

## Interior Design Program - Art Department Policy

**Effective: Spring 2008**

Mississippi College will retain coursework from Interior Design Students for accreditation purposes. Responsibilities of Interior Design Students, Faculty, and Coordinator are listed below.

**Interior Design Students:** Students will submit work according to the requirements of the course. During the evaluation process of course by the course instructor, selected work will be retained for accreditation purposes. Interior Design students will not receive work to keep if selected to retain by faculty members. Students will complete The Retaining Coursework Form so that the Coordinator will have all information to identify the project, course, student's name, and semester in which the work was completed. Students will have an opportunity to review grade sheet with project after submission. Students will also have an opportunity to check out the project from the Art Department for interviewing and professional photography needs. After student work is no longer needed for accreditation purposes, the student will be contacted to collect his or her student work from Mississippi College. Students will have six months to collect his or her student work from Mississippi College before student work is discarded. If student is unable to collect his or her student work from Mississippi College, the Interior Design Coordinator will make arrangements to mail student work to student.

**Interior Design Faculty and Adjuncts:** Interior Design faculty and adjuncts will select and submit to the Coordinator the top four student works from each assignment given throughout the semester. These assignments include projects, research papers, writing assignments, exercises, notebooks, etc. Faculty and adjuncts will also submit to Coordinator handouts, schedule, exams, lesson plans, notes, project sheets, grade sheets, and any other information given to student throughout the semester. Faculty and adjuncts will have the student complete The Retaining Coursework Form.

**Interior Design Coordinator:** Interior Design Coordinator will store student work in an area designated to protect the work. Student work will be used for purposes related to accreditation reviews. Interior Design Coordinator will make a copy of The Retaining Coursework Form for the student and faculty member. Coordinator will allow students to check out work for interviewing and professional photography needs. Students checking work out will do so with a commitment to return the work in a timely manner. Interior Design Coordinator will contact student after his or her student work is no longer needed for accreditation purposes and allow for the student to collect his or her student work

from Mississippi College in a six-month time period. Interior Design Coordinator will mail student work to student if he or she is unable to collect student work from Mississippi College.

\* Students, Faculty, and Interior Design Coordinator must sign below indicating that they have received this information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_