



ART 343 - Business Interiors

Fort Hays State University
School of Visual and Performing Arts
Department of Art & Design – Interior Design Program
Farheen Khan

1. COURSE INFORMATION

- Course ID and Title: **ART 343 – Business Interiors**
- Credit Hours: **3**
- Semester and Year: **Fall 2024**
- Course Prerequisites: **ART 241**
- Location of Class: **106**
- Class Time: **Monday/Wednesday/Friday | 12:30 PM - 2:20 PM**

2. INSTRUCTOR INFORMATION

2.1. Instructor Contact Information

- Name: **Farheen Khan**
- Title: **Assistant Professor – Interior Design**
- Office Location: **CAD Room 108**
- Office Hours: **Mon/Wed/Fri | 8:20 AM – 10:20 AM, Tue/Thru | 8:20 AM – 8:50 AM**
- Email Address: **fnkhan@fhsu.edu**
- Phone Number: **(785) 628-4310**
- Other contact information: **470 343 3551**

2.2. Contact Procedure and Policy: **Students are welcome to e-mail or set up an appointment to meet during office hours.**

2.3. About the Instructor:

- Education and Teaching Background:
 - **MFA Interior Design** - Savannah College of Art and Design, Atlanta, Georgia (2018 – 2021)
 - **BA Interior design** - Dar Al Hekma University, Jeddah, Saudi Arabia (2000 – 2005)
- Teaching Internship:
 - Jan – Mar 2021 Savannah College of Art & Design Atlanta, USA
 - Jan – Mar 2020 Savannah College of Art & Design Atlanta, USA



- Teaching background:
 - Feb 2014 – May 2018 Dar Al-Uloom University - Riyadh, Saudi Arabia
 - May 2009 – June 2013 Jubail University College - Jubail, Saudi Arabia
 - Sept 07– Aug 08 Dar Al Hekma College - Jeddah, Saudi Arabia
 - Sept,06 – Sept, 07 Millennium Institute - Jeddah, Saudi Arabia

- Research Interests:
Addressing Nature-deficit-disorder amongst children in the learning environment

2.4. Graduate Teaching Assistant or Department Secretary Contact Information (if applicable)

- Name: **Lauren Sargent**
- Title: **Administrative Assistant**
- Office Location: **CAD 119**
- Office Hours: **M – F 8:00 am - 4:30pm**
- Email Address: itsargent@fhsu.edu or Art&Design@fhsu.edu
- Phone Number: **(785) 628-4247**

3. TEXTBOOK AND COURSE MATERIALS

3.1. Required Textbook(s): N/A

3.2. Supplementary Book(s) and Article(s):

- Panero, Julius & Zelnik, Martin. **Human Dimension & Interior Space**. New York, NY: Watson-Guption Publications, Incorporated, 1979. ISBN: 0-823-07271-1

- DeChiara, Joseph, Panero, Julius, and Zelnik, Martin. **Time-Saver Standards for Interior Design and Space Planning**. New York: McGraw-Hill Company, 2001. ISBN: 0-071-34616-3.

- Online resources: Websites that are appropriate for the workplace design:
 - 1. Knoll, Inc. - www.knoll.com
 - 2. Herman Miller - www.hermanmiller.com
 - 3. Steelcase - www.steelcase.com

3.3. Technology Requirement:

All students enrolled at Fort Hays State University are expected to have a computer* for use in a variety of university learning experiences. ***On-campus students are expected to have a laptop to ensure mobility.**

TigerTech only provides assistance with accessing and using FHSU hosted systems and University-owned equipment. FHSU does not sell computers and does not provide computer repair for student devices.



- **Hardware:** To meet basic security, networking, and upgrade requirements, your computer should be running Windows 7 (or newer) or Mac OS X (or newer). Ideally, your computer's warranty should be supported by the manufacturer throughout your college career. Chromebooks and iPads are not recommended for use as your primary device due to limited functionality. Ask your instructor or academic department to learn about any specific technology requirements that may apply for each course in which you are enrolled.
- **Software:** Enrolled students at FHSU can take advantage of a variety of options to get FREE and/or discounted software for use on personal devices at www.fhsu.edu/tigertech/software/.

If you have any technical issues, contact FHSU TigerTech 785-628-3478, notify to the instructor.

4. COURSE DESCRIPTION

4.1. FHSU Catalogue Description:

This course focuses on contemporary design challenges and approaches related to workplace interior design. The studio emphasizes design research, programming methods, and workplace design theories. Selection and specification of office furniture, finishes, and millwork as per the universal and inclusive design standards.

4.2. Instructor Course Description:

In this course, students will understand the phases of design thinking and propose functional spaces following design standards, building code, and appropriate FF&E. Students will gain knowledge of environmental factors that affect ergonomics and human wellbeing. Studies of acoustics, thermal, lighting, and circulation will be combined with an awareness of the environmental impact of material selection in workplace design.

5. COURSE OBJECTIVES

5.1. Course Objectives:

This course focuses on contemporary design challenges and approaches related to workplace interior design. The studio emphasizes design research, programming methods, and workplace design theories. Selection and specification of office furniture, finishes, and millwork as per the universal and inclusive design standards.

5.2. Prerequisites: ART 241



5.3. Course Expectations:

In this course, students will develop:

- Programming and research methods
- Efficient space planning in business interiors
- Basic skills related to custom millwork and construction details
- Integrated lighting systems
- Two-dimensional digital drafting and three-dimensional digital modeling skills
- Freehand sketching
- Selection of interior materials, finishes, and furnishings
- Visual and verbal presentation skills

Note: For 600-level courses, there need to be higher expectations for graduate students in learning activities and assessment. Go to [FHSU Graduate School Learner Outcomes](#) for best practices in teaching 600-level courses from the Graduate School.

6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

6.1. Delivery Method: In-person

6.2. Instructional Approach: Direct Instruction

6.3. Course Structure: Lecture, demonstrations, tutorials, discussions, critique, jury

7. COURSE SCHEDULE

This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students' interests and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site. If time is mentioned in the course, it refers to the Central Time Zone.



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Module # & Range of Dates for Module	Topics	Reading	Assignments	Due Date
Module/Week 1	Assignment 01: Research & precedent Studies			Week 3
Module/Week 2	Work in Class - Precedent studies & summary of findings			
Module/Week 3	Assignment 01: Presentation Assignment 02: NEXT Steelcase Project Project Introduction <ul style="list-style-type: none"> • Client brief • Location Design Strategy <ul style="list-style-type: none"> • Design Drivers • Inclusive Design • Design Principles • Concept statement (max 250 words) • Design inspiration (Mood board) • Branding Building codes and standards <ul style="list-style-type: none"> • ADA accessibility • Human Dimensions and prototypical • Sustainability Standards 		Submission: Assignment 01	Week 5
Module/Week 4	Work in class : Assignment 02			Week 5
Module/Week 5	Assignment 02: Presentation Programming <ul style="list-style-type: none"> • Bubble Diagram • Zoning 		Submission: Assignment 02	Week 8



Module/Week 6	Schematic Design & space planning <ul style="list-style-type: none"> • Schematic plan with furniture • 8 volumetric sketches (By hand) • FF&E with labels (8 areas) 			Week 8
Module/Week 7	Work in class: Space planning & Study Model Checkpoint 01		Checkpoint 01	Week 8
Module/Week 8	Midterm Presentation		Midterm Submission + Presentation	
Module/Week 9	Work in class: 4 Perspectives with FF&E			Week 16
Module/Week 10	Work in class: Project development		Checkpoint 02	
Module/Week 11	Work in class: RCP & Interior Section			Week 16
Module/Week 12	Work in class: Project development		Checkpoint 03	
Module/Week 13	Work in class: Project development			
Module/Week 14	Work in class: Project development			
Module/Week 15	Spring Break			
Module/Week 16	Work in class: Graphics and overall presentation Assignment 03: Prefinal Presentation – class votes		Submission 03	Week 16
Week 17	Final Presentation		Final Submission + Presentation	Week 17



8. ASSESSMENT METHODS AND GRADING SCALE

There are 100 points for this course. The grade you earn for this course depends on the total number of points you earn throughout the semester. The assessment methods and grading scale are as follows:

Assessment Methods	Percentage
Submission 01: Research & Precedent Studies	10%
Submission 02: Project Introduction & Design Strategy	10%
Midterm Presentation	20%
Class progress/ Project development (graded at 5 stages of design)	10%
Submission 03: Prefinal Presentation	10%
Final Project Presentation	40%
Total Points	100

- = A (90% and above)
- = B (80%–89%)
- = C (70%–79%)
- = D (60%–69%)
- = U (below 60%)

- Submissions: Partial assignments submissions with due dates, set as milestones
- Midterm Project: Project submission and presentation in class as per requirements
- Final Project: Project submission and presentation in class as per requirements

9. STUDENT HELP RESOURCES

Students have access to academic services, technical support and student services at Fort Hays State University. You can find the resources online at [FHSU Blackboard Student Tutorials](#)

For more information, you can contact TigerTech at 785-628-3478 or [FHSU TigerTech](#)

10. COURSE POLICIES



10.1. Class Attendance:

Attendance will be taken at the beginning of every class period. Attendance is mandatory. **A maximum of 3 absences (excused or unexcused) will be allowed. For every absence over 3, there will be 5 points reductions in the final grade.**

During the first **10 minutes** of class, a student is registered as a **present**, after **20 minutes** student is registered as **late** (2 late = 1 absence), after **30 minutes** of class late students are accepted to attend class but registered as **absent**.

You are welcome to email me or call if you are sick or unable to attend class (fnkhan@fhsu.edu or contact me on 785.628.4310). **Please contact Student Affairs at (785) 628-4276 and they will formally notify all your instructors.**

A doctor's note or medical report is the only way to receive a formal exception to class attendance. If you miss a class, you are responsible for making up that time. If notes or an assignment were given, you are responsible to get them. For the studio, you are responsible to make up the missed time.

If an assignment was due on the day you missed with an excused absence, it will be due the next day. If the day you missed was unexcused, your assignment will be due the next day and a letter grade will be deducted.

Exchange phone numbers with classmates!

10.2. Class Participation:

Participation in class discussions is required.

10.3. Assignment Due Date:

Unless otherwise noted, projects and exercises will be due at the beginning of the class period for which they are assigned. **If the deadline is not met, 10 points will be deducted from the project two days past the deadline.** The project **WILL NOT** be accepted after one week.

10.4. Procedures for Assignment Submission:

Assignments will be turned in in person (class presentation/jury) and also on the blackboard before the assigned due date.

10.5. Test Make-ups:

There will be no make-up for the midterm jury and/or final jury, without formal excuse notification to the instructor from student affairs.

10.6. Bonus Points or Extra Credit:

None

10.7. Collaboration Procedures:



If a group project is assigned, each team member is required to participate in the project, share ideas, and collaborate effectively as a team.

10.8. Netiquette: N/A

10.9. Other Course Policies

Face Coverings: *While the University is not mandating face coverings in general at this time, the University does recommend and support the wearing of face coverings in alignment with current public health guidance. Additionally, the University's policy on face coverings does allow for some local-decision making by instructors and event organizers. While students in this course are not required to wear face coverings while in the classroom at this time, this rule is subject to change at the discretion of the instructor or as otherwise announced by the University.*

11. UNIVERSITY POLICIES

11.1. Academic Honesty:

https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

11.2. Attendance:

http://www.fhsu.edu/academic/provost/handbook/ch_2_instructional_procedures/

11.3. Withdrawal:

https://www.fhsu.edu/academic/provost/handbook/ch_7_change_enrollment/

11.4. Student Accessibility Services: <http://www.fhsu.edu/accessibility/>

11.5. Kelly Center Support Services: <http://www.fhsu.edu/kellycenter/>

11.6. Title IX Policy: <https://fhsu.edu/president/Compliance-Office/Title-IX-Policy/index.html>

11.7. Career Services: <http://www.fhsu.edu/career/>

11.8. Technology Services: <https://www.fhsu.edu/technology/>

11.9. Smarthinking: <http://www.fhsu.edu/virtualcollege/smarthinking/>