>Grading Basis</u>

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	Set up your project for success
	Tutorial	Introduce Assessment A: Client Agreements (10%) • 7 Fundamentals of Effective Client Contracts Student Activity: Practice Your Client Interview Engagement Task 1: Prepare / Debug Draft Assessment A
Week 2 : 19 February - 25 February	Assessment	Submit Assessment A: Client Agreements (10%)
	Lecture	Navigate the National Construction Code
	Tutorial	Introduce Assessment B: NAVIGATE THE NCC (20%) • Section C (Fire) • Section D (Access + Egress) • Section F (Health + Amenity) Q+A discussion: • Meet Your NCC Safety + Compliance Team – Part 1 • Risk Management: Compliance versus Best Practice Engagement Task 2: Prepare / Debug Draft Assessment B
Week 3 : 26 February - 3 March	Lecture	Navigate the National Construction Code
	Tutorial	Q+A discussion: • Meet Your NCC Safety + Compliance Team – Part 2 • Risk Management: Compliance versus Best Practice Engagement Task 3: Prepare / Debug Draft Assessment B
Week 4 : 4 March - 10 March	Assessment	Submit Assment B: Navigating the NCC (20%)
	Lecture	Lodge a successful development application
	Tutorial	Introduce Assessment C: Lodge a DA (30%) • Tips for successful Development Applications • Local Government compliance: DAs, CDAs, CCs + OCs Engagement Task 4: Prepare / Debug Draft Assessment C
Week 5 : 11 March - 17 March	Lecture	Lodge a successful development application
	Tutorial	Tips for successful Development Applications Local Government compliance: DAs, CDAs, CCs + OCs Engagement Task 5: Prepare / Debug Draft Assessment C
Week 6 : 18 March - 24 March	Other	NO CLASS - FLEXIBILITY WEEK
Week 7 : 25 March - 31 March	Assessment	Submit Assessment C: Lodge a DA (30%)
	Lecture	Industry perspectives
	Online Activity	Introduce Assessment D: Powerful Portfolios (40%) - What makes a Portfolio Powerful? Common Pitfalls? Engagement Task 7: Prepare / Debug Draft Assessment D1
Week 8 : 1 April - 7 April	Assessment	Submit Assessment D Part 1: Powerful Portfolios (20%)
	Lecture	Industry perspectives
	Tutorial	Q+A discussion: 5 Qualities Employers Look for in Graduates Engagement Task 8: Prepare / Debug Draft Assessment D1
Week 9 : 8 April - 14 April	Lecture	Industry perspectives
	Tutorial	Engagement Task 9: Prepare / Debug Draft Assessment D2
Week 10 : 15 April - 21 April	Assessment	Submit Assessment D Part 2: Powerful Portfolios (20%)
	Online Activity	Online presentation of Powerful Portfolio via Teams

Attendance Requirements

You are expected to be regular and punctual in attendance at all classes for the School of Built Environment courses in which you are enrolled. If and where individual courses have specific attendance requirements, these will be stated in the course outline.

If you do not attend, engage, or participate in scheduled class activities, including lectures, tutorials, studios, labs, etc, you run the risk of failing a course.

If illness or unexpected and beyond your control circumstances prevent you from completing a task on time, or substantially disturb your assessment performance, you should apply for Special Consideration, as soon as practicable, accompanied by appropriate documentation.

No special consideration will be provided if you miss out on essential course information and materials, or if you miss assessment tasks and deadlines due to unexplained absences or an unapproved lack of attendance.

You may be advised by the Course Convenor to withdraw from the course if significant learning activities are missed.

General Schedule Information

Please see Moodle for more detailed information on weekly activities

Course Resources

Prescribed Resources

Refer to Moodle

Additional Costs

N/A

Course Evaluation and Development

UNSW is committed to achieving continued improvement in the quality of teaching, courses and programs.
MyExperience is a digital survey that gives you the opportunity to provide feedback about course content and
teaching. It is completely anonymous, and while it is not compulsory for you to complete, your feedback is
valued and your participation is strongly encouraged. You can complete the MyExperience survey for this
course via the relevant link on Moodle accessible toward the end of the term.

Response to previous student feedback:
Your feedback is taken seriously and continual improvements are made to all UNSW courses based on a variety
of feedback modes, including MyExperience survey responses. This current course is reflective

of student and

staff feedback from previous sessions. Details about the improvements made to this course based on previous

feedback can be found via the relevant link on Moodle.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Alanya Drummond		Office 2022, Level 2, Anita B. Lawrence Centre	Contact via email	Mon-Fri, 9am-5pm	Yes	Yes
Tutor	Rebecca Wood					No	No
	Hanna Chayboub					No	No

Other Useful Information

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

Academic Honesty and Plagarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your

needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request Special Consideration as early as possible before the deadline. Support with Time Management is available here.

School Contact Information

beadmin@unsw.edu.au