Master of Arts in
Interior Design

Graduate Student Handbook

2016-2017

Washington State University
School of Design + Construction
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TABLE OF CONTENTS

OVERVIEW, GOALS AND OBJECTIVES

The Master of Arts in Interior Design program is offered by the School of Design and Construction (SDC) on the Pullman campus of Washington State University.

The philosophy of the Interior Design program is based on a concern for human beings and the creation of interior settings that support human activities and values. Graduates of the program should be able to think clearly and creatively and to solve problems in a professionally competent manner. Above all, an interior design education will help the student to develop intellectual curiosity, which allows the graduate to continue to develop as a person and as a designer throughout life.

Upon completion of the program students are able to analyze information and relationships, evaluate issues and set priorities while generating creative design solutions for projects of a complex scale. Graduates have the ability to take initiative, make critical judgments of their own work and that of others, and contribute to the overall well-being of people as they interact with interior environments.

The MA combines studio design experience with qualitative and quantitative research methodologies to further understanding and increase awareness of the interface between human behavior and interior environments. The MA builds on the studio design experience to expand understanding of the theoretical and analytical frameworks applicable to the pursuit of discovery in the field.

The goals of the MA degree are:

- To provide students with opportunities to explore advanced design theories, problem-solving techniques, methodologies, and individual research and design applications;

- To provide students with opportunities for interdisciplinary exchange through curriculum at the School of Design and Construction;

- To contribute to and advance the body of knowledge pertaining to interior design and the built and natural environments;

- To prepare graduates to pursue careers as interior design educators, directors of interior design research, and/or practitioners of interior design.

Students pursuing a post-professional graduate degree (2-year program) will complete a Master's Thesis, while students pursuing the 1-year program and the first professional graduate degree (3-year program) will complete a Master's (non-thesis) Project.

1-YEAR PROGRAM PLAN REQUIRED COURSES

Qualified students may apply for entry into an articulated BA/MA (4+1) degree program the last year of undergraduate study at WSU that leads to a master's degree completed in one year of graduate study. The BA/MA degree culminates in a Master's Project with accompanying documentation. The degree is intended for those who wish to advance their understanding of a specific area of design informed by research. The required courses are based on the policies of the Graduate School and the Interior Design program. Any variation from the required courses must be approved by the Graduate Coordinator.

ID 525	Graduate Studio I*	5 credits
ID 526	Graduate Studio II	5 credits
ID 530	Philosophy/Theory of the Built Environment	3 credits
ID 540	Research Methods	3 credits
ID 594	Readings in Interior Design	3 credits
ID 598	Topics in Interior Design	3 credits
ID 702	Master's Research	10 credits
	Supportive Electives	6 credits
	Travel Requirement	See Appendix 5

*May be substituted for internship or Interior Design Semester Study Abroad Program credit upon approval by the Graduate Coordinator. Participation in the internship and/or Interior Design Semester Study Abroad Program may impact time to degree completion.

Applications for the 4+1 program are accepted each fall semester. Interested students should work closely with their advisor in preparation of the application and admission process.

Below is a recommended schedule to complete the required coursework.

	Fall	Spring	Summer
Senior Year	Attend information session and prepare application to 4+1 program	**ID 540 (Research Methods 3cr) **ID 594 (Readings in ID 3cr) Complete all remaining requirements for BA degree	Enter graduate school. ID 598 (Topics in Interior Design 3cr; independent research with faculty mentor)
Graduate Year	ID 525 (Graduate Studio I 5cr) ID 530 (Phil/Theory 3cr) Supportive Elective (3cr) ID 702 (Master's Research 5cr)	ID 526 (Grad Studio II 5cr) Supportive Elective (3cr) ID 702 (Master's Research 5cr)	

**Students may reserve a maximum of 9 credits of 500-level coursework for use on a non-thesis master's program of study. Credits must be in addition to requirements for the BA degree and a grade of "B" or higher must be earned. The Reservation of Graduate Credit form must be turned in prior to enrollment in the courses.

2-YEAR PROGRAM PLAN REQUIRED COURSES

Candidates who have earned a 4-year interior design degree (or design degree from a closely related field) may apply for the 2-year program. Post-professional graduate studies culminate in a Master's Thesis. The 2-year option is appropriate for students who are interested in advanced design research and/or preparation for teaching. The required courses are based on the policies of the Graduate School and the Interior Design Program. Any variation from required courses must be approved by the Graduate Coordinator.

ID 530	Philosophy/Theory of the Built Environment	3 credits
ID 540	Research Methods	3 credits
ID 594	Readings in Interior Design	3 credits
ID 702	Master's Research	22 credits
	Supportive Electives	9 credits
	Travel Requirement	See Appendix 5

Below is a recommended schedule to complete the required coursework.

	Fall	Spring	Summer
First Year	ID 530 (Phil/Theory 3cr) Supportive Elective (3cr) Supportive Elective (3cr) ID 702 (Master's Research 1cr)	ID 540 (Research Methods 3cr) ID 594 (Readings in ID 3cr) Supportive Elective (3cr) ID 702 (Master's Research 1cr)	ID 598 (Topics in Interior Design, 3cr; independent research with faculty mentor is recommended. Students not enrolled over the summer can expect limited access to his/her committee chair during that time.)
Second Year	ID 700 (Master's Research 10cr)	ID 700 (Master's Research 10cr)	

3-YEAR PROGRAM PLAN REQUIRED COURSES

The 3-year program is geared towards candidates without a prior degree in interior design. In addition to the graduate core curriculum listed below, the 3-year program requires completion of foundation courses building integral skills in design; electives in support of design skills and interdisciplinary research interests; and independent work towards completion of the Master's Project. The 3-year curriculum is designed to accelerate a person toward meeting professional standards in preparation for practice, as well as to challenge the student in areas of advanced research and critical thinking. The required courses are based on the policies of the Graduate School and the Interior Design program. Students in the 3-year program are advised individually based upon prior academic background and experience. Any variation from the required courses must be approved by the Graduate Coordinator.

ID 525	Graduate Studio I*	5 credits
ID 526	Graduate Studio II	5 credits
ID 530	Philosophy/Theory of the Built Environment	3 credits
ID 540	Research Methods	3 credits
ID 594	Readings in Interior Design	3 credits
ID 702	Master's Research	10 credits
	Supportive Electives	6 credits
	Travel Requirement	See Appendix 5

*ID 525 may be substituted for internship or Interior Design Semester Study Abroad Program credit upon approval by Graduate Coordinator. Participation in the internship or Interior Design Semester Study Abroad Program may impact time to degree completion. Below is a recommended schedule to complete the required coursework.

	Fall	Spring	Summer
			SDC 100 (World of Design and Construction 3cr) SDC 120 (Foundational Drawing 3cr) SDC 140 (Foundation Studio 3cr)
First Year	ID 321 (ID Studio IV 4cr) ID 325 (Building Systems 3cr) ID 397 (Revit 3cr) SDC 250 (GHoD I 3cr) ID 702 (Master's Research 1cr)	ID 333 (ID Studio V 4cr) ID 215 (Materials 3cr) ID 392 (Pro Practice 3cr) SDC 350 (GHoD II 3cr) ID 702 Master's Research 1cr)	
Second Year	ID 425 (ID Studio VI 5cr) ID 326 (Codes for ID 3cr) ID 530 (Phil/Theory 3cr) Supportive Elective (3cr) ID 702 (Master's Research 1cr)	ID 426 (ID Studio VII 5cr) ID 415 (Detailing 3cr) ID 540 (Research Methods 3cr) ID 594 (Readings in ID 3cr) ID 702 (Master's Research 1cr)	ID 598 (Topics in Interior Design, 3cr; independent research with faculty mentor is recommended. Students not enrolled over the summer can expect limited access to his/her committee chair during that time.)
Third Year	ID 525* (Grad Studio I 5cr) Supportive Elective (3cr) ID 702 (Master's Research 5cr)	ID 526 (Grad Studio II 5cr) ID 702 (Master's Research 5cr)	

COURSE DESCRIPTIONS, SCHEDULE, AND PROGRAM COSTS

Course descriptions are available in the WSU Catalog.

Semester course schedules are available in my.WSU.edu and on the Schedule of Classes.

In addition to costs for tuition and housing, students should expect to incur sizable costs for course textbooks, materials, and equipment:

BOOKS

Books can range anywhere from $150 per semester for used, or $400 per semester for new. Exact costs will vary for each course.

PERSONAL COMPUTER

Graduate students are required to purchase a laptop computer. More information is available on our Information Technology page of the SDC website.

STUDENT COMPUTING FEE

Students that are a full-time certified major or graduate student in one of the design programs at the SDC are charged a student computing fee of $80/semester ($160/year).

Fees are applied to student accounts at the beginning of each semester and support the cloud-based software and computing environment at the SDC. The fee reduces personal computing software and hardware requirement costs incurred by students.

Fees apply to students both on-campus and off-campus (e.g. study abroad, internships).

SHOP FEE

Students that are a full-time certified major or graduate student in one of the design programs at the SDC are charged a shop fee of $55/semester ($110/year).

Fees are applied to student accounts at the beginning of each semester and provide access to high-quality equipment and supplies for both digital and traditional model-making, prototyping, and large-scale fabrications in the Fabrication Labs.

Fees apply to students both on-campus and off-campus (e.g. study abroad, internships).

MATERIALS

Students should contact their initial studio instructor to obtain a complete list of required materials, which may include some of the following:

- o Drafting board - at least 42" wide
- o Parallel Rule - to fit drafting board; Borco board - to fit drafting board
- o Architectural scale; engineering scale; lead holder; lead pointer
- o 30-60 triangle - with beveled edge; 10" adjustable triangle - with beveled edge
- o 45 degree triangle - with beveled edge
- o 12" roll of trace paper; 24" roll of trace paper; Drafting tape or drafting dots
- o Stainless steel ruler - 18-24" with cork backing
- o X-acto knife; utility knife; tacky glue; cutting mat; erasing shield
- o Sketch book and drawing pencils

Faculty Mentor as Advisor

Upon admission, each student will with work the Interior Design Graduate Coordinator for initial orientation. The Graduate Coordinator will work with the student to determine an appropriate faculty mentor (Chair) who will serve as a resource in guiding the student through their research thesis or research project. The faculty mentor (Chair) must be an interior design faculty member and hold a degree of comparable level to that degree sought by the candidate. Once a faculty mentor (Chair) is assigned, students will work with this person closely to develop the remaining master's committee and to steer the thesis or research project focus.

Responsibility of the Chair

The Chair is the student's primary mentor throughout the graduate process. The Chair must be a permanent member of the interior design faculty. The chair's responsibilities include:

- "Mentoring" student, holding regular meetings with the student.
- Resolving difficulties, working with Graduate Coordinator as appropriate.
- Suggesting faculty, and resources.
- Overseeing research and writing as appropriate.
- Chairing committee meetings.

Responsibility of the Advisory Committee

As a whole, the function of the advisory committee is to ensure the student has a well-rounded graduate program. The committee's responsibilities and roles include:

- Attending a minimum of committee meetings.
- Approving the research proposal. The research design is the prerogative of the individual advisory committee.
- Reading research drafts as appropriate; participating and voting at proposal and final oral defense.

Responsibility of the Student

The student must follow all Graduate School Policies and Procedures. Each student is responsible for the composition of his or her faculty advisory committee. The student will want to keep in mind the required composition of the committee and the responsibilities of the committee chair and members when selecting faculty for their advisory committee. It is important to find faculty who are committed to the research process, who work well together, and who bring the expertise necessary for the Master's Project or Thesis.

Replacement of Committee Members

Any of the committee members, including the faculty mentor (Chair), may request release from committee membership, with consent of the student. The mechanism used for approval of committee members is also the mechanism by which requests for release from committee membership are considered. In unusual circumstances, faculty may request release from committee membership without the consent of the student. Examples of these situations include a) conflict of interest, b) the faculty member leaving the University, and c) the student changing the thesis/project topic. A complete approved committee is mandatory for the continuation in the MA program. If a faculty member leaves the committee the student must find a replacement committee member immediately and file a change of committee from with the Graduate School. If a committee chair must be replaced, the student must discuss the selection of a new chair with the Interior Design Program Head. The student must replace the chair immediately or be dropped from the program. Upon any committee changes, a formal request must be submitted to the Graduate School using a committee substitution form.

Program of Study

The program of study is a record of required course work completed that will be used in fulfillment of degree requirements and research requirements, including any minimum number of research credits. Courses taken

in prior graduate level programs (deemed appropriate by the Graduate Coordinator and approved by the Graduate School) may be used on the program of study.

Prior approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, the Office of Grant and Research Development of the Laboratory Animal Resources Center must be contacted. The Graduate School requires verification that University approval has been granted.

Students should follow the Deadlines and Procedures outlined by the Graduate school to complete the program of study form (and all other forms referenced thereinafter) located on the Forms section of the Graduate School website. The student's faculty mentor (Chair), master's committee members, and the Graduate Coordinator must all approve and sign the program of study before submission to the Graduate School.

Changes needing to be made after submission of the program of study are to be requested on a program change form. Changes must be approved by the faculty mentor (Chair), Graduate Coordinator, and the Graduate School.

Application for Master's Degree
The application for degree must be submitted online at least one semester before the final oral examination is scheduled so that students can be notified of graduate requirements before enrolling in their last semester. An updated application for degree is required if a student does not complete all requirements during the semester of application. Students will be required to pay the graduation fee ($50.00) at the same time the application is submitted.

The Master's Thesis or Master's Project Oral Defense
Students must be registered for a minimum of two credits of ID 700 (Master's Research) or ID 702 (Master's Special Problems) at the beginning of the semester in which the oral defense is to be conducted.

The Evaluation Rubric (see Appendix 4) provides a scoring rubric which will be used by your committee in evaluation of the Master's Thesis or Master's Project at both the proposal presentation and final oral examination. The defense is intended to test the candidate's ability to carry out a critical dialogue integrating and interpreting material in the major and supporting fields with emphasis on the work presented. Examinations are to be held in an academic environment during academic sessions (fall, spring or summer) and are open to the public.

Before being allowed to schedule the final oral defense, a student must submit a draft copy of the Master's Thesis or Master's Project document to the faculty mentor (Chair). The faculty mentor (Chair) is charged with the responsibility of determining the readiness of the material for defense. The student next submits a draft of the document to each member of the master's examining committee. All committee members must read the document in its entirety.

Having reviewed the document, committee members advise the faculty mentor (Chair) on the readiness for the defense. If substantial revisions are necessary, they must be completed before the date is confirmed. The faculty mentor (Chair) contacts the student to schedule the defense date. When committee members sign the scheduling form, they indicate that a typed thesis (thesis students only), suitable in format and content for submission to the Library has been given their approval, or a Master's Project has been completed sufficiently enough for an oral defense (Master's Project students only). They also indicate their acceptance of the time, date and location of the final examination. Students can request to schedule their defense using the Final Exam Scheduling form available on the Graduate School website.

The form must be submitted to the Graduate School at least <u>10 working days</u> prior to the defense date. The Graduate School will schedule the student's defense upon receipt of the completed scheduling form and a properly formatted, typed copy of the thesis (thesis students only). A copy of the thesis must be available for public inspection at least 10 working days prior to the exam.

The defense is normally one hour in duration and is limited to one and one-half hours. The candidate shall pass if the number of affirmative votes is equal to or greater than the minimum listed in the table below. In the event of a failed defense, a second and final attempt may be scheduled at the request of the major department after a lapse of at least three months.

Number of Examiners Qualified to Vote	Minimum Number of Examiners Voting to Pass
3	2
4	3
5	4

Time Limits for Completion of Master's Degree
The time limit for use of graduate credit toward a master's degree is six years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit.

Continuous Enrollment Policy
All full and part-time degree-seeking graduate students must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed except for periods during which the student is on official graduate leave status. Details regarding the continuous enrollment, approved leave, and all other academic policies are available on the Graduate School website.

Annual Review
All graduate programs must complete an annual review of each graduate student. During spring semester, the Graduate Coordinator will give written notification to each graduate student of his/her performance. After appropriate faculty have been consulted, the annual evaluation of those students considered deficient must be sent to the Dean of the Graduate School to be placed in the student's official file. If an annual review for a student is less than satisfactory, a written copy of that review should be forwarded to the Graduate School.

The purpose of the Master's Thesis or the Master's Project in a professional program such as interior design is to demonstrate the candidate's mastery of the field. This is accomplished through a focused research exercise involving the application of analytical and synthetic skills, taught in the graduate core curriculum, to an aspect of interior design of special interest to the candidate. The quality of the thesis or project represents the competence of the graduate candidate. It must be conceptually clear, carefully designed, and thoroughly executed. The product must be presented, both written and illustrated, in a style that reflects the candidate's ability to complete and polish the work. The effort involved must be impeccably documented both in oral defense and in the finished product submitted to the School of Design and Construction and the Graduate School.

Within the written Master's Thesis or through a Master's Project, the following six criteria are critical outcomes that must be met at the mastery level for successful completion of the degree:

1. Student defines problem as it relates to the field of Interior Design:
    a. demonstrates understanding of a problem that has relationship to the interior environment
    b. demonstrates understanding of complexity of problem in relation to health, safety, and/or well-being of occupant of an interior environment
    c. assesses complex relationships and makes recommendations for application

2. Student understands the meaning and impact of design as it relates to human interaction, technology, theoretical frameworks, and interdisciplinary efforts:
    a. assesses design options based on an understanding of human needs and behavior
    b. demonstrates understanding of specific individual, group, society and/or cultural issues
    c. assesses technological options and applies based on an understanding of performance criteria
    d. integrates and combines appropriate theories to inform design solutions -- uses existing theoretical framework to develop research question or hypothesis to be tested
    e. assesses design options based on knowledge and theories from multiple disciplines -- delves into other disciplines as exploration of design topic

3. Student effectively analyzes information, evaluates issues, and sets priorities:
    a. demonstrates a logical research methodology
    b. completes a thorough literature review
    c. demonstrates a thorough understanding of current research on chosen topic
    d. combines and classifies information in a logical manner
    e. establishes a hypothesis or research question
    f. sets project or research goals and objectives
    g. demonstrates application of research

4. Student explores and generates creative solutions via a systematic and coordinated process:
    a. Uses theoretical framework to integrate multiple perspectives and concerns
    b. Develops clear and logical programmatic requirements for design solutions
    c. Demonstrates understanding of complexity of design process
    d. Demonstrates understanding of impact of design at the macro and micro-levels of analysis
    e. Shows evidence of and is able to defend design solutions through critical, analytical, and strategic thinking

5. Justifies and defends solutions as they relate to social-economic and global issues:
    a. identifies and clearly states conclusion, implications and consequences
    b. expands justification to larger social, economic, and global issues

      c.   objectively reflects upon own assertions and/or responses to the thesis.

      d.   integrates and explains the interrelationship between design, the built environment and the larger society

6. Conveys intent in a professional manner appropriate to the audience.

      a.   visually integrates complex information clearly using appropriate techniques, including but not limited to: technical drawing, 3 D drawing or models, written material

      b.   verbally demonstrates command synthesis of specific and focused subject matter

      c.   written component demonstrates command synthesis of specific and focused subject matter

MASTER'S THESIS REQUIREMENTS (2-YEAR)

A written thesis developed at the master's level is a scholarly research report that thoroughly investigates and analyzes a selected topic based on a theoretical framework and collected data. The writer, to reach general conclusions or a broad synthesis, extends the subject further. The end product is a fully developed thesis that conforms to the guidelines of the Graduate School. The thesis is submitted to the Graduate School for final acceptance. The Graduate School provides requirements that need to be followed when writing and submitting the thesis document.

Substance and Scope of the Thesis

The master's Thesis may focus on any of a wide range of topics. The following categories suggest some of the possibilities that you might consider, bearing in mind the areas of concentration of the faculty: **History, Theory & Criticism, Physical Design, and People & Place**. They are neither exhaustive nor limiting.

1. Investigation into a general aspect of interior design that design professionals try to understand, anticipate and influence. For example:
    a. Sustainable issues in the built environment
    b. Workplace preferences
    c. Design technology
    d. Adaptive reuse

2. Understanding of an analytical framework that designers use to estimate the consequences of proposed design solutions. For example:
    a. Environment and behavior
    b. Historical context
    c. Design aesthetics
    d. Material culture

3. Analysis and explanation of a particular design situation, problem or case. For example:
    a. Artificial light in the workplace
    b. Color in residential settings
    c. Universal access in public spaces
    d. Corporate cultures

4. Examination of the design process or any particular stage of the design process, or design works—quality, success, effectiveness.
    a. How interior design issues emerge
    b. How alternatives are considered and evaluated
    c. How interior designers influence design team decisions
    d. How design implementation works
    e. How and when to measure the success or failure of a design.

The investigation can proceed deductively (e.g. how does a broad understanding of material culture explain the design of local church interiors) or inductively (e.g. what can we learn by observing preschool behavior that we can apply to the design of waiting rooms in pediatric clinics?). The research may depend entirely on secondary source (published literature, reports and other documents), or may involve primary data collection (through field work, observations, interviews, surveys). It may be exploratory, qualitative and speculative, or circumscribed, quantitative and definitive.

Given the wide range of possible topics and investigative approaches available, you must develop a research strategy that best fits the subject being studied. You develop this strategy in consultation with the faculty mentor (Chair) based on the state of knowledge and theory regarding the topic as well as its feasibility. It is

not a quick decision but one that is made in conjunction with your faculty mentor (Chair) as you progress through the required curriculum and in preparation for the thesis.

Essential Components of Master's Thesis Research

There are several activities that must be accomplished during the preparation of the Master's Thesis. Some are initiated early, some continue throughout and some represent discrete decisions. Some literally become chapters in the final product, others contribute to the reasoning more indirectly. The following comments highlight key activities:

1. **Literature review.** The literature review must be initiated early during the exploration of possible topics because you need to determine what is already known (and what is not known) about the topic and how others have studied it. This is a conventional library research activity that should lead to a preliminary annotated bibliography for the thesis. You should begin using a citation system acceptable for the thesis at this time. Computer programs such as Endnote, Procite or Reference Manager are very helpful in setting up a citation system and cut a lot of time out of the end process of writing the thesis.

    The literature review usually involves several categories of literature. First there is information regarding the topic of investigation itself. Next there is information regarding the relevance of the topic to interior design or design in general. Of equal importance is information regarding the research strategy or analytical framework for the thesis. An important task during the literature review is the classification of appropriate material.

    The literature review must be broad as well, drawing from monographs, journals and other published reports. You should attempt to locate the most recent material. Also, you should be sensitive to the quality of literature reviewed and must judge among inconsistent or contradictory findings what is applicable to the thesis.

    The documentation of the review may be incorporated in the thesis in a number of ways. Most typically a chapter is dedicated to the literature review. However, documentation of the literature may be distributed throughout the paper.

2. **Course review.** One purpose of the thesis is to synthesize your understanding of the field. A thoughtful review of coursework with your faculty mentor (Chair) supports your exploration of topics for the thesis. You should screen both required courses and elective courses for ideas, approaches, and techniques that can be applied in the thesis. Specifically, you should look for relationships among the material taught in different courses that can be used in the development of the thesis.

    The course review contributes directly to the literature review in that it identifies both categories and sources to include. While it contributes directly to the development of your topic, it does not appear as a written chapter in the thesis.

3. **Proposal and committee.** A written proposal becomes a contract between the student and the thesis committee regarding the topic, methodology and schedule for completion. It represents a transformation or narrowing of a general topic into a specific thesis proposal. The proposal should be well thought out and well written so that there is no question how the thesis is to be pursued. It is a plan and a commitment on both your part and your committee. You want the committee to be satisfied that the topic is clear, that the research approach is manageable, and that you have the capability and the resources to complete the work. The following points should be covered:

a. Statement of topic to be addressed. This should include specific researchable questions.
b. A justification of the relevance and importance of the topic to interior design or the design disciplines in general.
c. Brief discussion of the theoretical context or logical framework for the investigation.
d. A thorough explanation of the research methodology or analytical approach to be followed.
e. Identification of information sources.
f. Specification of product.
g. Tentative chapter outline.
h. Schedule of work program.
i. Identification of any necessary support services or special circumstances (e.g. human subject approval).
j. Literature review or annotated bibliography.

Once the proposal has been approved, a copy should be filed as part of the student's program record.

4. **Research and writing.** Sections or chapters of the thesis need to be written in draft form as the research is executed. The prospectus provides the preliminary literature review and methodology so that you can focus on writing up the research findings and analysis as they are conducted. The chapters should not be written in the order that they will finally appear in the thesis. The thesis should *not* be a play-by-play description of the research process. It should summarize the approach, discuss the findings, analyze the results, and present the conclusions. The introduction should be written last because it is a revision of the prospectus from a statement of what was planned to a statement of what was actually accomplished.

5. **Revision, editing, and polishing.** Once all sections are drafted, the thesis is ready to be assembled as a completed document. At this point the chapter outline or order within the chapters may need revision to reinforce the logic of the argument that emerges. Chapter titles, headings, introductions and conclusions need to be written or revised. Illustrations and format become important to show the coherence of the entire document. Editing for clarity and consistency begins to polish the thesis.

6. **Oral Defense.** The final conceptual stage is the oral defense of the thesis. The document should be generally satisfactory to the committee members before the formal defense is scheduled. Then the defense becomes a review of what the student planned, how the investigation was executed and how the results were presented. Any reservations about procedures, omission or question of interpretation may be raised. Once the committee is satisfied with the student's oral response they may accept the document as is, or require corrections before the thesis is officially approved.

7. **Filing.** Final approved copies of the thesis must be submitted as follows: one copy to the Graduate School, one copy to the department and one copy to each committee member.

8. **Publishing.** You are encouraged to seek opportunities to publish all or part of your thesis document in appropriate scholarly journals or outlets. Standard protocol for publications is that you are listed as the first author and your faculty mentor (Chair) is listed as second author. Other members of the committee may be listed as third and fourth authors depending on their contributions to the final work. It is a good idea not to leave your final defense without a discussion with your committee regarding publications and authorship. If you do not initiate the publication of your thesis within a year of its filing, it is reasonable for your faculty mentor (Chair) to use the thesis work to generate a scholarly article on your behalf. In this case you may be listed as second author, depending on the approach and your involvement writing the article.

MASTER'S PROJECT REQUIREMENTS (1-YEAR AND 3-YEAR)

A Master's Project is the application of research to a specific design project. This design is supported by published literature establishing an analytical framework for investigating the selected subject—commonly an adaptation of the framework to a specific design project. The end product includes a document in which the proposal and project design articulate research findings. It is composed of text and images and summarizes the premise and resolution of the design project. This document is to be submitted as a bound copy and CD to become part of the department's permanent records but is not submitted to the Graduate School.

Substance and Scope of the Master's Project

The Master's Project may focus on any of a wide range of design problems. The method for approaching the research project is the design process. A clearly defined analytical framework will be required to guide this process. You will develop this framework in consultation with your faculty mentor (Chair) based on the state of knowledge and theory regarding the topic, as well as the feasibility of your research project. The following categories and frameworks suggest some of the possibilities that you might consider, bearing in mind the areas of concentration of the faculty: **History, Theory & Criticism, Physical Design, and People & Place**. They are neither exhaustive nor limiting.

1. The design of spaces for special populations
2. Sustainable issues in the built environment
3. Universal design solutions
4. Technical issues in the near environment
5. Environment and behavior
6. Aesthetics
7. Functionalism
8. Socio-Cultural considerations

Essential Components of the Master's Project

There are several activities that must be accomplished during the preparation of the Master's Project. Some of them are initiated early and some are continued throughout the process. You must document the entire design process as part of your final product. The following comments highlight key components of the process.

1. **Literature review.** The literature review must be initiated early during the exploration of possible topics because you need to determine what is already known (and what is not known) about the topic and how others have studied it. The literature review is essential in the development of your analytical framework. The literature review is a broad library search drawing from monographs, journals and other published reports. Your search should be thorough and should include the most recent and relevant material. Also you need to be sensitive to the quality of literature reviewed. You must judge among inconsistent or contradictory information and determine what is applicable to your design project.

   The literature review usually involves several categories of literature. First there is information regarding the topic of investigation itself. Next there is information regarding the relevance of the topic to interior design or design in general. Of equal importance is information regarding the design strategy or analytical framework for the Master's Project. An important task during the literature review is the classification of appropriate material.

Documentation of the literature review must be incorporated in your final product. Most typically a chapter is dedicated to literature review. However, documentation of the literature may be distributed throughout the paper.

2. **Course review.** One purpose of the research project is to synthesize your understanding of the field. A thoughtful review of coursework with your faculty mentor (Chair) supports your exploration of topics for the research project. You should screen both required courses and elective courses for ideas, approaches, and techniques that can be applied in the research project. Specifically, you should look for relationships among the material taught in different courses that can be used in the development of the research project.

   The course review contributes directly to the literature review in that it identifies both categories and sources to include and helps you define the design process. While it contributes directly to the development of your research project, it does not appear as a written chapter in your final product.

3. **Proposal and committee.** A written proposal becomes a contract between you and your faculty mentor (Chair) regarding the focus, the framework and the schedule for completion of your Master's Project. It represents a transformation or narrowing of a general topic into a specific design proposal. This proposal should be well thought out and well written so that there is no question how the work is to be pursued. It is a plan and a commitment on both your part and your mentor's. You want your mentor to be satisfied that the proposal is clear, that the approach is manageable, and that you have the capability and the resources to complete the work.   The following points should be covered:

   a. Design statement. This should clearly and succinctly describe the design problem.
   b. A justification of the relevance and importance of the topic to interior design or the design disciplines in general.
   c. Brief discussion of the theoretical context or the analytical framework that will guide your design work.
   d. A thorough explanation of the design process to be followed. This should include site identification, building footprint, and other relevant details.
   e. Identification of information sources.
   f. Specification of product or outcomes.
   g. Tentative chapter outline for report.
   h. Schedule of work program.
   i. Identification of any necessary support services or special circumstances (e.g. human subjects approval).
   j. Literature review or annotated bibliography.

Once the proposal has been approved, a copy should be filed as part of the student's program record.

4. Project execution. The Master's Project will be carried out in conjunction with ID 526, the final studio in the MA ID curriculum.   Your faculty mentor (Chair) will support and monitor the execution of your Master's Project based on your proposal agreement. At the same time you will document the project execution, recording the design process and drafting chapters of your final paper.

5. Revision, editing and polishing. As with any research project, your work will be reviewed, critiqued and revised, narrowing to an acceptable design solution and end product. At the same

time, your final paper will progress toward a completed document, written, read and revised to become a coherent piece.

6.   Oral defense. The final stage is the oral defense of the Master's Project. The Master's Project should be satisfactory to your faculty mentor (Chair) before the formal defense is scheduled. Your faculty mentor (Chair) will be joined by the committee and outside jurors to review your work. The defense becomes a review of the Master's Project, how the design process was executed and the outcomes. Any reservations about the process or question of the design interpretation may be raised. The results of the jury will be reported to your faculty mentor (Chair) and the graduate coordinator, who may accept the work as is, or require corrections before it is officially approved.

7.   Filing. Final approved copies of your Master's Project written document must be submitted to the department and all committee members.

Faculty

The Interior Design faculty mentor graduate students by advising and teaching, making contributions to readings and research methods seminars, supervising independent study projects and serving on graduate committees. MA Interior Design students choose major advisors and committee chairs with compatible interests for study and research.

Profiles for Interior Design faculty are located here.

Staff

Academic and Administrative Staff provide support for the Interior Design program and the School of Design and Construction in a variety of areas.

The Academic Coordinator for the graduate program is Julie Miller (office: Carpenter Hall 518. E-mail: julie.miller3@wsu.edu. Telephone: 509-335-4118).

View profiles for academic and administrative staff on the website.

ALUMNI

ALUMNI of the program are currently engaged in professional employment in design firms and/or are pursuing additional graduate study in doctoral programs.

DESIGN FIRMS
Callison; KDF Architecture; OMS; LMN; NBBJ;; SkB Architects; John Rovtar; Weber + Thompson; Starbucks (Store Development Design and Creative Studio); Dawson Design Associates; Holland Roth; Carrier Johnson; Jennifer Randall & Associates; Carletti Architects; Chateau Lauren Interiors; GGLO; JPC Architects; Marvin Stein & Associates; Avery Brooks & Associates; Interior Architects (IA); NB Design Group; Myhre Group Architects; EHS Design; ALSC Architects; JAD; Design Naturale; NAC Architecture; Rice Fergus Miller Architecture and Planning; Evans Design Group; Milieu; Decorum Design; Chestnut Interiors; ADN Designs; Wagner Architects; Collins Woerman; OlsonKundig Architects; ZBA Architecture; 5ive Design

TEACHING
University of New Haven (Connecticut); Monterey Community College (California); WSU Interior Design Program (Pullman); Highline Community College (Seattle); Tongmyong University (Busan); Birzeit University (Palestine)

OTHER
Executive Director Habitat for Humanity; Capital Project Planner; Main Street Manager; Marketing Manager Washington Trust Bank; Doctor of Design; PhD program in Architecture

PREVIOUS GRADUATE RESEARCH has focused on:

- Brand identity
- Stress and the office environment
- Sustainable design
- Adaptive reuse
- Affordable housing
- Aging in place
- Health/healing environments
- Place-making and way-finding
- Historic preservation
- Thematic design
- Ornamentation
- Daylighting design
- Sensory and creativity in design

APPENDIX 1: SCHEDULE FOR GRADUATING MAY 2017

Deadlines and Procedures are located on the Graduate School website HERE.

FALL 2016		
Dates to Remember	Action Item	Notes
By September 1	Submit completed Program of Study form to Academic Coordinator (Miller)	Requires all committee and administrator signatures. Forms at https://gradschool.wsu.edu/facultystaff-resources/18-2/
Week of December 12	*Proposal Defense Presentations Students may conduct proposal defense earlier in the semester but no later than Friday, December 16. *Reference "C" policy in Appendix 2 for proposal defense eligibility.	Requires all committee members to be present. Committee will determine if student is ready to proceed towards spring graduation (go) or if more work is needed and a May graduation date is not likely (stop). Proposal presentation rubric and stop/go assessment form is returned to Academic Coordinator (Miller)
SPRING 2017		
By March 3	Submit completed **Application for Degree** and pay $50 graduation fee	https://gradschool.wsu.edu/graduation-application/
By April 7	Submit the Final Exam Scheduling Form to Academic Coordinator (Miller) This is the "last date" to submit the form. Please note: it is due 10-15 working days prior to the date of your exam.	Requires all committee signatures. Students completing a thesis degree must also submit a draft of the thesis to gradschool@wsu.edu along with the final exam scheduling form. **NOTE: This deadline applies to all students intending to graduate in May 2017.**
By April 21	Final Oral Examinations Students may conduct final oral defense earlier in the semester but no later than April 21.	Students should be prepared to present the results of their thesis or project including a description of the research question(s) and theoretical framework, methods of data collection, a discussion of the results and conclusions, the strengths and weaknesses of the study, and future implications for further research.
	Final exam ballots due to Graduate School no later than 5 working days after exam.	Submission of final Master's Project document deadline determined by committee.
Saturday, May 6	Graduation/Exhibit of work	Congratulations, you can be proud of your accomplishment!
Tuesday, May 9	Grades due for spring	

Academic Requirements

Academic policies and procedures are set forth by the Graduate School in the policies and procedures manual, including minimum GPA, probationary continuing enrollment, termination of enrollment, and reinstatement. Please refer to the policies and procedures manual for complete information. Students should also be familiar with the university's the university's academic regulations. Should any discrepancies arise, the policies and procedures of the Graduate School, and academic regulations of Washington State University supersede those of the Master of Arts in Interior Design program.

Academic Deficiency

WSU expects graduate students to maintain academic standards of excellence and make satisfactory progress toward their degree objectives. A graduate student must maintain a 3.0 cumulative grade point average to be considered in good academic standing. Academic reinstatement procedures are located in the Graduate School policies and procedures manual.

Academic Integrity

The study of interior design and professional design practice relies upon active, cooperative design investigation informed by the conceptual and factual study of theory and history. Consequently, academic study and design investigation must comply with strict academic and professional standards for intellectual integrity.   Students are expected to show due respect for order, morality, and the rights of others. You are expected to produce your own, original work in all of your assignments. Academic integrity will be strongly enforced in this and all courses in the interior design curriculum.

Any student who violates the University's standard of conduct relating to academic integrity will be referred to the Office of Student Conduct and may fail the assignment or the course. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3) and in the Washington Administrative Code (WAC). It is strongly suggested that you read and understand these definitions. Cases of academic dishonesty shall be processed in accordance with the Office of Student Standards and Accountability and university policy.

More information about academic integrity is available in the university's academic regulations or at the Academic Integrity website. The three most commonly reported violations of the academic integrity policy at WSU are included below. Please use the resources provided above to ensure that you don't inadvertently violate WSU's standard of conduct. For graduate students, academic integrity violations may also result in the loss of teaching and/or research assistantships.

Most Commonly Reported Violations:

Plagiarism – Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgement of the source. WSU's policy makes no distinction between intentional and unintentional plagiarism. Bad citation = plagiarism. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources. Proper citation of images in presentations is required. In the case of studio courses, plagiarism is very similar in that the student knowingly uses the work of someone else and claims it as their own. Examples of plagiarism in studio work include but are not limited to:

- Copying a perspective out of a magazine and represented it as an original design.
- Incorporating another student's digital files or portions thereof in your design project and representing the final design as your own.
- Having another student construct digital or physical models and/or produce drawings for you when the work is assigned as a part of a project.
- Sharing a perspective grid when creating the grid was a part of the assignment.

When in doubt, always ask the professor for guidance.

Upon the first plagiarism offense, the Graduate Coordinator will send a warning letter to the student. Copies of the warning letter will be sent to the Office of Student Standards and Accountability and placed in the student's file. The student will receive an "F" on the offending assignment with no chance to re-do the assignment. Upon the second offense, the student will automatically fail the class. The student will be required to appear before the Student Conduct Board and will likely be dismissed from Washington State University. There is an appeal process available to the student.

Unauthorized Assistance – Use of unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copy information from another student, using electronic devices, or taking an examination for another student.

Fabrication – The intentional invention or counterfeiting of information in the course of an academic activity. The most common form is counterfeiting record of internship or practicum experiences.

Attendance
The student accepts the responsibility of attending all classes, arriving on time and participating in class activities. Attendance is required at each class session and grades may be affected by unexcused absences. When an absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence, if possible.

Because absence from class is detrimental to the learning process, faculty may choose to penalize the student for excessive absences, which may result in a lower grade. Interior Design faculty will specify their attendance requirements as related to grading in the course syllabus.

C Policy
Students are required to earn a C or better in all core courses required for the degree of Master of Arts in Interior Design. Students receiving a C- or below must repeat the course. Students may repeat courses in which they have received a grade of C- or below one time. If students receive a grade of C- or below, then they will not be able to take courses in which the previous course was a prerequisite. This may delay progress towards degree completion. Students must also receive a minimum C grade in ID 540 and ID 594 in order to advance their proposal towards defense. Note, students in the 4+1 program who are reserving ID 540 and ID 594 for graduate credit must earn a minimum grade of B, per Graduate School policy. In the event that a student does not receive a minimum grade, their master's committee activity will be suspended until such a time that the requisite course(s) have been re-taken and a satisfactory grade received.

Disabilities
The Interior Design faculty is committed to providing assistance to help students with disabilities to be successful in each course. Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please

visit with the Director of the Access Center, Washington Building 217. All accommodations must be approved through this office. Please stop by or call 335-3417 to make an appointment.

Grading
Student performance is evaluated according to academic criteria. The evaluation is not based on personalities nor is it affected by student conduct in matters unrelated to academic standards. All projects will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. Design studio syllabi will indicate more specific policies on late submittals and incompleteness. Washington State University uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades, but A+ and D- are not used.

Grading Dispute Process
Academic complaint procedures are outlined in the university's academic regulations. A student disputing a grade must first discuss the matter with the instructor. If that does not resolve the dispute, the student may submit a written grade appeal to the Graduate Coordinator.

ID 526 Enrollment
Students must first successfully defend their research project proposals in order to participate in ID 526. Any student registered for ID 526 (for the semester following the defense date) who fails the proposal defense must immediately drop the course from their schedule.

Internship and Study Abroad Option
Students may have the opportunity to complete an internship or participate in the Interior Design Semester Study Abroad program in lieu of the ID 525 graduate studio during the final fall semester. This opportunity is subject to approval by the Graduate Coordinator dependent upon prior academic record, type of internship experience, etc.

Ownership of Class Work
Some student work will be retained for record and accrediting purposes. It is highly suggested that you make copies of all your assignments prior to submitting. Only originals will be accepted for credit. If your work is archived you may check it out for documentation purposes, but it must be returned by the end of the semester; otherwise your grade will be held until it is resubmitted.

Personal Computer Policy
All students are required to have a personal laptop computer prior to enrollment. Computer requirements are posted on the Information Technology page of the SDC website.

Portfolio Review
All students in the research project track are required to participate in a portfolio review organized by the department. Students who participated in the portfolio review while in the undergraduate program are exempt from the portfolio review.

Student Contact Format
All email contact between department or instructor and student will use the student's WSU email address only. It is the student's responsibility to check this account regularly, for potential announcements from faculty or staff.

700/702 Grading Policy

Enrollment in ID 700 or 702 is required each semester for participation in the colloquium and/or master's research. The colloquium will meet a minimum of 5 times per semester at a pre-arranged time. The colloquium coordinator will disperse the meeting schedule prior to the start of each semester. Students not working with a committee chair (as approved on the program of study) will be assigned to the graduate coordinator for 700 or 702 credit. The Graduate Coordinator will enter S, U grades for these students. Students working with a committee chair (as approved on the program of study) will be assigned to that committee chair for 700 or 702 credit. The committee chair will enter S, U grades for their students.

APPENDIX 3: STUDENT RESOURCE MANUALS

Each student is responsible for familiarizing him/herself with policies and procedures as outlined by the School of Design and Construction, Washington State University, and the Graduate School.

- School of Design and Construction
  http://sdc.wsu.edu/overview/school-policies/

- Student Conduct
  http://www.conduct.wsu.edu/policies

- Academic Regulations
  http://registrar.wsu.edu/academic-regulations/

- Graduate School Policies and Procedures
  http://gradschool.wsu.edu/policies-procedures/

Graduate School Forms
- Forms such as the Program of Study, Application for Degree, Final Exam Scheduling Form, etc., are available on the Graduate School website.
  http://gradschool.wsu.edu/facultystaff-resources/18-2/

Evaluation Rubric: Master of Arts in Interior Design
MASTER'S THESIS/PROJECT DEFENSE

For each of the criteria below, **circle key phrases** or words that describe the work. Items circled under absent and developing indicate areas that are below standard. **Circle one number for each of the categories.** An average score lower than 3.0 indicate the work toward a master's degree is below standard.

Student Name: Evaluator:

Research Question

Proposes a research question that is relevant to the field of study and provides a focus for making a significant contribution to the field of interior design

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Research questions are absent, vague, or unclear				Research questions are clear		
Research questions are not relevant to interior design				Research questions are relevant to interior design		
Research question are trivial to the field				Questions asked will make a significant contribution to the field of interior design		

Literature Review

Reviews the literature related to research question demonstrating a comprehensive understanding of and a critical perspective toward the literature

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Review of the literature is absent, vague, or inappropriate to the research questions				Review of the literature is clear and appropriate to the research questions		
Literature reviewed is inadequate to demonstrate understanding of the required scholarly areas				Literature reviewed is comprehensive and demonstrates understanding of the required scholarly areas.		

Methodology

Demonstrates an understanding of research and research methods appropriate to inquiry in the field of interior design

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Methodological approach is unclear				Methodological approach is clearly articulated		
Understanding of research and its processes and methods is not demonstrated				Understanding of research and its processes and methods is clearly demonstrated		
Methodological approach is inappropriate to the proposed inquiry				Methodological approach is appropriate to the proposed inquiry		

Research Design

Provides a sound plan for collecting, analyzing, and interpreting data in a way that adds to the understanding of the field of interior design

Absent	Developing	Acceptable	Excellent

1	1.5	2.0	2.5	3.0	3.5	4.0
Research design does not respond to the research question				Research design effectively addresses the research question		
Research plan does not follow a logical sequence and/or include all necessary components to complete the study				Research plan contains a logical sequence and includes all necessary components to complete the study		

Critical Thinking

Applies a critical perspective to his/her own research and to that of others, noting strengths and weaknesses of the research

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Document lacks reflection and critical analysis of own thinking				Document demonstrates appropriate critical reflection of one's own thinking		
Document lacks critical analysis of existing literature/research				Document critically analyzes the existing literature/review		

Communication

Has successfully mastered and applied professional communication genre and appropriate style guidelines

Absent		Developing		Acceptable		Excellent
1	1.5	2.0	2.5	3.0	3.5	4.0
Verbal communication lacks clarity, organization, and/or does not convey intent				Verbal communication is clear, organized, and accurately conveys intent		
Graphic communication is unprofessional and hinders understanding of intent				Graphic communication skill is professional and accurately conveys intent		
Presentation lacks adherence to style guidelines				Presentation demonstrates professional application of style guidelines		

A travel experience is required as part of the graduate program. Students are charged course fees commensurate with the cost of airfare, lodging, transportation, and site admission fees. Meals and personal incidentals are the responsibility of each student. International experiences will require a passport and all appropriate visas, and may require registration with the International Travel Registry. Additional costs may be required for program fees and insurance. Students may choose from a variety of international and domestic experiences offered throughout the curriculum:

- SDC 555: a three-credit supportive elective course where students delve into a particular issue (or issues) unique to a selected location, and visit that location as part of the course. Destinations differ from year to year. Previous tours have visited Amsterdam, Barcelona, Berlin, Copenhagen, Tokyo, Oslo, Lisbon, and Paris (typically during the spring semester).

- SDC 444: collaborative among all four disciplines at the SDC; open to fourth year and graduate students. This tour will typically be to the Midwestern or eastern cities in the United States (e.g. Chicago, New York, Philadelphia, Boston, Miami, Washington D.C.).

- I_D 477: Selected issues in the field of interior design in connection with an organized field trip (field trip locations will vary, TBD).

- Paris: A Designer's View: This 10-day Parisian experience will provide an invaluable ability to consider multiple viewpoints from which to analyze issues and trends (summer).

- Florence Study Abroad (fall): This semester-long program is based at the CEA Global Campus in Florence located in the Piazza della Repubblica. All students will be enrolled in a total of twelve credits and courses are taught in English. The program includes excursions and day trips to Prato, Cinque Terre, and Lucca, and overnight trips to Venice and Milan.

Any experience must be completed while enrolled as a graduate student. Prior completion as an undergraduate student does not fulfill the graduate program requirement. Some courses may be taken more than once, as long as they are listed for repeat credit and the study tour location and/or exercises are different from previous travel experiences. Each of the above courses will be set with a minimum/maximum number of students; enrollment deadlines and commitment dates will apply. Additional experiences may qualify upon approval by the Graduate Coordinator.

Scholarships

All students who are interested in being considered for School of Design and Construction scholarships must complete the following:

- General WSU Scholarship Application.
    - https://www.applyweb.com/apply/wsunivss/

- Eligible students should complete the FAFSA application.
    - http://www.fafsa.ed.gov/

- Electronic submission of portfolio and/or essay (to graduate academic coordinator).

The due date for submission of all materials is January 31.

- The School of Design and Construction Scholarship Committee will be chosen to review all applications, and with input from the Graduate Program Head for Architecture and the Director, will determine the award recipients.

- Award recipients will be sent an official letter by late March notifying the award recipient of their awards and any expectations and deadlines (thank you letter, completion of award accept/decline form, etc.).

Assistantships

In the School of Design and Construction, graduate students on assistantships (TAs) aid in course delivery under the supervision of the instructor for a course, or provide assistance in designated areas of academic support (i.e. Fabrication Labs). TA positions are full-time (20 hours/week) or part-time (10 hours/week). Position types are determined by the nature of the assignment and the hours per week of work. All TA positions are awarded competitively, and on a limited basis, each semester.

Fall Semester Awards
Application information will be posted to the SDC website by April 1. Application materials must be submitted by April 15. Students will be notified by May 1 if they have been offered a TA position, and will have until May 15 to accept or decline the offer.

Spring Semester Awards
Application information will be posted to the SDC website by November 1. Application materials must be submitted by November 15. Students will be notified by December 1 if they have been offered a TA position, and will have until December 15 to accept or decline the offer.

Admission to the MA Interior Design program is made during the spring semester with initial coursework beginning the following summer term or fall semester, depending on the track. All applicants must submit required materials by January 10, to both the Graduate School and the MA Interior Design program. Electronic notification of acceptance will take place by March 15.

Graduate School Application Requirements
The following documents are required. Please see http://gradschool.wsu.edu/apply/ for detailed information and submission instructions.

- Online application and application fee ($75)

- Official transcripts

- Contact information for three academic /professional references

- International student documents (if applicable)
    - TOEFL (minimum 80 internet based test) or IELTS (minimum 7.0) test scores
    - Financial verification

- GRE scores are *not* required for this program

- Additional information for international applicants

- Additional Information for domestic applicants

MA Interior Design Program Application Requirements
All materials must be submitted electronically, in PDF format, to grad.programs@sdc.wsu.edu.

1. Statement of Program Intentions. Label as "Your_Name_MA_InteriorDesign_Application."

2. Portfolio of design work. Label as "Your_Name_MA_InteriorDesign_Portfolio."
    - Use high-quality images and include a brief narrative of each project. Material should be in an 8 ½ x 11 landscape format, or smaller. Maximum 10 pages double sided (20 pages maximum).
    - This must be one combined document. No single pages will be accepted.
    - The portfolio should provide the MA Interior Design admissions review committee with an overall understanding of the applicant's skills in areas of design, drawing and representation, model making, freehand drawing and diagramming.
    - Other areas that may be included as appropriate are painting, sculpture, watercolor, creative writing, photography or other fine arts. If professional work is submitted, identify your role and specific involvement in the project.
    - All work must show highest ability and skill. Portfolio should be clear, well organized and easily read. Graphic design of pages (layout, images, text) should be carefully considered.

3. Scanned copy of transcripts (unofficial is acceptable).

4. Scanned copy of TOEFL or IELTS scores (if applicable).