

Department of Design Student Handbook

Professor Jason Tselentis Department Chair

Amanda Foshag Administrative Specialist

<https://winthrop.edu/cvpa/design/>

Faculty Directory

<https://winthrop.edu/cvpa/faculty/>

McLaurin Hall • Rock Hill, SC 29733

phone 803/ 323.3686

fax 803/ 323.3839

Winthrop University's Department of Design is an accredited member of the National Association of Schools of Art and Design (NASAD) and the Interior Design Program is accredited by the Council for Interior Design Accreditation (CIDA; formerly FIDER).

The Bachelor of Design degree is a professional degree for students who wish to pursue careers in applied design professions, or for the student wishing to pursue graduate study.

Revised 2023-11-27

Computer Labs & Technology

Students have access to the Rutledge Visual Resource Center (RVRC) during its posted, open hours. The RVRC is a convenient, useful asset for students. If/when it's closed or lacks functioning equipment, find alternate ways to complete your work. Be creative, solve the problem, keep at it. Students are encouraged to save their digital files on their own media, such as USB flash keys, cloud storage (Dropbox, Google Drive, etc.), or an external hard drive. Strive to have multiple copies of files, back your work up. You may also store work on the RVRC's Turnstile_2 server, accessible while on campus.

IP Address 10.2.64.60 (turnstile2, aka Turnstile_2)

Click "**Guest**" Radio Button Option

1. Food and drink are prohibited in classrooms or computer labs.
2. Students shall not change/alter/add to or otherwise tamper with any program, operating system, or application unless instructed to do so.
3. Electronic equipment and furnishings shall not be moved nor removed.
4. Do not turn off the power strips.
5. Follow instructions given by the lab monitors and teachers, adhere to the posted rules and guidelines.
6. All printouts made, whether from a printing device or photocopier, must be accounted for via RVRC "copy cards" or another tool approved by the Department Chair.
7. Mis-prints and error prints will be charged their usual fee(s), unless fees are waived by the Department Chair.

Emergencies

It is the responsibility of the College of Visual and Performing Arts administration, as well as the Department of Design, to provide safe working conditions for its students and employees. We aim to achieve efficient utilization of resources, and provide beneficial working conditions. There are three divisions of responsibility: the chair, individual faculty/staff, and students. The Department of Design Chairperson is responsible for ensuring that the safety and security policy is adhered to by students and faculty. We are required to provide a policy and arrangements for the health, safety, and security of its students and employees. Safety and security depends upon the active involvement of all groups & individuals.

IF..	THEN YOU SHOULD...
Fire alarm sounds	Immediately evacuate the buildings. Do not re-enter the buildings until given permission to do so.
You discover fire	Activate the Fire Alarm Pull nearest to you. Warn others in your immediate area. Leave the building immediately. Inform the faculty, if present, and call campus Public Safety at 803/323-3333.
A tornado warning is issued	<p>Immediately take cover.</p> <p>McLaurin: proceed to the basement/ground level and remain there until you're advised otherwise.</p> <p>Rutledge: proceed to the inner hallway on your floor and keep well away from windows and doors. If you are unable to reach the hallway, take cover under sturdy furniture or move to an inner roomspace away from windows.</p>
Dangerous materials are spilled	Warn others in the area that spillage of a corrosive or a flammable material has taken place. Inform the faculty member (if available). At night, call Public Safety, Campus Police at 803/323-3333.
Someone sustains an injury	<p>Small Injuries: first-aid may be administered in the studio or in the clinic.</p> <p>Day: Report incident to faculty, call Campus Police at 803/323-3333.</p> <p>Night: Campus Police at 803/323-3333</p>

Emergency Contacts

Design Office 803-323-3686

VPA Dean's Office 803-323-2323

Health Services 803-323-2206

Dean of Students 803-323-4503

Public Safety 803-323-3333

Concentra Medical Urgent Care 803-329-3103

Piedmont Hospital 803-329-1234 or 800-578-4555

York Co. Health Department (DHEC) 803-909-7300

Poison Control Hotline 1-800-922-1117 or 800-222-1222

[More Safety & Emergency Information](#)

Mental Health

Maintaining your mental health is necessary for your overall academic health, and Winthrop has resources to help you do so.

Students are strongly encouraged to utilize **WU Counseling Services** if external concerns such as stress, identity issues, relationships, difficulty engaging in class or work, depression, anxiety, or other issues are impacting your ability to succeed academically.

WU Counseling Services offers short term, confidential, free consultation and psychotherapy. If you have concerns about your mental health, you can meet or speak with a counselor the same day you call by utilizing the Center for Student Wellness Patient Portal:

<https://patient-winthrop.medicatconnect.com/>

or call the Front Desk at 803-323-2206 during business hours (M-F, 8:30a-5:00p).

For concerns outside of business hours, you are encouraged to utilize your RA, RSC On-Call, Campus Police (323-3333), or a national hotline such as the National Lifeline (call or text 988).

How to Make an Appointment:

<https://www.winthrop.edu/csw/cs-about-counseling-services.aspx>

About Counseling Services Video:

<https://youtu.be/bI90X95XqEg>

Types of Counseling Appointments Infographic:

<https://www.winthrop.edu/uploadedFiles/csw/ScheduleApptInfographic.pdf>

How to Schedule on the Patient Portal Infographic:

<https://www.winthrop.edu/uploadedFiles/csw/PatientPortalScheduling.pdf>

Policies

Academic Honesty, Conduct, and Plagiarism

All works created by students are expected to represent the efforts of the student as the original author and, in cases where the extant material is used, proper attribution should be attached. Familiarize yourself with the Student Conduct Code and the policies described in it. A copy, along with extensive discussion:

<https://winthrop.edu/uploadedFiles/studentconduct/StudentConductCode.pdf>

“Plagiarism is taking someone else’s words or ideas and passing them off as your own without giving proper credit to the source of your information. As such, it is intellectual theft and is considered one of the most serious forms of academic dishonesty.”

<https://libguides.library.winthrop.edu/c.php?g=284114&p=1893099>

Academic dishonesty also occurs when the fundamental goals of an assignment are subverted, and methods of design production violate project guidelines. This would include but is not limited to the following circumstances: use of a computer or other mechanical device to execute work that is directed to be done through pencil or pen and ink; use of a transfer process—chemical or physical—to reproduce designs which are directed to be rendered by hand through pencil or pen and ink, use of clip (or other prepared artwork), use of photographic image without attribution, use of computer code or algorithm not authored by student, etc.

Accommodations & Accessibility

Winthrop University is committed to providing accessible learning experiences and equal access to education for all students. The syllabus is available in alternate formats upon request. If you are a student with a disability (including mental health concerns, chronic or temporary medical conditions, learning disabilities, etc.) and you anticipate or experience academic barriers due to the condition, please contact The Office of Accessibility (OA) at 803/323-3290 or accessibility@winthrop.edu for information on accommodations, registration, and procedures. After receiving approval for accommodations through OA, please make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely manner.

Winthrop University [Office of Accessibility](#)

MacFeat House • Rock Hill, SC 29733

803/323-3290 • fax 803/323-4585

accessibility@winthrop.edu

[See here for more](#) OA syllabus information

Awards & Scholarships

At times, scholarships are available in the Department of Design. They are awarded based on a set of criteria to measure successes and qualifications in their chosen degree program. Awards may also be based on other factors, such as financial need(s).

Bulletin Boards

Students, Faculty, and Staff may use various places throughout campus to post notices, advertisements, and other announcements. Do so on official bulletin boards, not on walls, windows or doors. Notices found on surfaces other than bulletin boards will be removed and disposed of and, if the responsible party can be determined, a fee for damage to the wall may be assessed. Bulletin boards outside of faculty offices are for faculty use only.

Cancellation of a Class Meeting

Be present and productive for every scheduled class meeting, whether or not the instructor is present. The instructor will notify the students in advance by email if there is a cancellation, or cancellations will be handled through the Department of Design (DOD) office. In the case of extreme weather or other emergencies, Winthrop will notify us.

Cancellation of a Course, Removal from the Term

Cancellation of course section (or sections) may be necessary because of the days, times, location or other characteristics of a scheduled course section. The Department of Design makes every effort to offer courses in a sequence and at times that are conducive for students. Course sections may be closed due to a lack of room or resource or qualified instructor availability, or low enrollment at the start of a semester. In such an instance the Department will make reasonable efforts to contact and inform students of this possibility as early as possible, in order to facilitate student scheduling alternatives. Possible contingencies are: re-offering the course the following semester or summer term; offering the course at an alternative time; allowing students entry to an alternate section (if one is available); or some other reasonable avenue with which to resolve the situation. Despite these efforts, it is possible that a course section must be canceled without an immediately identifiable solution. Students are encouraged to work with the division coordinator to seek a “best” solution. The Department reserves the right to cancel a course section as is necessary, and provided reasonable efforts for repair are made.

Class Attendance

The instructor will take attendance at every meeting. In general, five (5) documented absences will mean automatic failure (F). A student who cannot work during class due to lack of materials will be marked absent. However, students are permitted to miss class with adequate

cause and must contact the instructor and provide adequate documentation, the instructor will determine makeup opportunities. If the student is not satisfied with the instructor's decision, the student should contact the Office of the Dean of Students. Students who have an unforeseen emergency should provide documentation to the instructor and Office of the Dean of Students. Strive to always deliver work on time, or deliver it early.

Excused Absences

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, observance of religious holidays, or authorized representation of the university such as athletics. Students are responsible for notifying the instructor in advance of such absences, and at times should provide necessary documentation. In health-related or family emergency cases where advance notice is not possible, contact the instructor upon returning to class. Attendance at a counseling/medical appointment is not by itself a justifiable reason for class absence. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Provost/Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity. Students who have an unforeseen emergency such as family death, inpatient hospitalization, or other unexpected event that will prevent them from attending several class meetings should consult with an academic advisor to discuss the withdrawal and medical withdrawal criteria and process.

COVID-19

The health and safety of the campus community is Winthrop's top priority. As socially responsible members of this community, everyone is expected to engage in daily health self-monitoring and to stay home (residence hall or off-campus housing) from on-campus class, work, or activities if they begin experiencing any COVID-related symptoms. Please do not attend class if you have a fever or any signs of the COVID virus, do not attend class if your roommate or someone you have close contact with acquires the virus, and be respectful of others' desires to remain COVID-free. Masking on campus remains optional but strongly encouraged, especially in indoor settings around others. Use the Patient Portal COVID-19 form to report illness or exposure and upload the positive test, if relevant. Students who violate WU guidelines will be asked to comply. Continued failure to comply may result in referral to the Dean of Students Office as a student conduct violation.

COVID-Related Absence

Students should contact Health Services regarding a positive test, close contact, or enhanced COVID-like symptoms. Any student who has either tested positive, has COVID-like symptoms, or has close contact with someone who has COVID, must contact Health Services. Students should log in to the Patient Portal to complete a form and upload the positive test, if relevant. Health Services will communicate with the student on what steps to take next, and if need be, the Dean of Students Office will receive absence verification for required isolation and quarantine. Students who verify their absences through the Dean of Students Office often minimize any academic impact caused by missed class time. Students retain a responsibility to communicate with instructors regarding missed work, and complete assignments in a timely manner as they are able. Regular communication with faculty is expected so that student progress in the course is not negatively impacted. Health Services will only provide dates of absence, not medical information. Please note, residential students who test positive must follow their personal COVID Quarantine and Isolation Plan. In person classes generally will not have a remote option; students should not expect to have remote access to the class lecture or discussion, even in the case of absence.

Computers, Phones, Personal Electronics

Use devices during class time when the instruction has permitted such activities. For personal calls, texts, or other matters, suitable breaks will be provided for you to use your electronics.

Co-Op Internship

A co-operative work experience or internship in a professional employment situation is oftentimes, a required part of the degree program, but even if you don't have a 340 or 444 class in your degree checklist, consider finding an internship and getting work experience during your time as a Winthrop student. The purpose of the practical experience is to provide the student with work experience and training in their intended field, to foster industry contacts, and to allow students the opportunity to transfer classroom skills and understanding to an employment context and vice-versa. Classes include, but are not limited to INDS 340, VCOM 340, VCOM 444. Students are eligible to take these classes after they are fully accepted into the major of study, as early as freshman year during 1st year studies. It is the responsibility of the student to successfully secure an internship situation. There are some avenues students may pursue in trying to secure an internship situation. The Career Services Center on campus may have connections or leads to certain employers that the student should feel free to investigate. And the coordinators and faculty teaching in the various programs may be aware of opportunities; in these cases, generally, announcements are made to various classes or opportunities posted on bulletin boards regarding the employment situation and—if interested—students should pursue the opportunity based on the contact information found

there. Third, students often become aware of other situations, perhaps based on contacts and efforts the student may have, or may seek out such opportunities by their own initiative. Keep in close contact with instructors and program coordinators to assure the co-op requirement is suitably completed. Student employees should conduct themselves in a manner that is appropriate for that situation, as well as abide by any rules and regulations the company may impose. While the student may be given a good deal of responsibility in some co-op situations, they are also representatives and liaisons of Winthrop University, the Department of Design and its programs, faculty and other students.

Email & Communication Lists

Email and Blackboard are considered an official method for communication at Winthrop University. Check your Winthrop email, including “spam” or “clutter” folders, to stay apprised of class developments, instructor or coordinator announcements, class cancellations, weather-related emergencies, advising times, and reviews. Students’ non-Winthrop email addresses are generally not approved by the instructor, nor used for coursework of any kind. Review content in Blackboard regularly, and respond in a timely manner when necessary. At the start of the term, students are automatically added to the class email list. In certain situations, a student may need to manually subscribe to the distribution list for a course using these steps:

<https://winthrop.edu/technology/class-list-server.aspx>

Learn more about campus email & technology guidelines here:

<https://winthrop.edu/technology/>

<https://winthrop.edu/technology/appropriate-use-of-it-resources.aspx>

Grades

Unless otherwise noted, the Department of Design follows a “+/-” grading system. The items listed on your class syllabus, and the following may factor into grade(s):

1. Class participation, including critiques, consultation with instructor, and interaction with others; willingness to do research and dedication to design
2. Working habits or the lack thereof
3. Missing or unacceptable work
4. Improvement over term
5. Attendance, late arrivals, early departures

Sometimes, circumstances may warrant a grade of **Incomplete**, those discussions should take place as soon as possible with a decision made at least two weeks before the end of the semester; the student speaks with the instructor who will work with the Chair of the Department of Design to reach an agreement, at times, the Dean of Students may also assist.

[For further information about grades, incomplete or otherwise, see here.](#)

Grade Appeals

To appeal individual grades received in Department of Design classes or the final grade delivered for the entire semester's work, the student shall meet with the instructor of the class to discuss the issue. If this does not yield satisfactory results, the student may complete a Grade Appeal Form. The Appeal Form must be submitted within 30 calendar days of the issuance of the problematic grade. Appeals filed after the 30-day period will be denied. Students, please maintain a mature, professional and personally responsible attitude in resolving contentious issues. When submitting the Grade Appeal Form, students shall furnish all appropriate, requested documentation relevant to the basis for appeal.

1. The student must meet with the course's instructor to discuss the grade in question.
2. The student shall submit their issue in writing to the instructor, and state the specifics of their grievance. If the problem cannot be resolved, proceed to Step 3.
3. The student submits a written appeal using the = Grade Appeal Form, and furnishes all appropriate, requested documentation relevant to the basis for appeal to the appropriate area coordinator where the course is taught: either Interior Design or Visual Communication Design. Submit this to the appropriate area coordinator (INDS or VCOM) and also the Department Chairperson.
4. After the Interior Design or Visual Communication Design area coordinator receives the student's appeal, and if the instructor of record has not resolved the issue, the area coordinator will explore the matter with the student and instructor of the course to reach a resolution. The review may include evaluating coursework that contributed to the student's grade appeal.
5. The student will be informed in writing of the final determination.

Grievances

Issues and problems not related to grades, such as facilities or events or public art for example, require the following steps. Begin at step 1, move in sequential order as necessary.

1. The student submits their issue in writing to the instructor, and states the specifics of their grievance. If the problem cannot be resolved, proceed to Step 2.
2. The student submits a written grievance to the Department Chairperson who will explore the matter with the student, seeking a resolution.
3. Under certain circumstances, the Dean of the College of Visual and Performing Arts may participate in this process.
4. The student will be informed in writing of the final determination.

ID Cards

Access to Rutledge during the evening and on weekends is achieved via the Student ID card access. All Design majors are required to have a valid Winthrop Student ID card, and may access the buildings with it. Student ID card access entrances are found on the ground floor of the Stewart Avenue side of Rutledge, and at the elevator in the rear of the building. Having a Student ID Card does not automatically give you access to the Rutledge Building. Your Student ID Card must be programmed into the security system in order to permit you access. You must have a completed Contract for Student ID Card Access to the Department of Design on file in order to have your card activated for access. Student ID Card Access is only available during official semester dates – the first day of class until the last day of examinations. For access to Rutledge Building between academic semesters, permission must be granted, in writing, through the use of a Vacation Access Agreement.

Lab Fees, Course Fees

Many of the classes administered by the Department have a lab fee applied to them to partially or completely offset expenses, such as supplies distributed to students, materials used administratively in the course of a class (demos, photocopies, etc.), or for life models. Some class fees also include allowance for technology (hardware, software and peripherals) dedicated to continuing license and maintenance expenses.

Lockers

Lockers are issued on a “first come, first served” basis to get a locker on Rutledge’s 2nd floor. Department of Design students may be assigned a locker from Fall semester to the end of the Spring semester only when they are currently enrolled as full-time students. Lockers are not offered during summer. Students fill out a locker form, and bring it to the design office before the assigned deadline. Students will then be issued a lock; personal locks may not be used on these lockers (and will be cut off if found). Anything found in lockers after the rental period will be disposed of.

Minors

The Department offers minors in design studies, which you can learn about here:

<https://www.winthrop.edu/majors-curriculum/design-programs.aspx>

Safe Zones

The instructor considers this classroom a place where you will be treated with respect, regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age or ability. Diversity of thoughts are appreciated and encouraged, provided

you communicate about them respectfully and respect others. Have a spirit of intellectual inquiry, participate in respectful discourse, and be civil.

Spray Mount & Adhesives

Use of spray materials (including “spray mount”, aerosol fixatives, spray paints) are prohibited from use inside any building, classroom, studio or enclosed space. Students found violating this will be subject to disciplinary actions including being billed for hazardous waste cleanup and loss of facility access and privileges. Aerosols represent significant health hazards to individuals, as well as creating a hostile and destructive work environment that affects everyone. Spray materials should only be used in outside (exterior) areas adjacent to buildings and should only be used when appropriate ground cover is also used. Appropriate setup and cleanup after the spray procedure is expected.

Student Organizations

The Department of Design has associations to support students and their areas of study. Students are encouraged to join these organizations as each provides a variety of special events, professional speakers, field trips, and career and professional opportunities each year. The Department office or the respective faculty group advisor will have more information: ACM, AIGA, Command+D, Interior Design Organization (IDO), Society of Illustrators (SOI).

Student Work

Students should not store personal items, supplies, tools, or class work in any of the studio areas or computer labs. Items left on walls, counters, tabletops or other areas designated as “instructional space” are subject to being disposed of without regard to ownership, intention or labeling. Students are responsible for the safety and security of their personal items, as well as for adhering to policies regarding the safety, security and integrity of studio and instructional spaces. The Department of Design reserves the right to retain any student work for promotional and/or certification use.

Frequently, student work and images of students are necessary for Winthrop’s accreditation, assessment, educational, and promotional endeavors. By enrolling in and participating in this program and/or course(s) and its activities, the student grants to the Department of Design, its faculty and staff, the right to reproduce the works created in part or in whole in any size and in any media. At times, Winthrop University and its collaborators use and publish these items on Winthrop’s website or in print communications & marketing.

Studios for Use on Campus

The Department manages studios that are dedicated for use by undergraduate students, awarded after completing an application process. The deadline for applying for studios is early in the Fall semester, or Spring semester. To qualify, a VCOM student must have passed SPR (DESF 300). Two students are assigned to each room. A \$40 deposit is required when the student is awarded the room, and the term of use is one academic year (Fall/Spring); the deposit will be refunded when the student vacates the studio, and if the room passes a satisfactory inspection. Students enrolled in VCOM 444 are not eligible for a studio. Students may not “live” in the room (they must maintain separate residence quarters), and “normal” rules of occupancy must be followed (described on the studio contract). Failure to adhere to rules may result in a loss of studio, and charges for compensatory damages.

Study Abroad

The opportunity to study abroad, for a semester or longer, can be a unique and invaluable opportunity for students, exposing them to other cultures and influences that can enrich both their lives and the quality of their creative design solutions. Winthrop University offers several interesting and unique opportunities for students to pursue study abroad opportunities, and the [International Center](#) is an important resource in facilitating this option. Design students have prescribed, deliberate sequences of courses students are required to take in a specific order. Additionally, many of these classes are only offered once per year. Without careful planning, it is possible that a semester spent abroad could equate to an unexpected, additional year to the degree. Students should consider the study abroad option as early as possible in their academic careers, begin planning in advance, and work closely with the International Center and their academic advisor in Design to create an appropriate plan.

Advising

When a student begins study in the Department of Design they will have an advising file created for them, either on paper or in Degree Works, and they will be assigned a faculty advisor who can act as a resource and liaison. Students are also strongly encouraged to keep a copy of their degree checksheet with them personally, and assure that it is regularly updated and accurate. Most classes offered by the Department are required for a degree program, and are sequential in nature (i.e. one class acts as a prerequisite for a required, subsequent class). Many design classes are only offered once per year, and if students do not closely follow advising recommendations such as course sequencing, it is very easy for them to unexpectedly/unintentionally affect their expected graduation date. Consult with a faculty advisor and program coordinator, the catalog, or Department office for more information.

Academic Advising

Sometimes—but not always—this happens in a “group” advising meeting, with other students present. Separate sessions are held for each area of study. Enrollment in your desired class is assured if you participate in early advising.

1. Each student is responsible for the satisfactory completion of their academic program, including understanding departmental offerings and policies, requirements for the degree as outlined in the catalog and updates, and the appropriate scheduling of available classes that encourage student progress in a timely fashion.
2. Design majors may not register for any courses housed within their degree program designator utilizing the “s/u” option
3. Required program courses in which a minimum grade of “C” or “C+” is not received may, at times, need to be repeated until the minimum grade is received.

Adding or Dropping a Class

Any change in enrollment must be submitted to the Records & Registration office in Tillman prior to the end of the registration change period.

<https://www.winthrop.edu/recandreg/CurrentStudents.aspx>

Career Counseling

Work with your advisor or faculty mentor to answer questions relating to degree appropriateness, career choice, academic performance and assimilation into the culture of the academy or the workforce. [See Internships in this document for more information.](#)

Changing of Major/Advisor

Students may obtain a change of major/advisor form from the CVPA Student Services office, in 126 McLaurin. This form must be completed and returned to the Office of Student Services before an “official” change of major occurs.

Degree Audit

When the student has completed more than 70 hours toward their degree, conduct a degree audit with your advisor. In general, this happens midway through the Junior year of study and is an essential step toward graduation. Student Services, 126 McLaurin Hall, may also assist. The audit may take several weeks to prepare, then you discuss it with your advisor.

Overrides (adding a “closed” class)

Sections of Design classes tend to fill to capacity quickly, or are closed and for majors only. When this happens, use the online override form, found in Wingspan.

Transfer Credit

Should you wish to transfer credit from another college after you’ve become a major at Winthrop, obtain an “Approval to Transfer Credit” form from the department office or the Student Services Office. Learn more here:

<https://www.winthrop.edu/recandreg/undergraduate-transfer-credit-policy.aspx>

Transfer Portfolio

If you’ve taken courses at another institution, be it high school or college or university, you may be required to submit a portfolio of work done at those places. See an example here:

<https://bit.ly/DoDxferfolios>

Withdrawal From a Course

Withdrawal from a course must be done in accordance with University policy.

<https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx>