

Master of Arts in Interior Design

Graduate Student Handbook

2023-2024
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DISCLAIMER

Every effort will be made to avoid changing the graduate handbook once it is published but the possibility exists that unforeseen events will make changes necessary. The Graduate Program Director reserves the right to make changes as deemed necessary and will notify graduate students in a timely manner of any changes via WSU email. It is the student's responsibility to review WSU email regularly and remain up to date with changes. In addition to regularly checking WSU email, students can reference the [SDC website](#) for news and events, and follow SDC social media channels [Facebook](#), [Instagram](#), and [Linked In](#) for timely announcements. As you are reviewing this document please feel free to contact me with any questions that you may have.



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PROGRAM DESCRIPTION, GOALS, OBJECTIVES

The Master of Arts in Interior Design (M.A.) is a terminal professional degree which prepares the graduate to enter professional practice and take the NCIDQ exam; to pursue career paths in research and higher education; and to matriculate into a Ph.D. program. 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. At the School of Design and Construction at Washington State University, our graduate program is focused on how design excellence and innovation can tackle issues surrounding the human condition in the built environment, especially around health and well-being and environmental stewardship. Additionally, we are deeply interested in how qualities of spatial design impact human experience and performance.

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.

Goals

1. To provide students with opportunities to explore advanced design theories, problem solving techniques, methodologies, and individual research and design applications.
2. To provide students with opportunities for interdisciplinary exchange through curriculum at the School of Design and Construction.
3. To contribute to and advance the body of knowledge pertaining to interior design and the built and natural environments.
4. To prepare graduates to pursue careers as interior design educators, directors of interior design research, and/or practitioners of interior design.

Program Objectives

- 1) To prepare graduates to pursue careers as interior design educators, directors of interior design research, and/or practitioners of interior design. The program aims to:
 - a) Provide students with opportunities to explore advanced design theories, problem solving techniques, methodologies, and individual research and design applications.
 - b) Provide students with opportunities for interdisciplinary exchange.
 - c) Provide students with effective mentoring.
 - d) Provide a variety of experiences designed to help students develop as practitioners in their fields, such as teaching or research assistantships, internships, or other employment that utilizes or improves professional skills.

- e) Provide a variety of experiences designed to help students develop as scholars in their academic fields, including participation in conferences, workshops, or short courses and formal presentations, such as invited talks, posters, technical reports and publications.
 - f) Encourage students to join appropriate professional organizations and take active roles in these organizations.
 - g) Provide guidance to students in developing a strong ethical sense related to research and practice in their professions.
- 2) To contribute to and advance the body of knowledge pertaining to interior design and the built environment. The program aims to achieve this goal by:
- a) Asking research questions that are relevant to the field of interior design.
 - b) Reading and reviewing literature in an area of study in such a way that reveals a comprehensive understanding of and a critical perspective toward the literature.
 - c) Demonstrating a mastery of research and a variety of methodologies appropriate to inquiry in the field
 - d) Successfully mastering and applying professional communication skills and appropriate style guidelines
 - e) Collecting, analyzing, and interpreting data in a way that adds to the understanding of the field of study.
 - f) Applying a critical perspective to their own research and to that of others, noting strengths and weaknesses of the research.
- 3) To establish a graduate program that achieves national and international visibility. The program aims to achieve this goal by:
- a) Attracting, securing, and retaining high-quality students.
 - b) Graduating students who are satisfied with the professional preparation they have received.
 - c) Graduating students who attain licenses or other appropriate forms of credentialing.
 - d) Graduating full students in a timely manner.
 - e) Developing and maintaining a graduate faculty who:
 - i) Actively contribute to knowledge production in their fields through publications and oral presentations.
 - ii) Participate in service to the department, the university, and the profession.
 - iii) Propose and attain funding related to research, teaching, and service.

PROGRAM TRACKS

The M.A. Interior Design degree is offered as a Thesis Master's, or a Non-Thesis Master's (Project) in a 1-year, 2-year, or 3-year track.

Thesis Master's

- The Thesis Master's focuses on developing and implementing an applied or theoretical research investigation which contributes to the interior design body of knowledge. Students should align research interests with faculty expertise. Students on this track are well prepared to enter the [Individual Interdisciplinary Doctoral Program](#) (IIDP).
 - 30 hours minimum of total credits¹
 - 21 hours minimum of graded (A-F) coursework, which may include up to 6 hours of undergraduate 300-400 level graded coursework.
 - 4 hours minimum of 700-level credit in the major, 2 of which must be taken in the semester of the final exam or thesis completion.
 - Courses taken for audit or courses graded Pass/Fail may not be used on the Program of Study.

Non-Thesis Master's (Project)

- The Non-Thesis Master's (Project) combines studio experiences with qualitative and quantitative research methodologies to further the understanding and increase awareness of the interface between human behavior and interior environments. Students undertake a design-research project, developing creative, theoretical, and/or analytical frameworks in the pursuit of discoveries that solve design problems.
 - 30 hours minimum of total credits²
 - 26 hours minimum of graded (A-F) coursework, which may include up to 9 hours of undergraduate 300-400 level graded coursework.
 - 4 hours minimum of 702-level credit in the major, 2 of which must be taken in the semester of the final exam/project completion.
 - Courses taken for audit or courses graded Pass/Fail may not be used on the Program of Study.

1-Year, 2-Year, and 3-Year Tracks

- Eligibility for each track is based upon previous degrees, academic courses, and portfolio documentation with program application. All applications are reviewed by our M.A. Interior Design Admission Committee.

¹ These program requirements represent the minimum Graduate School requirements for the respective master's program of study; individual graduate programs may have additional requirements. All work taken by a graduate student need not appear on the Program of Study.

² These program requirements represent the minimum Graduate School requirements for the respective master's program of study; individual graduate programs may have additional requirements. All work taken by a graduate student need not appear on the Program of Study.

- **1-year Track** (summer + 2 semesters): for WSU students with a four-year, B.A. Interior Design degree who have met the criteria for acceptance (see sample program plan on page 8). Refer to Appendix 4 for admission requirements.
- **2-year Track** (summer + 4 semesters): mainly for applicants with an undergraduate degree in interior design, or those with a degree in an allied design discipline who have a nearly equivalent amount of interior design coursework (sample program plan on page 9). Refer to Appendix 5 for admission requirements.
- **3-year Track** (summer + 6 semesters): mainly for applicants with a non-interior design undergraduate degree, or for those with a degree in an allied design discipline who need additional coursework beyond the 2-year timeframe (sample program plan on page 10). Refer to Appendix 5 for admission requirements.

Degree-seeking applicants who have met all admission requirements of the Graduate School and the program requirements, and are recommended by a program, generally are admitted to the Graduate School. The vice provost for graduate and professional education grants final approval of admission, assuming general admission requirements have been met.

All prospective students must be accepted by the program in which they seek a degree or graduate study. If the prospective student has not met all the admissions requirements, but the program supports the student's admission, the program may request a Provisional Admission to the program. Provisional admission has conditions that the student must meet within a specified time period. Contingencies are noted on the admission certificate that is sent to the student.

Programs and the Graduate School have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and are not required to provide a reason for denial.

SAMPLE 1- FIVE YEAR BA-TO-MA INTERIOR DESIGN PLAN

FALL YEAR ONE			SPRING YEAR ONE		
Prefix and Course Title	Grade	CR	Prefix and Course Title	Grade	CR
SDC 100		3 cr	Fine Art 101, 201 or 202 [ARTS]		3 cr
SDC 120		3 cr	SDC 140		3 cr
H D 205 or COM 102 [COMM]		3 cr	[UCORE Inquiry] ³		4 cr
PSYCH 105, SOC 101 or 102 [SSCI]		3 cr	ENGLISH 101 [WRTG]		3 cr
HISTORY 105 [ROOT]		3 cr	[QUAN] UCORE ⁴		3 cr
Total credit hours		15	Total credit hours		16
FALL YEAR TWO			SPRING YEAR TWO		
Prefix and Course Title	Grade	CR	Prefix and Course Title	Grade	CR
ID 197		3 cr	ID 203		4 cr
ID 201		4 cr	ID 215		3 cr
SDC 250		3 cr	ID 297		3 cr
ID 277		1 cr	SDC 350 [M]		3 cr
ID 205		3 cr	SDC 300		1 cr
[UCORE Inquiry]		3 cr	<i>Complete Writing Portfolio</i>		
Total credit hours		17	Total credit hours		14
FALL YEAR THREE			SPRING YEAR THREE		
Prefix and Course Title	Grade	CR	Prefix and Course Title	Grade	CR
ID 312 [M]		2 cr	ID 333		4 cr
ID 321		4 cr	ID 350 [M]		3 cr
ID 325		3 cr	ID 415		3 cr
ID 326		3 cr	ID 460		3 cr
ID 397		3 cr	SDC 473		3 cr
Total credit hours		15	Total credit hours		16
FALL YEAR FOUR			SPRING YEAR FOUR		
Prefix and Course Title	Grade	CR	Prefix and Course Title	Grade	CR
ID 425 or 490 ⁵		5 cr	ID 426 [CAPS]		5 cr
Supportive Elective		7 cr	Supportive Elective		3 cr
[UCORE Inquiry]		3 cr	[UCORE Inquiry]		4 cr
Apply for Admission to MA program			ID 540 (reserve for graduate credit)		3 cr
Total credit hours		15	Total credit hours		15
SUMMER					
ID 594 (3 cr)					
FALL SEMESTER M.A.			SPRING SEMESTER M.A.		
Prefix and Course Title	Grade	CR	Prefix and Course Title	Grade	CR
ID 525		5 cr	ID 526		5 cr
ID 530		3 cr	ID 598 or supportive elective		3 cr
ID 598 or supportive elective		3 cr	Supportive elective		1 cr
ID 702		2 cr	ID 702		2 cr
Total credit hours		13	Total credit hours		11

³ Beginning fall 2023, students are required to complete 6 of 7 UCOREs in these designations: ARTS, BSCI, DIVR, EQJS, HUM, PSCI, SSCI, and complete one lab science (BSCI or PSCI), unless otherwise specified by the program.

⁴ All first-year students must take the ALEKS math placement exam. Based on score, prerequisites may be required.

⁵ Community Studio or Internship option this semester.

SAMPLE 2- TWO YEAR THESIS + NON-THESIS PLANS

Students will be individually advised relative to prior academic transcripts demonstrated proficiencies, and in conjunction with the objectives of the Thesis or Non-Thesis degree. As such, different and/or additional coursework may be required.

2-Year Thesis (35 credits)

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 end product conforms to the [guidelines of the Graduate School](#).

First Year Fall	CR	First Year Spring	CR
ID 530 Philosophy/Theory	3 cr	ID 540 Research Methods	3 cr
ID 598 Topics in Interior Design ⁶	3 cr	ED PSYCH 508 Educational Statistics	3 cr
Supportive Elective	3 cr	Supportive Elective	3 cr
ID 700 Master's Thesis	1 cr	ID 700 Master's Thesis	1 cr
Summer			
ID 594 Readings in Interior Design (3cr)			
Second Year Fall	CR	Second Year Spring	CR
ED PSYCH 507 Qualitative Research	3 cr	ID 700 Master's Thesis/Final Defense	2 cr
ID 598 Topics in Interior Design	3 cr		
ID 700 Master's Thesis	4 cr		

2-Year Non-Thesis (40 credits)

A master's non-thesis 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.

First Year Fall	CR	First Year Spring	CR
ID 530 Philosophy/Theory	3 cr	ID 540 Research Methods	3 cr
ID 598 Topics in Interior Design	3 cr	ED PSYCH 508 Educational Statistics	3 cr
Supportive Elective	3 cr	Supportive Elective	3 cr
ID 702 Master's Non-Thesis	1 cr	ID 702 Master's Non-Thesis	1 cr
Summer			
ID 594 Readings in Interior Design (3cr)			
Second Year Fall	CR	Second Year Spring	CR
ID 525 Graduate Studio I	5 cr	ID 526 Graduate Studio II	5 cr
ID 598 Topics in Interior Design	3 cr	ID 702 Master's Non-Thesis	2 cr
ID 702 Master's Non-Thesis	2 cr		

⁶ ID 598 will be completed as a Teaching Assistant (TA) or Research Assistant (RA) for practicum credits.

SAMPLE 3- THREE YEAR NON-THESIS PLAN

The 3-year program is geared towards candidates without a prior degree in interior design. In addition to the graduate core curriculum, 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 Non-Thesis. 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.

Students will be individually advised relative to prior academic transcripts demonstrated proficiencies, and in conjunction with the objectives of the degree. As such, different and/or additional coursework may be required. It is strongly recommended that a student entering the 3-year program has completed previous coursework relating to drawing 2D and 3D objects, one- and two-point perspective, orthographic projection, and basic 2-dimensional and 3-dimensional principles of built space.

3-Year Non-Thesis (75 credits)

First Year Fall	CR	First Year Spring	CR
ID 321 Interior Design Studio IV	4 cr	ID 333 Interior Design Studio V	4 cr
ID 325 Building Systems	3 cr	ID 350 History of Interior Design II	3 cr
ID 326 Codes in Interior Design	3 cr	ID 415 Detailing	3 cr
ID 397 Revit	3 cr	ID 460 Portfolio	3 cr
ID 312 ID Theory	2 cr	SDC 473 Professional Practice	3 cr
Second Year Fall	CR	Second Year Spring	CR
ID 425 Interior Design Studio VI	5 cr	ID 426 Interior Design Studio VII	5 cr
ID 530 Philosophy/Theory	3 cr	ID 540 Research Methods	3 cr
ID 598 Topics in Interior Design ⁷	3 cr	Ed Psych 508 Educational Statistics	3 cr
ID 702 Master's Non-Thesis	1 cr	ID 702 Master's Non-Thesis	1 cr
Summer			
ID 594 Readings in Interior Design (3cr)			
Third Year Fall	CR	Third Year Spring	CR
ID 525 Graduate Studio I	5 cr	ID 526 Graduate Studio II	5 cr
ID 598 Topics in Interior Design	3 cr	ID 702 Master's Non-Thesis	2 cr
ID 702 Master's Non-Thesis	2 cr		

⁷ ID 598 will be completed as a Teaching Assistant (TA) or Research Assistant (RA) for practicum credits.

STUDENT RESOURCES + EXPECTATIONS

This handbook will provide you with some essential information to help you get your graduate student career at WSU off to a successful start. Refer to this handbook for reference throughout your academic studies in the School of Design and Construction. It is noted, however, that this handbook is not all inclusive and students must refer to other publications from the [Office of the Graduate School](#) and [Washington State University](#) for additional information. Other publications and web sites containing helpful information include:

- The [WSU A-Z index](#): a great resource to help you find most everything you need.
- [Cougar Health Services](#): Located in the Washington Building between Stadium Way and Washington Street.
- [Time Schedule](#): Includes detailed course listings, information on registration procedures, payment of fees, and the university's academic calendar.
- [Tuition and fees](#): Information about tuition, fees and due dates.
- [Daily Evergreen](#): Newspaper available daily at newsstands throughout campus/
- [Pullman Transit](#): For bus schedules, fares, and routes.
- [Parking on Campus](#) - Parking permits for purchase online.
- [Graduate and Professional Student Association](#): representative body for the graduate and professional students; events, resources, and programs.
- [School of Design and Construction website](#): for news, events, student clubs
- [Academic Integrity Policies and Resources](#): information on how to prevent plagiarism, and the academic integrity violation process,
- [FERPA training](#): FERPA stands for Family Educational Rights and Privacy Act.
- [Graduate School Guidelines for Good Practices in Graduate Education](#): This document details the expectations of graduate students, WSU programs and departments, faculty advisors and mentors, TAs, and RAs. The guidelines are intended to promote an understanding of graduate students' responsibilities as members of the academic community of WSU.
- [Graduate School Policies and Procedures Manual](#): This manual provides the guidelines for graduate study at WSU.
- [Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct](#): This policy expresses the commitment of WSU to maintaining an environment free from discrimination, including sexual harassment and misconduct. All students on an assistantship are required to take the training.
- [Standards of Conduct for Students](#): WSU, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus and acknowledge the university's authority to take disciplinary action.
- [Students with Disabilities](#): The Graduate School (and our program) are committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. Reasonable accommodation is available for students with a documented disability. Students are responsible for initiating requests for reasonable accommodations and services that they need.

ESTIMATING PROGRAM COSTS

Tuition, Fees, and Living Expenses

The WSU office of Student Financial Services provides a customizable tool for [estimating the cost of graduate education](#) including items such as tuition, mandatory fees, room and board, books, miscellaneous living expenses, and transportation. Students can select the year(s) of enrollment, campus location, and career path as appropriate.

SDC Laptop Requirement, Computing Fee, and Shop Fee

In the interest of student success, the SDC requires all students to have a [laptop computer](#) that meets a set of defined specifications. A computing fee and shop fee are also mandatory for all students. These fees allow us to provide access to a suite of analog and digital tools supporting design pedagogy.

- Shop Fee: \$125/semester (\$250 year)
- Computing Fee: \$80/semester (\$160 year)

Special Course Fees

The courses listed below include a special course fee to be paid by the student. Special course fees are used to benefit all students enrolled in the course(s) and are applied to items such as course-related travel expenses, procuring materials required to complete class projects, and other goods and/or services deemed appropriate to advancing course learning objectives. Your specific program of study will determine which of these courses you are required to complete, and the total special course fee costs associated.

- ID 201 (\$30)
- ID 203 (\$30)
- ID 215 (\$40)
- ID 277 (\$450)
- ID 321 (\$30)
- ID 333 (\$200)
- ID 425 (\$30)
- ID 426 (\$200)
- ID 525 (\$100)

Specialized Materials

To support learning objectives in the graduate program, faculty may assign work that requires students to purchase specialized tools, materials, software and/or equipment. The most common example is in design studios classes, where students are often required to construct both digital and physical models; illustrate their design projects using graphic tools of the trade (analog and digital); and/or create and print graphic posters communicating their work. Costs per class for specialized items will vary depending on learning objectives and instructor pedagogy. For cost estimating purposes, a good rule of thumb is to budget \$50 for each studio-based class in your program of study.

PROGRAM POLICIES AND REQUIREMENTS

Academic Requirements and Complaint Procedures

This Handbook adheres to WSU Graduate School [academic policies and procedures requirements](#). 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 complaint procedures are outlined in the [university's academic regulations](#).

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. Continuous enrollment is maintained by registering for a minimum of two graduate credits per semester (excluding the summer). International students who enroll for fewer than ten credits must be approved by the Office of International Students and Scholars (OISS), in consultation with the Graduate School, prior to part-time enrollment during the academic year.

Annual Review

An annual evaluation for 1-year students in good academic standing is *not required*. However, an annual evaluation *will be* performed if the student is not making adequate academic progress (i.e., not making progress to complete the program within the expected time limit, repeating coursework, withdrawing from one or more courses, and/or having more than one incomplete on record). For 2-year and 3-year students an academic review of progress is required at the mid-point of their program. See the [WSU Graduate School Policies and Procedures manual](#) for details on the evaluation.

Travel Experience

A travel experience (and accompanying course/credits) is encouraged as part of the graduate program. Travel experience courses include a course fee or a program fee for student travel expenses (the amount which varies from course to course and year-to-year).

- [SDC 555: Global Engagement in Design and Construction](#) is a supportive elective course where students delve into an issue (or issues) unique to a selected (international) location and visit that location as part of the course. Destinations differ from year to year. Previous tours have visited Amsterdam, Barcelona, Berlin, Copenhagen, Oslo, Lisbon, Tokyo, and Jordan (typically during the spring semester).
- [SDC 444: Integrated Study Tour](#) is a supportive elective course where students visit a selected (domestic) location as part of the course. Destinations differ from year to year. Previous tours have visited Chicago, New York, San Francisco, Washington D.C., and Boston.
- [Paris: A Designer's View](#): This 12-day Parisian experience will provide an invaluable ability to consider multiple viewpoints from which to analyze issues and trends (summer).

- Other: Faculty-led domestic or international study tours/travel as available and/or independent travel as approved by the Director of the Graduate Program for Architecture. (Specific course/credits will be determined by the experience).

Program of Study

The [Program of Study](#) is a record of course work completed and proposed that will guide the fulfillment of degree requirements. General university requirements and descriptions for the student's program of study are described in [Chapter 6.G. of the Graduate School Policies and Procedures](#).

ID 598 Practicum

All students will complete ID 598 practicum credits to apply what they've learned to a real teaching or research environment. Practicums help support the undergraduate program and provide students with professional skills related to the field.

Graduate School Deadlines

In addition to the Program of Study, each student must submit an [Application for Degree](#), [Final Exam Scheduling Form](#), and other documents per the published deadlines. See the [Deadlines and Procedures](#) and [Forms](#) section of the [Graduate School website](#) for complete information.

WSU E-Mail Policy: Student Contact Format

All email contact between faculty, staff, and students will use the student's WSU email address only. It is the student's responsibility to check this account regularly.

C Policy⁸

Students must earn a C or better in all courses required for their program track 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, they will not be able to take courses in which the previous course was a prerequisite. This may delay progress towards degree completion.

I, X, Policy

Students will not be allowed to continue in courses for which a previous course is a prerequisite if the previous grade is an "I" or an "X." The "I" or "X" must be completed before advancement can continue. The university defines circumstances appropriate for a student to receive an "I" or "X" grade in [academic regulations](#) (item 90).

Exit Survey and Non-Thesis Portfolio Review

All graduating students must participate in an exit survey for evaluation and assessment requirements of the Graduate School. Students completing a non-Thesis must participate in a Portfolio Review in the final spring semester (typically held in Seattle).

⁸ In courses taken for reservation of graduate credit used on the program of study, a "B" or better is required.

The Thesis Master's or Non-Thesis Master's Oral Defense/Final Examination

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 2) provides a scoring rubric which will be used by your committee in evaluation of the Thesis or Master's Non-Thesis (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 Thesis or Non-Thesis (Project) document to the committee chair (Chair). The 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 committee. All committee members must read the document in its entirety. Having reviewed the document, committee members advise the Chair on the readiness for the defense. If substantial revisions are necessary, they must be completed before the date is confirmed. The Chair then conveys to the student to move ahead with scheduling the defense.

When committee members sign the scheduling form, they indicate that a typed thesis, suitable in format and content for submission to the library has been given their approval, or a Master's Non-Thesis project has been completed sufficiently enough for an oral defense. 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 10 working days 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).

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.

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.

STUDENT LEARNING OUTCOMES

The purpose of the Thesis or the Non-Thesis (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.

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 a 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 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.

THESIS REQUIREMENTS

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 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. 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 sources (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 committee 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 committee chair as you progress through the required curriculum and in preparation for the thesis.

Essential Components of Thesis Research

There are several activities that must be accomplished during the preparation of the 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 the 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 committee 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 per Graduate School policies guidelines and specifics of the committee/program.
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 committee 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 committee 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 in writing the article.

NON-THESIS REQUIREMENTS

A non-thesis (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 submitted to become part of the department’s permanent records but is not submitted to the Graduate School.

Substance and Scope of the Non-Thesis (Project)

The 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 committee 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. 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 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 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 the 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 committee 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 committee chair regarding the focus, the framework and the schedule for completion of your 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. Clearly and succinctly describes 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 project will be carried out in conjunction with ID 526⁹, the final studio in the MA ID curriculum. Your committee chair will support and monitor the execution of your 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 project. The project should be satisfactory to your committee chair before the formal defense is scheduled. Your chair will be joined by the committee and outside jurors to review your work. The defense becomes a review of the 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 committee will be reported to the student. The committee may accept the work as is or require corrections before it is officially approved.
7. **Filing.** Final approved copies of your project written document must be submitted to the department and all committee members.

⁹ In order to participate in ID 526, students must first successfully defend their research project proposals. 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.

FACULTY + STAFF

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.

The Program Head and Graduate Program Director for the Interior Design program is Bob Krikac (office: Daggy Hall 312, rkrikac@wsu.edu, 509-335-6845).

Please visit our [website](#) for more information about faculty.

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 Graduate Academic Coordinator for the School of Design and Construction is Ashley Baughman (office: Daggy Hall 304, ashley.baughman@wsu.edu, 509-335-4118).

Please visit our [website](#) for more information about staff.

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/RTKL; KDF Architecture; OMS; LMN; NBBJ;; SkB Architects; John Rovtar; Weber + Thompson; Starbucks (Store Development Design and Creative Studio); 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; 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 wayfinding
- Historic preservation
- Thematic design
- Ornamentation
- Daylighting design
- Sensory and creativity in design

APPENDIX 2: SCHEDULE FOR GRADUATING MAY 2024

Deadlines and Procedures are located on the Graduate School website [HERE](#).

FALL 2023		
Dates to Remember	Action Item	Notes
By September 1	Submit completed Program of Study form to Graduate Academic Coordinator	Requires all committee and administrator signatures.
Week of December 11th	*Proposal Defense Presentations Students may conduct proposal defense earlier in the semester but no later than Friday, December 15.	Requires all committee members to be present. The committee will determine if a 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 Graduate Academic Coordinator.
SPRING 2024		
By March 1	Submit completed Application for Degree and graduation fee.	Application for Degree is different than applying for and participating in Commencement. See https://gradschool.wsu.edu/graduation-application/ and https://graduations.wsu.edu/
By April 5	Submit the Final Exam Scheduling Form to Graduate Academic Coordinator This is the “last date” to submit the form. Please note it is due 10 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 2024.
By April 19	Final Oral Examinations Students may conduct final oral defense earlier in the semester but no later than April 19.	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.
10 business days after final exam		All final documents (ballots, final thesis, the Hold Harmless form, and the Thesis Approval form along with myWSU approval by your committee chair) are due 10 business days after your final exam.
Saturday, May 4	Graduation/Exhibit of work	https://graduations.wsu.edu/dates-deadlines/spring-2024/
Tuesday, May 7	Grades due for spring	

APPENDIX 2: EVALUATION RUBRIC

Master of Arts in Interior Design Proposal or Oral 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 indicates 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 questions 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		

APPENDIX 3: SCHOLARSHIPS + ASSISTANTSHIPS

Scholarships

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

- General Scholarship Application: <https://www.applyweb.com/apply/wsunivss/>
- FAFSA application <http://www.fafsa.ed.gov/>
- Electronic submission of portfolio and/or essay (to graduate academic coordinator, as requested).

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 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, accept/decline form, etc.).

Assistantships

The assistantship application for positions in the fall semester is typically available in April. For positions in the spring semester, it is typically available in October.

- <https://sdc.wsu.edu/scholarships-assistantships/>

The Graduate School maintains a website for Current Job Openings and Funding Opportunities throughout the year.

- <https://gradschool.wsu.edu/grad-funding-opportunities/>

All applicants for admission to graduate programs in Interior Design must apply separately to be considered for assistantships and scholarships. Funding is extremely limited, and priority goes to current graduate students, or new graduate students entering from an undergraduate program at WSU. *External applicants are not normally considered for an assistantship or scholarship until their second year in the program.*

Graduate students may apply for academic credit for teaching assistant practicum. A variety of positions are available each semester. Academic Practicum (max 4 credits): 1 credit = 3 hours/week; 2 credits = 6 hours/week; 3 credits = 9 hours/week; 4 credits = 12 hours/week. Preference is given to students with a GPA 3.0 or higher and who have earned a grade of B or better in the courses selected. Applicants will be evaluated on the basis of commitment and reliability, mastery of subject matter, and prior experience. TAs will be assigned according to the availability of positions and preference of instructor(s) teaching the course. Students selected for positions will be expected to complete mandatory training (FERPA, Discrimination and Sexual Harassment) and agree to the terms and conditions of working as a TA.

APPENDIX 4: ADMISSION PROCEDURES (1-YEAR)

Qualified students (those in their senior year of the WSU BA Interior Design program with a cumulative GPA of 3.0 or above) interested in pursuing the 4+1 program must make an application to the Interior Design program by **5:00pm on Tuesday, November 28, 2023**. All materials are to be sent to SDC.Info@wsu.edu with the subject line “4+1 Interior Design Program Application.”

The admissions committee will review all application materials and make recommendations for advancement into the program for qualified students. The following factors will contribute to the admissions decision:

- To be eligible for admission, a minimum cumulative GPA of 3.0 must be achieved and maintained. Each applicant’s previous performance in interior design courses and studios, as well as overall GPA, will be a very important factor in the admission decision process.
- All applicants must submit a personal statement (250-500 words describing your reasons for pursuing graduate study in interior design at WSU).
- All applicants must submit a writing sample from a previous course.
- A scheduled interview will be conducted by at least two representatives from the admissions committee on (DATES TBD). The interview is to assess the applicant’s strengths and interests in comparison with the goals and requirements of the 4+1 program.
- For the interview, students should come prepared to show samples and discuss a previous design studio project (group projects are acceptable).

Applicants will be notified of decisions via e-mail by **Tuesday, December 12, 2023**. Students who are recommended for admission must complete [reservation of graduate credit paperwork](#) to enroll in ID 540 (Research Methods) in the spring semester.

Students will also need to apply online to the Graduate School by **January 10, 2024**. (Note: If the application deadline falls on a weekend or holiday, the deadline is the following business day.) Final admission to the 1-year MA Interior Design program and the Graduate School is contingent upon completion of all requirements for the baccalaureate degree by May 2024, and completion of ID 540 (reserved for graduate credit) with a grade of B or better. Note, graduate credits are in addition to credits required for the B.A. Interior Design degree.

APPENDIX 5: ADMISSION PROCEDURES (2-YEAR & 3-YEAR)

Admission to the Washington State University Graduate School is a joint decision between the Vice Provost for Graduate and Professional Education and the M.A. Interior Design program.

The M.A. Interior Design program accepts applications for each Fall semester through the priority deadline of January 10. Admission decisions will be sent by March 15 via e-mail from SDC.Info@wsu.edu.

Graduate School Requirements

- [General Application and Application Fee](#) (\$90 – Verify at website)
 - Please note, the MA program is unable to provide application fee waivers
- Personal Information you will need:
 - Current and permanent address
 - Social Security Number (optional)
 - Date and place of birth
 - Residency information
 - Name and location of all colleges and universities and dates of attendance
 - All degrees earned, or expected, and dates.
 - Former WSU student ID# (if applicable)
 - Visa/MasterCard number and expiration date
 - Race/ethnicity and disability information (optional)
 - Unofficial transcripts from all colleges and universities attended.
- [Requirements for International Applicants](#)
- [Information for Undocumented Students](#)
- [Helpful Tips for all applicants](#)

Program Application Requirements

- Refer to application requirements as posted on the [program website](#).
- Questions? Contact Graduate Academic Coordinator Ashley Baughman.
 - ashley.baughman@wsu.edu

APPENDIX 6: NOTICE OF NON-DISCRIMINATION

Notice of Non-Discrimination

In matters of admission, employment, housing or services, or in the educational programs or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex (including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national or ethnic origin, physical disability, mental disability, sensory disability, use of a trained service animal, age, religion, creed, genetic information, marital status, protected veteran status, honorably discharged veteran, member of the military, or immigration or citizenship status except as authorized by federal or state law, regulation, or government contract.

WSU policies comply with federal and state civil rights laws and regulations, including, but not limited to: Title IX of the Education Amendments of 1972 (20 USC § 1681), Title IX implementing regulations 34 CFR 106, Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and the Gender Equality in Higher Education (Chapter 28B.110 RCW).

Inquiries about the application of these laws and regulations (including inquiries regarding the application of Title IX and its implementing regulations), as well as reports and complaints of discrimination and harassment, can be made verbally or in writing to WSU's Compliance and Civil Rights, the Department of Education's Office of Civil Rights, or both:

Compliance and Civil Rights

Tel: 509-335-8288

Email: ccr@wsu.edu

Online: [Online Reporting/Complaint Form](#)

In-person: French Administration Building Room 220

Address: PO Box 641022
Pullman, WA 99164-1022

Title IX or Deputy Title IX Coordinator: TitleIX.Coordinator@wsu.edu

ADA Coordinator: ADA.Coordinator@wsu.edu

U.S. Department of Education

Office of Civil Rights

Online: [Online Complaint Form](#)

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

Local OCR office: <https://ocrcas.ed.gov/contact-ocr>

Reports and complaints about conduct that may constitute discrimination (including sex discrimination under Title IX) can be made verbally or in writing to Compliance and Civil Rights and the university's Title IX Coordinators at the contact information above. WSU's prohibition on and relevant procedural guidelines for discrimination, discriminatory harassment, sex discrimination, and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are available here:

- [WSU's Policy Prohibiting Discrimination and Harassment](#)
- [CCR's Procedural Guidelines](#)
- [WSU's Standards of Conduct for Students](#)
- Employee manuals:
 - [Faculty Manual](#)
 - [Administrative Professional Handbook](#)
 - [Civil Service code](#)
 - [Collective Bargaining Agreements](#)