



HERITAGE  
SCHOOL *of* INTERIOR DESIGN  
DALLAS

## **COURSE CATALOG**

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# HISTORY OF HERITAGE SCHOOL OF INTERIOR DESIGN

The Heritage School of Interior Design was originally founded 30 years ago by Jan Springer in Portland, Oregon. Stephanie Plymale purchased the school in 2014 and completely revamped it. Since that time, Heritage School of Interior Design has expanded to additional locations in Seattle, Denver, Dallas, and prospective campuses in Los Angeles and Salt Lake City. Heritage School of Interior Design has given thousands of designers the opportunity to achieve their dream career.

## MISSION, VALUES, AND OBJECTIVES

### MISSION STATEMENT

The mission of the Heritage School of Interior Design Dallas (HSID Dallas) is to empower the creativity of aspiring interior designers with a quality, hands-on education to achieve personal growth and professional success.



### HERITAGE CORE VALUES

- Empower the success of others
- Pursue growth and learning
- Be creative and open-minded
- Be passionate and determined
- Have the courage to change course
- Be humble and collaborative

### OUR CORE VALUES

The HSID Core Values provide the unchanging principles that guide our educational philosophy, hiring, admission and recruiting practices, as well as our decision making. We aspire to these values and seek to uphold them in our interactions with staff, students, and vendor relationships.

### EDUCATION GOALS AND OBJECTIVES

The goal of the HSID Dallas' Design Programs is to prepare students for success in a career as an interior design professional, which includes the prospect of self-employment as an independent Interior Designer.

Interior Designers work with the spatial organization, colors, patterns, textures, and harmony that define the space in which we live and work. Students of the program learn how to combine these elements to create a mood and style that expresses the individual desires and style of the client. The program focuses on existing interior spaces for residential and light commercial settings.

The Fundamentals of Interior Design Certificate Program (252 contact hours) is personalized to ensure a learning environment in which professional goals can be met. While the development of design skills is the primary focus, we believe that other areas deserve equal attention.

Customer service, communication skills and styles, professional practices, business procedures, product knowledge, presentation strategies, and paperwork are covered throughout the program. In order to meet these objectives, a highly individualized mode of instruction with limited students per class is

offered. This creates a learning environment that encourages a professional attitude and habits and meets the individual needs of each student. A curriculum for the Fundamentals of Interior Design Certificate Program is provided on pages 20 through 24 and is available on the website.

The instructors for this program will be registered with the Texas Workforce Commission and will be well prepared through their own education and professional experience.



### **APPROVALS**

HSID Dallas is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

### **DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT**

HSID Dallas is located at The Madison, 15851 Dallas Parkway in Addison, Texas. The suite consists of over 3,600 square feet with two (2) classrooms (one classroom will hold up to 32 students, the other will hold up to 16 students). The suite also consists of a kitchenette and congregating area, as well as a significant sourcing area for student projects. Dedicated parking is available and Wi-Fi internet connectivity is provided for students. The suite's kitchenette is equipped with two microwaves, a full-size refrigerator, a sink, a dishwasher, and trash receptacles, which are all available for student use. The building also houses an onsite café that serves hot breakfasts and lunches, as well as a large recreational lounge area.

The classrooms have large flat screen monitors for displaying visual aids and Power Point slides. The school provides a variety of samples for school projects including tile, countertops, flooring, fabric, rugs, window coverings, paint, hard surfaces, magazines, and product catalogs. Students are required to provide their own laptop (Microsoft Windows operating system preferred). Specialized supplies as well as software subscriptions that do not allow for a "student edition" must be registered for and purchased by the student directly.

## OFFICERS, DIRECTORS, OR TRUSTEES

### **KIM BAILEY, OWNER AND EXECUTIVE DIRECTOR; INSTRUCTOR; REPRESENTATIVE**



Kim Bailey is the Owner and Executive Director of HSID Texas, LLC dba HSID – Dallas.

Kim has 20 years of experience in the interior design industry, has won nine (9) national awards for her firm’s design projects, and is certified by the Interior Design Society as an IDS Professional. She is an active member of this organization at both the national level as well as the local chapter of IDS-DFW. She is a member of the National Kitchen and Bath Association. She is also a Certified Living in Place Professional and a Top 10 Dallas member. Previously, she has served as treasurer of the IDS DFW board, co-chair for the IDS DFW Dwell with Dignity project, and committee co-chair for three years for IDS National.

Design Lifestyles (formerly Kim Bailey Interiors) work has been featured in national and regional media publications, including Architectural Digest, Haven, KENW-New Mexico PBS, Kitchen & Bath Design News, Luxe Interiors + Design, Furniture, Lighting & Décor, and The Donna Drake Show, among many others.

## KEY STAFF AND FACULTY

### **LAUREN RUDE, INSTRUCTOR**

Lauren has worked in the interior design industry for 10 years and will now utilize her undergraduate degree as a teacher to bring value to HSID Dallas. She leverages her strong organization and communication skills to keep interior design projects running smoothly.

A professional member of the Interior Design Society (IDS), Lauren’s imaginative design ideas combined with her knowledge in the design field provides a fresh perspective and balance to the team. Lauren is extremely passionate, insanely organized, and relentlessly committed to the satisfaction of our students, always finding ways to deliver more value. She holds a Bachelor’s degree in Interdisciplinary Studies from the University of Texas at Dallas.



# TUITION, FEES, AND/OR CHARGES

## FUNDAMENTALS OF INTERIOR DESIGN PROGRAM

### Tuition

Fundamentals of Interior Design Certificate Program \$8,995.00

### Registration (one-time fee)

Registration Fee: \$100.00

### Total Tuition and Fees

Fundamentals of Interior Design program \$9,095.00

### Books (students to purchase directly)

Fundamentals of Interior Design program ~ \$140.00

### Supplies (students to purchase directly)

Fundamentals of Interior Design program ~ \$240.00

### Tools (students to purchase directly)

Fundamentals of Interior Design program ~ \$120.00

## MASTERS PROFESSIONAL CERTIFICATE PROGRAM

*(Prerequisite - Fundamentals of Interior Design Program)*

### Tuition

Masters Professional Certificate Program \$8,965.00

### Total Tuition

Masters Professional Certificate Program \$8,965.00

### Books (students to purchase directly)

Masters Professional Certificate Program ~ \$200.00

### Supplies (students to purchase directly)

Masters Professional Certificate Program ~ \$200.00

### Tools (students to purchase directly)

Masters Professional Certificate Program ~ \$100.00

## PAYMENT / INSTALLMENT OPTIONS

HSID Dallas offers students the following tuition payment options. Please check the box relative to your selection of payment options.

Payment In Full - A one-time payment due one week prior to the start date of

The Fundamentals of Interior Design Program (\$8,995.00);

The Masters Professional Certificate Program (\$8,965.00);

Any Master-level individual course must be paid in full at the time of registration

Installment Option – Fundamentals of Interior Design Program

Three installments

1st installment of \$2,998.34 due 1-week prior to the first day of Fundamentals class

2nd installment of \$2,998.33 due 30-days after the first day of Fundamentals class

3<sup>rd</sup> installment of \$2,998.33 due 60 days after the first day of Fundamentals class

Installment Option – Masters Professional Certificate Program

Six installments



1st installment of \$755.00 due 1-week prior to the first day of Fundamentals class

(Term 1 - AutoCAD and SketchUp while taking Fundamentals)

2nd installment of \$755.00 due 30-days after the first day of Fundamentals class

(Term 1 - AutoCAD and SketchUp while taking Fundamentals)

3rd installment of \$755.00 due 60 days after the first day of Fundamentals class

(Term 1 - AutoCAD and SketchUp while taking Fundamentals)

4th installment of \$2,233.34 due 90 days after the first day of Fundamentals class

5th installment of \$2,233.33 due 120 days after the first day of Fundamentals class

6th installment of \$2,233.33 due 150 days after the first day of Fundamentals class

Note: A service fee of 3.5% will be added to each payment made with a credit or debit card, including each of the payments for the monthly payment plans.

## **SCHOLARSHIPS**

The vision of HSID Dallas is to empower the creativity of aspiring designers with a quality, hands-on education to achieve personal growth and professional success. When available, scholarships may be awarded to students who have a strong passion for interior design and a desire to learn but have financial limitations that inhibit the opportunity to pursue this education. Scholarships are awarded up to twice a year if scholarship funds are available. The value of the scholarship varies and is customized to the needs of the individual.

To apply for a scholarship, please contact our Executive Director to schedule a meeting. At this meeting we will assess your eligibility and discuss your financial obligations in addition to the scholarship. As part of the scholarship application process, you will be asked to write a letter to the Scholarship Committee which outlines your academic plans, career goals and what a scholarship would mean to you.

If approved, the value of your scholarship will be applied to your tuition balance.

If selected as a scholarship recipient, and to maintain scholarship status, you are expected to show excellence in all HSID Dallas courses. This includes submitting all assignments, projects, and exams on time, and achieving above average grades (B or better). It is also expected that you meet the requirements of our Attendance Policy, which states that a student cannot miss more than 3 days of the Fundamentals of Interior Design course.

If these expectations are not met, students will be placed on Academic Probation.

# SCHOOL CALENDAR

## HOLIDAYS TO BE OBSERVED

HSID Dallas will observe the following holidays:

- New Year's Day
- Spring Break week
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving week
- Christmas week
- The week after Christmas (including New Year's Eve)

## ENROLLMENT PERIODS

HSID Dallas will always be open to enrolling prospective students. There is no specific enrollment period defined at this time.

## SCHOOL TERMS

HSID Dallas operates on a trimester calendar. The Fundamentals of Interior Design Program consists of 12 classroom weeks. There will be a minimum of three (3) school terms per calendar year.

Winter Term begins the first Monday following January 1 and ends 13 weeks later (12 weeks of instruction and 1 week for spring break).

Spring Term begins the second Monday in April and ends 12 weeks later.

Fall Term begins the Monday following Labor Day and ends 13 weeks later (12 weeks of instruction and 1 week for Thanksgiving holiday).

There are currently no classes scheduled during July and August.

# NORMAL HOURS OF OPERATION

## SCHOOL HOURS OF OPERATION

HSID Dallas will be open from 9:00AM to 4:30PM Monday through Thursday.

## SCHOOL OFFICE HOURS OF OPERATION

HSID Dallas will be open from 9:00AM to 4:30PM Monday through Thursday. Friday is by appointment only.

## DEFINITIVE CLASS SCHEDULES

**Fundamentals of Interior Design** program schedule (one term to complete)

- **Tuesdays, Wednesday, and Thursdays – 9:00am – 4:30pm**
  - Morning break ~10:30am – 10:45am
  - Lunch break ~12:15pm – 12:45pm
  - Afternoon break ~2:15pm-2:30pm
- The school provides a morning and afternoon break, as well as 30 minutes for lunch.
- Students may bring their lunch and use the school's refrigerator and microwaves. There is an onsite café in The Madison building which offers a hot breakfast and/or lunch for purchase. There are also vending machines in the recreational lounge area.

**Master Professional Certificate** program schedule (three terms to complete)

- **First Term**
  - **Mondays**
    - AutoCAD - 9:00am – 12:00pm (8 weeks)
      - Morning break at ~10:15am
    - SketchUp – 1:00pm – 3:00pm (6 weeks)
      - Afternoon break at ~2:00pm
- **Second Term**
  - **Tuesdays**
    - Revit – 9:00am – 11:30am
      - Morning break at ~10:15am
    - Intro to Commercial Design – 12:30pm – 4:15pm
      - Afternoon break at ~2:15pm
  - **Wednesdays**
    - Adobe Suite – 9:00am – 12:00pm
      - Morning break at ~10:15am
    - Construction Basics – 1:00pm – 3:00pm
      - Afternoon break at ~2:00pm
- **Third Term**
  - **Thursdays**
    - Masters Capstone – 9:00am – 11:00am
      - Morning break at ~10:00am
    - Kitchen and Bath Design – 12:00pm – 3:00pm
      - Afternoon break at ~1:30pm

## **ADMISSION/ENROLLMENT POLICIES**

HSID Dallas can accommodate a wide variety of students. Students must be 18 years of age or older and must possess, at a minimum, a high school diploma or GED. Previous experience is not necessary. The Executive Director will meet with applicants to determine their career interests, skills, attitude and motivation. HSID Dallas' criteria is based upon demonstrated maturity and the desire to complete and further one's career goals in interior design. Applicants will fill out an Admissions Application which is reviewed prior to acceptance.

The next step of the admissions process will be to arrange a personal interview with the Executive Director or designated and approved Representative to discuss mutual goals and expectations of the program. Information will be made available regarding course offerings, fees for education, registration procedures and payment options, as well as a tour of the building and facilities. At this point, the student will need to undergo a background check administered by a third-party background check company, at the expense of the school.

Heritage School of Interior Design Dallas admits only those whom it believes will benefit from the education.

### **ENROLLMENT PROCESS**

If the student meets the admissions criteria, then they will be notified via email that they can complete a Student Enrollment Agreement, but this Agreement must be signed while on the school premises, in the presence of the school's Executive Director or designated and approved Representative.

HSID Dallas will strive to ensure that students receive their formal acceptance letter no later than two weeks after receipt of their completed Student Enrollment Agreement.

Any remaining enrollment paperwork will be included in the formal welcome email, which will be sent two to four weeks prior to the start date of the assigned Fundamentals of Interior Design course. Approximately one (1) week prior to the start date, students will attend a New Student Orientation. Following orientation, students will meet with the Executive Director or the designated and approved Representative to review enrollment paperwork and process their tuition payment.

Students may enroll for any of the following programs:

- Fundamentals of Interior Design (see pages 17-21 in this course catalog for details)
- Masters Professional Certificate Program (see pages 21-24 in this course catalog for details)
- Any of the individual MCP (MCP-101 through MCP-107) numbered courses (see pages 22-24 in this course catalog for details). Where pre-requisites exist, they are referenced within this course catalog.

Enrollment may occur up to the day before the first day of term, space permitting.

### **REAPPLICATION PROCESS**

If an applicant is denied enrollment, they may apply again once circumstances that may have interfered with have changed and been discussed with the Executive Director.

### **ADMISSION OF PHYSICALLY OR MENTALLY CHALLENGED STUDENTS**

Handicapped or physically challenged persons who meet the criteria for enrollment are eligible for education at the HSID Dallas.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR**

# EXPERIENCE

## TRANSFER OF CREDITS

HSID Dallas' program is based on contact hours, not credits. The school does not guarantee the transferability of any of its programs to a college, university, or institution unless there is a written agreement with another institution. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution. In the same manner, prior educational credits or past educational experience from other educational institutions are not transferable to HSID Dallas and are not considered due to the unique nature of the HSID Dallas programs.

# CANCELLATION AND REFUND POLICIES

The school's cancellation and refund policies apply to all terminations for any reason by the student or the school.

## REFUND POLICY FOR SUBJECTS 40 CONTACT HOURS OR LESS

1. Refund computations will be based on the period of enrollment computed on basis of course time (contact hours).
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; (b) or the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE FOR SUBJECTS 40 CONTACT HOURS OR LESS**

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

## **REFUND POLICY FOR SUBJECTS OVER 40 CONTACT HOURS**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire program.
4. If a student enters an HSID Dallas program and withdraws or is otherwise terminated, the school may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased by the student, any refunds need to be negotiated with the vendor from whom the purchase was made. For full refunds, the school cannot withhold

costs for these types of items from the refund as the students do not purchase these directly from the school.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. No refunds will be given when an "incomplete" grade is requested by the student and is granted by HSID Dallas.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE FOR SUBJECTS OVER 40 CONTACT HOURS**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
  2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

### **CANCELLATION**

A full refund (minus any scholarship value applied) will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund (minus any scholarship value applied) will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school will retain not more than \$100 in any administrative fees charged, as well

as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. An applicant may cancel enrollment by providing written notice via email to [info@hsidtxas.com](mailto:info@hsidtxas.com).



# EDUCATIONAL COURSES / PROGRAMS

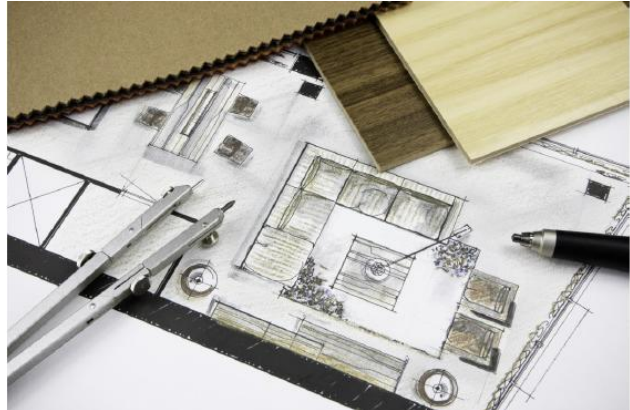
## FUNDAMENTALS OF INTERIOR DESIGN PROGRAM (FID-101)

### (252 CONTACT HOURS)

The Fundamentals of Interior Design program is scheduled for 12 weeks of classroom “hands-on” participation and study. We encourage time in class for review, questions and student dialogue. We strive to create an open learning environment, providing students with immediate feedback and personal attention.

This program requires some independent study. Approximately 15-20 hours per week should be set aside for outside study and project work. The homework increases toward the last weeks of instruction. HSID Dallas provides the necessary samples and resources for design projects as well as check out privileges from the school library.

Note: Please do not take on any unnecessary obligations that would create stress while attending school. This education should be your primary focus and not complicated with outside activities.



**OBJECTIVE/PURPOSE:** This 12-week program will introduce students to 12 learning units in residential interior design, consisting of theories, concepts and application, preparing them with the knowledge and skills required to work in this widely varied field. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included.

After successful completion of the Fundamentals of Interior Design program, students will have the following job skills:

- Understand the interior design process;
  - Evaluate and apply the elements and principles of interior design
  - Create cohesive schemes of furnishings and finishes
  - Develop functional and pleasing arrangements of furniture
  - Incorporate furniture style and construction into course design projects
  - Apply color theory to interior design settings
  - Recognize and understand textiles, their applications and limitations
  - Understand how to use and control natural and artificial light in spaces
  - Recognize and work with design history and design styles
  - Utilize hand drafting tools & techniques to create construction drawings
  - Demonstrate professionalism in creating and presenting visual materials
  - Communicate effectively while speaking and writing about design
  - Generate documentation of the design process for material specification and procurement
- Entry level job roles and/or job titles, as well as locations you might be suited for, upon successful completion of the Fundamentals of Interior Design Program:
- Design Intern/Design Assistant at a Residential Interior Design Firm
  - Home Stager Working for a Staging Company or a Realty Group
  - Showroom Team Member at a Tile, Fabric, Lighting, or Furniture Showroom / Store

### UNITS OF STUDY FOR THE FUNDAMENTALS OF INTERIOR DESIGN PROGRAM (FID-101)

<b>UNIT</b>	<b>Subject Title</b>	<b>Course Time Hours (Lecture/Studio-Lab/Total)</b>
UNIT 1	Intro to the Interior Design Profession / Principles & Elements of Design	<u>15.5 / 5.5 / 21</u>
UNIT 2	Design Tools and Communication Skills 1: Space Planning & Drafting	<u>15.5 / 5.5 / 21</u>
UNIT 3	Design Tools and Communication Skills 2: Drawing	<u>15.5 / 5.5 / 21</u>
UNIT 4	Color Theory & Rendering	<u>15.5 / 5.5 / 21</u>
UNIT 5	Professional Design Process	<u>15.5 / 5.5 / 21</u>
UNIT 6	Design Materials	<u>15.5 / 5.5 / 21</u>
UNIT 7	Design History & Styles	<u>15.5 / 5.5 / 21</u>
UNIT 8	Lighting	<u>15.5 / 5.5 / 21</u>
UNIT 9	Furniture Construction	<u>15.5 / 5.5 / 21</u>
UNIT 10	Socially Responsible Design	<u>15.5 / 5.5 / 21</u>
UNIT 11	Professional Practice	<u>10.5 / 10.5 / 21</u>
UNIT 12	Student Presentations, Evaluations, & Testing	<u>10.5 / 10.5 / 21</u>
	<b>Total Hours for Program Completion</b>	<u><b>176 / 76 / 252</b></u>

## **SYNOPSIS OF EACH SUBJECT OFFERED UNDER THE FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE PROGRAM**

### **UNIT 1 - Intro to Interior Design / Principles & Elements of Design**

**Pre-requisites:** None

This 21-hour unit (15.5 lecture; 5.5 lab) introduces interior design as a profession, discussing requirements, history, notable designers, local design firms, and various job options within this broad career. It covers thorough discussion and application of the basic principles & elements of design as an art form, which are necessary to build a successful design.

### **UNIT 2 - Design Tools and Communication Skills 1: Space Planning & Drafting**

**Pre-requisites:** Unit 1

This 21-hour unit (15.5 lecture; 5.5 lab) teaches students how to successfully plan interior spaces based on field verification and use those plans to begin hand drafting a set of floor plans, which will evolve into construction documents geared toward communicating the plan to clients. They will apply this knowledge throughout the term by drawing as-built, demo, construction, finish, furniture, lighting & electrical plans.

### **UNIT 3 - Design Tools and Communication Skills 2: Drawing**

**Pre-requisites:** Unit 2

This 21-hour unit (15.5 lecture; 5.5 lab) continues to solidify hand drafting components, including architectural lettering, and focuses on basic drawing skills like sketching, basic one and two-point perspective drawing and elevations of interiors to further communicate specific details of a design concept to a client.

### **UNIT 4 - Color Theory & Hand Rendering**

**Pre-requisites:** Unit 3

This 21-hour unit (15.5 lecture; 5.5 lab) teaches students how to use various color combinations in design, based on the color wheel, history and psychology of colors, and color mixing knowledge. It builds on basic drawing skills by rendering design drawings with color and shading to provide and present a detailed visual design concept.

### **UNIT 5 - Professional Design Process**

**Pre-requisites:** Unit 4

This 21-hour unit (15.5 lecture; 5.5 lab) provides students with knowledge of each phase of the design process from concept to completion, including interviewing and qualifying the client, all phases of the design process, and comprehensive completion of all necessary documentation forms within each phase.

### **UNIT 6 - Design Materials**

**Pre-requisites:** Unit 5

This 21-hour unit (15.5 lecture; 5.5 lab) provides comprehensive instruction on the details and proper application of all current materials used in the design process, including finishes for floors, walls, ceilings, and countertops. Textiles, fabric styles, pattern mixing, window treatments and accessories are covered in detail. The product specification process for these materials is applied.

### **UNIT 7 - Design History & Styles**

**Pre-requisites:** Unit 6

This 21-hour unit (15.5 lecture; 5.5 lab) reviews major historical design periods and highlights modern applications of those elements used in current furnishings and design. Classic, European, American and Modernism periods are covered. Traditional, transitional, country and modern design

styles are further detailed with a comprehensive review of all current and relevant styles in design today.

#### UNIT 8 - Lighting

Pre-requisites: Unit 7

This 21-hour unit (15.5 lecture; 5.5 lab) focuses on both visual and technical aspects of designing with light, including electrical considerations, lumens, temperature, color, various bulb types as well as task, ambient and accent lighting options, fixtures, mounts and styles.

#### UNIT 9 - Furniture Construction & Construction Management

Pre-requisites: Unit 8

This 21-hour unit (15.5 lecture; 5.5 lab) provides students with knowledge of upholstered furniture, case good and occasional furniture construction and proper application as well as styles. General construction management concepts such as construction phases and timing and quantifying and estimating materials are covered.

#### UNIT 10 - Socially Responsible Design

Pre-requisites: Unit 9

This 21-hour unit (15.5 lecture; 5.5 lab) covers environmentally green and sustainable design, renewable products, energy and water efficiency, biomimicry and biophilia. Universal design, ADA recommendations and aging in place considerations are taught.

#### UNIT 11 - Professional Practice

Pre-requisites: Unit 10

This 21-hour unit (10.5 lecture; 10.5 lab) highlights the importance of the business process of design, selling a given design through presentation and business skills and management of a design project from concept to completion.

#### UNIT 12 - Student Presentations, Evaluations, Testing

Pre-requisites: Unit 11

This 21-hour unit (10.5 lecture; 10.5 lab) is a culmination of all practical and theoretical skills learned throughout the course where students will present their final project, receive detailed feedback from industry professionals, share ideas, opinions, thought processes and design methods and as well as pass a final written exam.

## CONTACT HOURS

The Fundamentals of Interior Design Certificate Program has a total of 252 contact hours over the course of term consisting of 12 weeks.

176 hours for Live Lecture (transportation to and from field visits are the responsibility of each student)

76 hours for Labs (Design Studio Hands-On Activities and Exercises)

## TYPE OF CERTIFICATE AWARDED

The successful completion of the Fundamentals of Interior Design Program will result in students receiving a Certificate of Completion from HSID Dallas.

## MASTERS PROFESSIONAL CERTIFICATE PROGRAM (MST-201) (161 CONTACT HOURS)

The Masters Professional Certificate Program requires prior completion of the Fundamentals of Interior Design Program (a prerequisite) and the 8 courses listed below. It is the highest-level certificate available

at Heritage School of Interior Design Dallas and provides students with a very comprehensive skill set necessary to be competitive in the interior design field. Completion is required within three (3) school terms. Students receive a Masters Certificate once they complete this program. This program combines the Fundamentals of Interior Design Program with a series of required courses that provide students with a comprehensive interior design education.

This program requires significant independent study. Approximately 15-25 hours per week should be set aside for outside study and project work. The homework increases toward the last weeks of instruction. HSID Dallas provides the necessary samples and resources for design projects as well as check out privileges from the school library.

Note: Please do not take on any unnecessary obligations that would create stress while attending school. This education should be your primary focus and not complicated with outside activities.

**OBJECTIVE/PURPOSE:** This program will introduce students to 8 additional courses beyond the Fundamentals of Interior Design Program: Adobe Suite, AutoCAD, Revit, SketchUp, Construction Basics, Kitchen & Bath Design, Intro to Commercial Design, and the Masters Capstone preparing them with the knowledge and skills required to work in this widely varied field. Completion of the Masters Professional Certificate Program must occur within 2 years from the start date of the program.

Job roles and/or job titles, as well as locations you might be suited for, upon successful completion of the Masters Professional Certificate Program:

- Design Assistant / Junior Designer for a Residential Interior Design Firm or a Remodeling Company
- Independent Interior Designer Working for Yourself
- Technical Designer utilizing AutoCAD, Revit, SketchUp, or Adobe Suite for an Interior Design Firm
- Finish Selection Designer for a New Home Builder or Remodeling Company
- Kitchen & Bath Designer for a Showroom, New Build, or Remodeling Company
- Product Designer for Furniture, Fixtures, and Equipment Manufacturers or Clients
- Interior Designer Working for Investment Property Owners
- Project Manager for a Full-Service Design Firm or a Remodeling Company

Individual courses may also be taken by those not enrolled in the Master Professional Certificate Program, but are industry professionals, all of whom would be required to have relevant design education or work experience which is elaborated within the synopsis of each course.

**UNITS OF STUDY FOR THE MASTERS PROFESSIONAL CERTIFICATE PROGRAM (MST-201)**

<b><u>UNIT</u></b>	<b><u>Subject Title</u></b>	<b><u>Course Time Hours (Lecture/Studio-Lab/Total)</u></b>
MCP 101	Adobe Suite	15 / 6 / 21
MCP 102	AutoCAD	18 / 6 / 24
MCP 103	SketchUp	9 / 3 / 12
MCP 104	Revit	10 / 4 / 14
MCP 105	Kitchen and Bath Design	16 / 5 / 21
MCP 106	Construction Basics	9 / 3 / 12
MCP 107	Intro to Commercial Design	32 / 13 / 45
MCP 108	Masters Portfolio Capstone	8 / 4 / 12
	<b>Total Hours for Program Completion</b>	<b><u>117 / 44 / 161</u></b>

## **SYNOPSIS OF EACH SUBJECT OFFERED UNDER THE MASTERS PROFESSIONAL CERTIFICATE PROGRAM**

MCP 101 - Adobe Suite (21 contact hours of instruction; 15 lecture/6 lab)

Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.

In this 7-week introductory course, students will develop the skills to create professional visual presentations. Students will develop a layout containing graphics, text, material, and product images that will help them professionally convey their design ideas to clients.

Individual offering – Tuition: \$915.00; Registration Fee: \$100; Total Tuition and Fees: \$1,015.00

MCP 102 - AutoCAD (24 contact hours of instruction; 18 lecture/6 lab)

Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.

This 8-week AutoCAD course orients the student to the fundamentals and use of AutoCAD in the field of Interior Design. By the completion of the course, students should have a working knowledge of creating floor plans, elevations, lighting plans, electrical plans, furniture plans, and sheet layouts in AutoCAD. This class is strongly recommended for any Interior Design career.

Individual course offering – Tuition: \$1,510.00; Registration Fee: \$100; Total Tuition and Fees: \$1,610.00

MCP 103 - SketchUp (12 contact hours of instruction; 9 lecture/3 lab)

Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.

This 6-week course teaches the basics of 3D modeling. Students learn shortcuts, various ways to use basic tools, and techniques that will make 3D modeling much more efficient. Students create 2D and 3D plans and elevations, textures, and get practice with advanced built-in rendering techniques to create photo-realistic images for professional projects.

Individual course offering – Tuition: \$755.00; Registration Fee: \$100; Total Tuition and Fees: \$855.00

MCP 104 - Revit (14 contact hours of instruction; 10 lecture/4 lab)

Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.

This 7-week course introduces the concepts and skills necessary to present final plans and perspectives for a commercial interior design project in Revit. Tools and features will be used to create an evolving single-story commercial space that will describe a design intent via BIM modeling.

Individual course offering – Tuition: \$985.00; Registration Fee: \$100; Total Tuition and Fees: \$1,085.00

MCP 105 - Kitchen & Bath Design (21 contact hours of instruction; 16 lecture/5 lab)

Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and

present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.

This 7-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom.

Individual course offering – Tuition: \$915.00; Registration Fee: \$100; Total Tuition and Fees: \$1,015.00

**MCP 106 - Construction Basics (12 contact hours of instruction; 9 lecture/3 lab)**

**Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.**

This 6-week intensive course will provide students with a basic understanding of how the management of a construction project from conception to completion facilitates successful design. Students will learn to effectively work with contractors by identifying the sequence of events, significant milestones, key systems in the process and how they relate to one another. They will learn how to read a construction schedule and project estimate as well as guide a design client through this process.

Individual course offering – Tuition: \$755.00; Registration Fee: \$100; Total Tuition and Fees: \$855.00

**MCP 107 - Intro to Commercial Design (45 contact hours of instruction; 32 lecture/13 lab)**

**Pre-Requisites: Basic Computer Proficiency; For students taking this as an individual course (has not completed the HSID Dallas Fundamentals Program), you must be a practicing interior designer and present either 1) your tax ID and website, or 2) your proof of 1-year of employment and website of your current employer.**

This 12-week course prepares students with the introductory knowledge and skills required to work on various commercial design projects for select industries and facility types. The course will span commercial interior design theory and process, select codes and key construction documents, contract products, sourcing and presentation.

Individual course offering – Tuition: \$2,375.00; Registration Fee: \$100; Total Tuition and Fees: \$2,475.00

**MCP 108 - Masters Portfolio Capstone (12 contact hours of instruction; 8 lecture/4 lab)**

**Pre-Requisites: MCP-101 through MCP-107**

This 6-week capstone course will guide you through the process of curating a professional portfolio that showcases your brand, designs and projects to show potential clients and employers your skills as a professional designer. Course content also includes developing an initial online presence and your professional brand. By the end, you will be prepared to present your Master Certificate Program portfolio for graduation and to clients or employers.

***This course is not available to be taken on an individual basis – it is only included as part of the Master Professional Certificate Program***

## **CONTACT HOURS**

The Masters Professional Certificate Program has a total of 161 contact hours over the course of terms.  
117 hours for Live Lecture  
44hours for Labs (Design Studio Hands-On Activities and Exercises)

## **TYPE OF CERTIFICATE AWARDED**

The successful completion of the Masters Professional Certificate Program will result in students receiving a Certificate of Completion from HSID Dallas. Those students taking individual courses from the Masters Professional Certificate Program will receive a certificate of completion for each individual course they successfully complete.

## **GRADING AND MARKING SYSTEM USED**

Each course assignment, quiz, exam, and final project/presentation is weighted on an overall percentage scale, as outlined in the course syllabus. It is the basis for the final grade. Students receive progress reports from the instructor or Executive Director at the end of the 4<sup>th</sup> week and the end of the 8<sup>th</sup> week of evaluation period.

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

Below 60% - F

Incomplete - I

Withdraw - W

## **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

### **PROGRESS STANDARDS / ACADEMIC PROBATION**

A cumulative grade average of at least 80% (or "B") is required for the student to receive the program certificate. Students will receive written notification of their progress at the end of the 4<sup>th</sup> week and the end of the 8<sup>th</sup> week of evaluation period. A student who is not making satisfactory progress at the end of an evaluation period will be placed on academic probation for the following evaluation period. The Instructor will counsel the student that is placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in writing (Moodle) and in the student's permanent file.

If the student on academic probation achieves a grade of "C" for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more evaluation period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated. If a student on academic probation fails to achieve a grade of "C" for the first probationary period, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive evaluation periods will be terminated.

The progress evaluation records will be of the type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matter within the allotted time provided in the course curriculum.



A cumulative grade average of at least 80% is required for the student to receive the program certificate. Students will receive written notification (Moodle) of their cumulative progress at the end of the 4<sup>th</sup> week and the end of the 8<sup>th</sup> week of evaluation period. A student who is not making satisfactory progress at the end of an evaluation period will be placed on academic probation for the following evaluation period. The school will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's file.

If the student on academic probation achieves a grade of at least 80% for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more evaluation period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment may be terminated.

### **INCOMPLETE**

Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason, unrelated to the student's academic status. A student who receives a grade of "Incomplete" may re-enroll in the program during the 12-month period following the date the student withdraws and complete those "Incomplete" subjects without payment of additional tuition for that portion of the course or program.

There is a possibility the availability of certain classes and/or programs being discontinued by HSID Dallas when a student returns. Should this happen, HSID Dallas will work with the returning student to clarify available options for a comparable course with similar content and objectives.

### **WITHDRAWAL**

Students are encouraged to seek counsel from the HSID Dallas Executive Director before making the decision to withdraw. Withdrawal must be made in writing to the school via email at [info@hsidtxas.com](mailto:info@hsidtxas.com).

### **APPEALS**

Students may appeal their probation in writing to the Executive Director within one week of probation notification. The Executive Director will review the circumstances and either remove the probation of the student or confirm the probation. The decision of the Executive Director is deemed final.

### **READMISSION**

Students who withdraw in good standing (not on academic probation) and demonstrate that the factors inhibiting the attendance or academic progress have been addressed (financial obligations, current issues resolved personally or with the school) may re-enroll for a different term, provided space is available.

### **TERMINATION FOR UNSATISFACTORY ACADEMIC PROGRESS**

A student whose enrollment was terminated by HSID Dallas for unsatisfactory progress is not eligible to re-enroll at HSID Dallas.

## **ATTENDANCE POLICY**

### **ABSENCE**

Attendance and punctuality is critical to success. If for any reason a student will be late to class or absent, we require notification. Tardiness and absence are recorded in the student file and discussed with the

students personally. Students can miss a total of 3 days of the Fundamentals of Interior Design program (not consecutive days) to graduate. Allowances are made for absences resulting from emergency situations and are evaluated on a case-by-case basis to the Executive Director. If unexcused absences become excessive and prove detrimental to their education, attendance probation may be required.

Students are required to request an excused absence for personal reasons directly with the Instructor.

HSID Dallas will charge a full day of absence when the student fails to attend all of the scheduled classes/events on that day. The school shall charge for a partial day of absence for any period of absence during the day of 3.75 hours or less. Two (2) partial absences will equal to a full day's absence.

### **TARDIES**

If a student is tardy to class (more than 15 minutes) 3 times, it is considered an unexcused absence for one full class day. After 3 tardies, a written warning from the Instructor or designee will follow. If late arrival to class continues after the written warning the student will be put on probation.

HSID Dallas shall charge for a full day of absence when a student fails to attend all of the scheduled classes on that day. The school shall charge for a partial day of absence for any period of absence during the day of 3.75 hours or less. HSID Dallas does not consider school holidays, such as Christmas holidays, etc., as days of absence.

### **MAKEUP WORK**

Daily handouts and assignments are available on our online platform, Moodle. Instructors will provide further instruction on how to get caught up as needed.

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

1. Be supervised by an Instructor approved for the class being made up;
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. Be completed within two weeks before the end of the grading period during which the absence occurred;
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. Be signed and dated by the student to acknowledge the make-up session.

### **LEAVES OF ABSENCE**

Only one (1) leave of absence may be granted to a student, at the discretion of the Executive Director, for medical or serious personal reasons. A letter from a medical doctor is required for medical leave. Leave of absence will be evaluated on a case-by-case basis by the Executive Director. A leave of absence will result in the need to reschedule the student's educational program(s) for a future term based on program availability. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school's Executive Director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return, as scheduled, from an approved leave of absence.

No refunds will be issued based upon leaves of absence. Any and all tuition and/or fees paid will be honored for the future term, upon return from leave.

### **ATTENDANCE PROBATION**

A student who misses more than 10% of class hours (Fundamentals = 26 hours; Masters = 16 hours) will be placed on attendance probation with conditions stipulated by HSID Dallas' Executive Director. Enrollment in the program will be \*terminated for a student who is absent for more than 20% of class

hours (Fundamentals = 52 hours; Masters = 32 hours). A student whose enrollment was terminated due to unsatisfactory attendance may be considered for re-enrollment, although on immediate attendance probation in a subsequent term within the current 12 calendar months. Such re-enrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 10% of the re-enrolled class hours, the student's enrollment in the program will be terminated, and the student will not be eligible to be readmitted to the program.

## **SCHOOL POLICY REGARDING STUDENT CONDUCT**

### **DRESS CODE**

At HSID Dallas, we follow a proper dress code and self-care guidelines. The expectation is conservative casual with a creative flair. It is imperative that as representatives of the school and the industry that you are pursuing, you are responsible for portraying a high-end and sophisticated image of yourself while on the school campus, on field visits, or representing the school in any manner.

You are expected to dress and groom in a manner appropriate for the circumstances but always in a manner which would be considered professional and in good taste by the industry we represent and the communities we serve. This involves moderate choices of clothing and footwear. Your style can be simple, stylish, understated, and yet tailored.

- Clean and professional personal hygiene is essential.
- Never wear wrinkled, poorly fitting or frumpy clothes
- Hair should be clean, neat, and styled. No Ball caps or knit hats.
- No Halter top, tank top, spaghetti strap top; No Provocative or revealing attire, or visible undergarments.
- No tight or revealing clothing; No overt cleavage.
- Skirts are to hit no higher than 3" above kneecap when seated.
- No Shirts with slogans of an inappropriate nature; No camouflage
- No smoking, vaping, or other forms of tobacco use inside The Madison building or inside any location visited as part of the program.
- Blue jeans or denim jeans of any color must be worn with business shoes, loafers, flats, heels, and an appropriate shirt, jacket, sweater, or blazer.
- No cut offs, sweatpants, jogging pants, or jogging suits; No Sweatshirts or hoodies
- No Flip flops, or bare feet

### **CAUSES FOR TERMINATION**

Students are expected to treat staff, Instructors, and each other with respect and consideration. Any student who violates policies or procedures or the spirit and purpose of the school is subject to probation and/or termination. Three (3) verbal and one (1) written warning from staff could result in probation and/or termination. Infractions are noted in the student's file.

HSID Dallas is committed to promoting positive and constructive dialogue among members of the school community. This policy applies to all forms of communication, including verbal and written exchanges, electronic communications, and social media interactions.

HSID Dallas reserves the right to terminate a student for failure or inability to conform within the general spirit, policies, and rules of the school or conduct detrimental to the reputation of the school or education of other students. Also, a student's failure to demonstrate satisfactory academic progress, as assessed, based on the student's progress report and/or instructor feedback on the student's academic progress, attendance requirements or financial obligations due to the school, can result in termination. A terminated student may not reapply for admission.

## RE-ADMISSION OF TERMINATED STUDENTS

If a student is terminated by HSID Dallas (see above), the terminated student is not allowed re-admission into the school.

## REQUIREMENTS FOR GRADUATION

### FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE PROGRAM

- Attend the required class sessions.
- Complete final projects which include a digital binder, final project design boards, and final presentation with a grade of B or better.
- Paid in full for all tuition and fees relative to the Fundamentals Program
- Complete Fundamentals of Interior Design program exam with 80% or better accuracy. Students earning less than 80% may retake the exam up to two more times following the completion of their first exam. Student failure on Fundamentals of Interior Design program exam will be encouraged to refer back to course materials and may try again once they are more prepared, but cannot exceed 15 calendar days from the date of the first final exam attempted.

### MASTERS PROFESSIONAL CERTIFICATE PROGRAM

- Attend the required class sessions.
- Complete final projects which include a digital binder, final project design boards, and final presentation with a grade of B or better.
- Paid in full for all tuition and fees relative to the Masters Program
- Completion of the Fundamentals of Interior Design Program (completion requirements referenced above). Students who complete all courses relative to the Masters Professional Certificate Program will receive their certificates at the graduation ceremony or through the mail. Students must pass each course with a B (80%) or higher average grade based on assignments, tests and projects. Instructors provide criteria for the grades of each class.
- Upon completion of the Masters Professional Certificate Program, students present a digital portfolio of their final projects from at least 6 of their courses to the Executive Director, guest reviewers, and fellow Masters graduates. Graduates of the Masters Professional Certificate Program then receive the following
  - Graduation Certificate
  - Final Transcripts
  - High Honors award for a GPA of 3.5 or above
  - A letter of recommendation from the Executive Director
  - Priority consideration for possible internship opportunities with HSID Dallas Community Connectors
- NOTE: Design projects/boards may be re-worked with Instructor's input and suggestions (to meet the grade level graduation requirements) and returned within 15 calendar days in order to receive their graduation certificate. During this 15-day period, the student is placed on academic probation.

### GRADUATION CERTIFICATES

Graduates of the Fundamentals of Interior Design program will receive their certificate. The certificate is based on 252 contact hours of instruction and all program requirements for graduation.

Graduates of the Masters Professional Certificate Program will receive their graduation certificates at the graduation ceremony or through the mail. The certificate is based on 161 contact hours of instruction and all program requirements for graduation.

### SCHOOL PLACEMENT AND ASSISTANCE POLICY

Career guidance and counseling are an integral part of our program. Specific job search/ interview methods are taught and examples provided in class. Students prepare in class for employment and/or self-employment through their independent business based on a series of work-specific studies. The school maintains employment opportunities in the design industry for graduates through email.

**Heritage School of Interior Design Dallas cannot guarantee graduate employment.**

### **TRANSCRIPTS**

Students receive a copy of their program transcript after graduation. The school may require the student to have their tuition and any supply fees paid in full prior to receiving their transcript from the school.

## **POLICY TO RESOLVE STUDENT GRIEVANCES / COMPLAINTS**

If a student has an internal grievance, the school shall undertake the following steps in attempt to reconcile the concerns with the school:

1. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors or administrators. Should this step fail go to step number 2.
2. Students shall contact Dallas Executive Director, Kim Bailey at the following phone number 214-776-9500. If this step should fail, the student must go to step 3.
3. The student shall submit a written internal grievance to the following email: Kim@HSIDTexas.com. The subject line of the email shall read, "Student Grievance". Other methods to submit an internal grievance include: certified US mail:

HSID Dallas  
15851 Dallas Parkway, Suite 110  
Addison, TX 75001  
Attn: Executive Director.

Once the school receives the time stamped student grievance, the school will have 10 business days to do an investigation and provide the student with a written determination.

NOTE: The Executive Director's determination is final.

Should this procedure fail, the student may contact:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-3100  
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## **TRUE AND CORRECT STATEMENT**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

*Kim Bailey*

**Owner and Executive Director  
Heritage School of Interior Design Dallas**