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# LAND ACKNOWLEDGEMENT

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Toronto is in the 'Dish With One Spoon Territory.' The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous nations and peoples, Europeans and newcomers have been invited into the treaty in the spirit of peace, friendship and respect.

For more information, follow [@Saagajiwe](#), The Creative School's Interdisciplinary Centre for Indigenous Research & Creation and visit [Ryerson Aboriginal Student Services \(RASS\)](#), Ryerson's Aboriginal community on campus.

# CANADA'S MOST EXCITING SCHOOL FOR THE STUDY OF INTERIOR DESIGN.

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The Interior Design Student Handbook is written to guide students through the fine intricacies of working towards a Bachelor of Interior Design.

This document is not intended to be a detailed catalogue of rules and regulations; for a definitive overview please consult the [Interior Design 2021-2022 Undergraduate Calendar](#) and the [Policies of Senate](#). This is simply an outline of how our small school has chosen to govern ourselves within Ryerson University and The Creative School. It serves as a reference of external resources for the faculty, staff and students.





# DEAN'S MESSAGE

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**CHARLES FALZON**  
Dean, The Creative School

## Welcome to the School of Interior Design at The Creative School!

As Dean at The Creative School, Ryerson's home of creativity, I am extremely proud of you for taking this big step in your professional and academic growth. The fields we are in are constantly evolving. We need thinkers, doers and visionaries like you to reshape our world and build a sustainable future. In times of monumental change, social and political unrest, we turn to designers, creators and innovators to ground and guide us. Change is disruptive, but so are you. Use this current period to strengthen your resilience, break barriers, and reshape our world. As a student in the School of Interior Design, you are in a perfect position to build, construct and design the future you desire, and deserve.

Through cross-disciplinary collaboration and access to state-of-the-art technologies, you will be presented with many opportunities to shape the future of creativity. As a student in The Creative School, you will leverage access to industry, thought leaders, and resources to stimulate your creativity,

innovation and vision. Use the virtual tools we've provided to connect with students and faculty across the School's ecosystem. Get involved, participate in our many exhibitions, performances, and shows throughout the year. Follow [@creativesch\\_TO](https://twitter.com/creativesch_TO) on social media and bookmark [ryerson.ca/the-creative-school](https://ryerson.ca/the-creative-school) to stay updated on our latest creative ventures. [The Ryerson Communication and Design Society \(RCDS\)](#) and numerous student-run clubs offer further year-round opportunities for creative exploration, professional development and socializing.

You are the future of creativity. I urge you to push yourself, take calculated risks, and engage with your community. We look forward to supporting your intellectual, artistic, and transformational growth. The future of our industry depends on this generation and I know you will be catalysts in igniting the positive change that The Creative School aims to create and inspire. See you soon!

# CHAIR'S MESSAGE



**LOIS WEINTHAL**

Chair, Interior Design at The Creative School

You are about to embark on an educational path that will introduce you to multiple ways that interior designers shape the built environment. These four years as an undergraduate student will provide you with opportunities that span practical to theoretical, and critical thinking to hands-on making.

As a student of the school, your commitment is to participate fully in our search for responses to the real needs and aspirations of today's design world. How we shape interiors should be informed by the events and changes of our times, and in turn, inform spaces that support societal needs. This includes everything from global perspective to sustainability to emerging topics. Interior Design at The Creative School will present challenges to conventions and norms in order to reveal new possibilities for reshaping interiors. Together, these experiences will connect you to your faculty, classmates, staff and the larger umbrella of this school of Interior Design locally and internationally.

We seek to open various paths of communication, from the intimate studio to our alumni of professional practitioners so that you will gain multiple perspectives of our disciplines. After all, Canadians spend on average 90% of our time indoors, making interior design seminal to our everyday.<sup>1</sup>

As a graduate of The Creative School, you will also have the knowledge and ability to fully experience and contribute to Canadian society and beyond. Interior designers can shape the way people act, think and live.

<sup>1</sup> See Matz, Carlyn J. et al. "Effects of Age, Season, Gender and Urban-Rural Status on Time-Activity: Canadian Human Activity Pattern Survey 2 (CHAPS 2)." *International Journal of Environmental Research and Public Health* 11.2 (2014): 2108–2124.

# **The School of Interior Design educates students in the complex and demanding practice of Interior Design in a learning environment that balances the theoretical and the practical; the experiential and the conceptual.**

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Drawing on the resources of a vibrant city and a university dedicated to advancing applied knowledge, the School of Interior Design prepares graduates for leadership in the Interior Design profession with an understanding and consideration of the technological, aesthetic, ideological, environmental, cultural and social dimensions of the built environment.

# EQUITY, COMMUNITY INCLUSION & ACCESSIBILITY

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## EQUITY & COMMUNITY INCLUSION

The mandate of Ryerson's [Office of the Vice-President, Equity and Community Inclusion \(OVPECI\)](#)

is to maintain the university's principles of equity, diversity and inclusion.

Under the leadership of Dr. Denise O'Neil Green, the office works to address the range of systemic barriers at Ryerson, assisting educators and students with strategizing ways to respond, build, adapt and enhance teaching and learning to further reflect Ryerson's values of diversity.

For more information, please visit: [ryerson.ca/equity/](https://ryerson.ca/equity/)

## ACCESSIBILITY

Ryerson University is committed to providing accessible learning and employment spaces for students, employees and members of our community. The School of Interior Design aims to ensure that dignity, integration and equality of opportunity are embedded in our school's culture.

To learn more about these foundational principles and university-wide initiatives, visit [Access Ryerson](#) and [Ryerson's Accessibility webpage](#).



# MENTAL HEALTH & SUPPORT

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Fostering mental health and wellbeing are critical factors in creating a thriving, inclusive environment for all faculty, staff and students.

The [Student Success Centre at The Creative School](#) aims to help students feel comfortable during and after their time at Ryerson University through guidance services related to student academics, careers and extra-curriculars.

To be directed to mental health and related resources on campus, visit:

[Mental Health and Wellbeing: Help & Resources for Students](#)

[Student Wellbeing](#)

For international students, resources related to health and wellness and UHIP coverage can be found at [Student Health and Learning Support: International Support](#)

# SIGNIFICANT DATES

For a complete list of important dates, please see the [Ryerson University 2021-2022 Undergraduate Calendar](#)

## 2021

Mandatory First Year Orientation	AUG 30 - SEP 3	Transfer Credit Application Deadline	DEC 1
Labour Day (University Closed)	SEP 6	Last Day of F2021 Classes	DEC 6
F2020 Classes Commence	SEP 7	F2021 Exam Period (Including Saturdays)	DEC 08 - 18
Final Date for Course Changes	SEP 17	Winter Break (University Closed)	DEC 24 - JAN 6
Final Drop Deadline (Full Refund)	SEP 17	Enrolment Window (4th Year)	DEC 27
F2021 Study Week (No Classes)	OCT 9 - 15	Enrolment Window (3rd Year)	DEC 28
Fall Drop Deadline (50% Refund)	OCT 8	Enrolment Window (2nd Year)	DEC 29
Thanksgiving (University Closed)	OCT 11	Enrolment Window (1st Year)	DEC 30
Fall Drop Deadline (No Fee Refund)	NOV 19		

# SIGNIFICANT DATES

For a complete list of important dates, please see the [Ryerson University 2021-2022 Undergraduate Calendar](#)

## 2022

Open Enrolment Window	JAN 4 - 28	Family Day (University Closed)	FEB 21
W2022 Classes Commence	JAN 14	Course Intentions for 2022 - 2023	MAR 7 - 13
Interior Design Show	JAN 20 - 23	Winter Drop Deadline (No Refund)	APR 1
Design T.O. Festival	JAN 21 - 30	Good Friday (University Closed)	APR 15
F2021 Grade & Standing Appeal Deadline	JAN 24	W2022 Classes End	APR 14
W2022 Drop Deadline (Full Refund)	JAN 28	W2022 Exam Period (Including Saturdays)	APR 18 - 30
W2022 Drop Deadline (50% Refund)	FEB 11	W2022 Grade & Standing Appeal Deadline	MAY 24
W2022 Study Week (No Classes)	FEB 19 - 25	Interior Design Year End Show	TBD

# FACULTY & STAFF

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## FULL-TIME FACULTY

### [Jonathon Anderson, MFA](#)

Associate Chair & Associate Professor  
Director of CTL at The Creative School

### [Taymoore Balbaa, MArch](#)

Associate Professor

### [Lorella Di Cintio, PhD](#)

Associate Professor

### [Stephanie Davidson, MArch](#)

Assistant Professor

### [Catherine Dowling, MEd](#)

Associate Professor

### [Andrew Furman, MArch](#)

Associate Professor

### [Filiz Klassen, MArch](#)

Professor

### [Adam Kolodziej, PhD](#)

Associate Professor

### [Cameron Macdonell, PhD](#)

Assistant Professor

### [Quan Thai, MArch](#)

Assistant Professor

### [Barbara Vogel, MArch](#)

Associate Professor  
Director, The Creative  
School Cortona

### [Lois Weinthal, MArch](#)

Chair  
Professor

### [Shai Yeshayahu, MArch](#)

Assistant Professor

### [Linda Zhang, MArch](#)

Assistant Professor

# FACULTY & STAFF

## OFFICE ADMINISTRATION

### [Monica Granzotto](#)

Communications Coordinator

### [Dejan Ninkovic](#) (on leave)

### [Alanna Sanderson](#) (acting)

Administrative Coordinator

### [Jeanine Webster](#)

Academic Coordinator

## STAFF

### [Carol Kaifosh](#)

Workshop Technologist

### [Monica Polo](#)

Design Centre Resource Specialist

### [Joan Shaw](#)

Internship Coordinator

## CONTRACT LECTURERS

Lloyd Alter

Amy Bagshaw

Nadia Cannataro

Shin Hang Chiu

Angela Cho

Kfir Gluzberg

Christopher Hannah

Anamarija Korolj

Joanne Lam

Jyhling Lee

Danna Lei

Christine Leu

Connor Malloy

Michael Ockrant Shafir

Greg Parsons

Vicky Pilles

Cindy Rendely

Franca Rezza

Joan Shaw

Ruth Spitzer

Stanley Sun

Isabella Trindade

Theresa (Tess) Van Groll

Alan Webb

Safoura Zahedi



# FACULTY EMERITUS

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Peter George Gilbert

Annick Mitchell

Thomas E. Henrickson

Michael Plasse-Taylor

Lorna Kelly

Dean George Taylor

William Kilborn

Andrew C. Vasilevich

John H. Kitamura

William E. Vine



# STUDIO LIFE

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## Studio courses are the core of the curriculum.

Studio courses are like others in your education but they also depend on active participation and a commitment to working through problems. You will soon learn that a good solution is hard to come by, and good solutions are expected to get better.

You will have to think and re-think, become self-critical, learn to laugh and work through your frustrations. While you will be pushed and challenged, you will also have a great deal of help. Classes are smaller in size and professors will get to know both your strengths and weaknesses and they will be able to work with you through your difficulties. You will learn from your fellow students from student work displayed throughout the school and by working in teams with other students. You will sometimes be dismayed at the variety of problems that will be set for you. Your professors will teach you many of the complexities of the Interior Design profession simply by the different scope and content of their projects and the way they weigh their grades.

Our school insists on students' ability to understand different points of view and effectively satisfy different demands. These are professional requirements and some of the values your education will instill in you: never be complacent and never think that good is good enough.

To those used to thinking that the right answer—the finished product is the point of design—the complex, open-ended and mapless activity described here may seem strange and impossible to evaluate. It isn't. It is merely another form of thinking, studying problems, examining various solutions, and evaluating options. Your design process books or dossiers show clearly what ideas you have had, where you have gone with them, what resources you have brought to bear on the problem, what you've left out, where a good idea was abandoned, and how best to get you back on track. Accept the waywardness of the design process, trust it, and follow it. It is one of the most important parts of your design education.

# STUDIO LIFE

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## Make the most of your time at the School of Interior Design:

Work with your peers.

When in doubt: ask.

Make models.

Read and re-read the project sheet.

Don't procrastinate.

Use the Library and the Design Centre.

Avail yourself of the seminars offered by the university through the [Academic](#)

[Success Centre](#).

Invest in a good text about academic writing and consult a reference style guide.

Consult the [Academic Integrity Office website](#).

Check times for hand-ins. Lateness will get you a reduction of your final project grade.

Consult with faculty during their office hours.



# SUPPLIES

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## DRAFTING SUPPLIES

Students are expected to purchase their own supplies necessary for their classes. Please note, a complete list of supplies will be shared with students directly by the school. Supply needs will also often depend on students individual concept designs and project direction. Students can purchase many of these items in the Workshop (when the school reopens to in-person instruction) and at some retailers listed in the Handbook's Resources section on pg. 27.

- T-square
- Drafting Triangle
- Drafting Pencil and Sharpener
- Rulers (Imperial, Metric and Scale Rulers)
- Tape Measure
- Good Quality Eraser
- Markers
- Compass
- Circle Template
- Variety of Papers (Tracing, Vellum, Mylar)

## LOST & FOUND POLICY

Interior Design students and faculty are expected to monitor their belongings, especially valuables, at all times in the school.

Lost & Found items in the school are temporarily kept at the main office (SID-107) for students to claim during business hours. An email is sent out to all students and faculty once an item of significance is found. If the article is not claimed by 4:30pm on the day it was brought to the office, it will be handed over to Campus Lost and Found operated by [Ryerson Students' Union \(RSU\)](#). For stolen items please contact [Campus Safety and Security](#) to file a possible theft report.

# LAPTOP REQUIREMENTS

## COMPUTER RECOMMENDATIONS

Ryerson School of Interior Design **requires** students to purchase or have access to a computer capable of running industry-standard software. For your convenience, laptops are strongly recommended. Because several required software programs are not available on a Mac operating system, it is recommended that students purchase computers with a Microsoft Windows operating system. If students choose to use Apple Macintosh computers running a Mac operating system, they will need to purchase and install Windows Bootcamp.

Students are expected to maintain and install software on their own computers. If computer assistance is needed, services such as Geek Squad at Best Buy should be considered. For university related computing issues, such as email and learning systems, contact [Ryerson Computing and Communications Services \(CCS\)](#).

The configuration listed is intended to serve as a baseline for minimum requirements, but choosing to increase the specifications, such as 32 GB of RAM and a better graphics card will maintain and allow for better computer performance.

## LAPTOP CONFIGURATION (Min. Specifications)

- Display: 15" display. (External monitor recommended)
- Processor/CPU: Intel Core i7 ( 9MB Cache, up to 4.1 GHz, 6 Cores)\*
- Windows 10 Pro x 64 bit
- Hard drive: 1TB Solid State Drive
- Memory/RAM: 16GB (32 GB recommended)
- Graphics Card for PC: NVIDIA or AMD with 4GB discrete memory
- Graphics Card for Apple Macintosh: Radeon with 4GB discrete memory
- 3 Year Onsite/In-Home Service warranty

\*For Apple computers, an Intel processor is recommended

## REQUIRED SOFTWARE

- Rhino 3D (Discounted for students)
- Autocad (Free for students from Autodesk)
- Adobe Suite (At minimum: Photoshop, Illustrator, InDesign, Acrobat Pro)
- Revit (Free for students from Autodesk)
- V-ray for Rhino 3D (Discounted for students - not needed until the second year)

\*\*Instructors will provide details as this is subject to change



# TRAVEL

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## FIELD TRIPS

**The safety of Ryerson community members is of utmost importance. In light of the COVID-19 pandemic, the university has temporarily suspended all travel.**

Students are required to attend field trips scheduled throughout the academic year. Aside from the required local field trips scheduled through courses, the first and second year students are required to attend a mandatory field trip. This field trip normally takes place in mid-October usually before or after study week. Field Trip accommodations and transportation are normally paid for through the student tuition fees and are non-refundable if students are unable to attend the trips.

## INTERIOR DESIGN INTERNATIONAL EXCHANGE PROGRAM

### **Sandra Chung**

International Coordinator

[sandrayl.chung@ryerson.ca](mailto:sandrayl.chung@ryerson.ca)

In the fall or winter semester of their third year, students have the opportunity to participate in an international exchange program to interior design programs around the world. Students can study at exchange partners in Scotland, Australia, New Zealand, Mexico, Hong Kong, Finland and Ireland. To be eligible for the exchange students must have a minimum cumulative GPA of 2.50. The program is highly competitive and students must participate in an interview process. Applications are typically submitted in the winter term of second year.



# TRAVEL

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## CORTONA

**The safety of Ryerson community members is of utmost importance. In light of the COVID-19 pandemic, the university has temporarily suspended all travel.**

Join The Creative School's boutique campus for a creative summer in Cortona, Italy!

[The Cortona program](#) is an opportunity for eligible Interior Design students to learn interdisciplinary fields of creative, media and design industries.

Over the 7 week program, students will reimagine the 14th century Girifalco Fortress and selected sites of the town of Cortona through creative and experimental design. They will have an opportunity to present their designs to the jury, City of Cortona, ONTHEMOVE Cultural Association, and the community.



# INTERNSHIP

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## [Joan Shaw, Internship Coordinator](#)

The Ryerson University Interior Design internship program is a monitored, documented program. Field placements in design offices, and other valid experiences approved by the Interior Design internship program, will introduce students to hands-on work experience opportunities. In addition to applying academic skills and theoretical perspectives acquired in the program, students develop professional acumen and connections for working effectively within the interior design profession.

With experiential learning, students will expand their professional network and work in a mentorship-style relationship. Internship experience is completed by working within an Interior Design office or the Interior Design division of an Architectural firm. A portion of internship experience may include additional work settings including retail establishments that offer Interior Design products to the Interior Design trade; Interior Design and facilities management departments within commercial and institutional firms and fabrication studios; volunteering for professional associations such as Interior Designers of Canada (IDC) and the Association of Registered Interior Designers of Ontario (ARIDO) or at Interior Design trade shows.

A total number of hours include internship work experience along with community service. An Internship Analysis report, Careers Night Report, participation in workshops and lectures are all components of the Professional Study Practicum. This course is normally completed during the summer between third and fourth year.



# AWARDS & SCHOLARSHIPS

To be eligible for any of the awards available to Interior Design students, an online application must be submitted through the [Awardspring website](#). Award details and requirements can also be found on Awardspring. Inquiries can be directed to [awards@ryerson.ca](mailto:awards@ryerson.ca).

## INTERIOR DESIGN AWARDS

Astrid Kathryn Lorenson Bursary  
Dean Shalden Memorial Award (3rd and 4th Year)  
George Minard Sanders Memorial Award  
Gillanders Diamond Award (3rd and 4th Year)  
Haworth Innovation in Design Award  
Haworth Organic Workspace Award  
Interior Design Award for BIPOC Students  
Interior Design Bursary for BIPOC Students  
Interior Design 4th-Year Innovation Award  
Kelly Wright Memorial Award  
mform Construction Group Scholarship  
mform Construction Group 4th Year Scholarship  
Modern Always Award  
Richard van Wattingham Award  
School of Interior Design Year End Show Award  
Simantha McGugan Memorial Award (2nd Year)  
Susan Mole DIALOG Award

The G.L. Smith Planning & Design Award (4th Year)  
The Mercury Wood Scholarship (4th Year)  
The Steelcase Canada Sustainable Design Award  
Wayne Kelusky HOK Bursary  
Yabu Pushelberg Scholarship

## TRAVEL AWARDS

Ann Le Ber Travel Award  
Peter Rice Tribute Travelling Award (3rd Year)

## DESIGN FABRICATION ZONE

[Yabu Pushelberg Award for Innovation in Interior Design](#)

(separate application required)



# GET INVOLVED

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## WITHIN INTERIOR DESIGN AT THE CREATIVE SCHOOL

### [Interior Design Year End Show](#)

[@yesxsid](#)

Interior Design at The Creative School's Year End Show (YES) is an annual exhibition of students' works from all four years, showcasing a diverse range of projects and installations. As an eagerly anticipated industry and public event with over 1,500 attendees, the Year End Show becomes a platform for students to celebrate their accomplishments in design, create connections, and establish themselves within the evolving industry.

### [Interior Design Course Union](#)

[@sid\\_course\\_union](#)

By students, for students. The Course Union is composed of elected representatives from each year, as well as elected executives. Acting as liaisons between the student body, and faculty and staff, it strives to effectively voice the concerns and ideas of students; while helping to shape administrative and academic policy. The Student Course Union aims to facilitate the vibrant community culture within the School of Interior Design, through the administration of activities such as workshops, industry lectures, and networking socials. Ultimately, the Course Union assists with promoting education and awareness of the Interior Design profession.



# GET INVOLVED

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## WITHIN RYERSON

[Ryerson Student Union](#)

[Ryerson Communication & Design Society](#)

Student Publications:

[RAD Mag](#), [Kaleidoscope](#), [The Eyeopener](#), [The Ryersonian](#)

[Design Fabrication Zone](#)

[DMZ](#)

[The Creative School: Future Students](#)

## OUTSIDE RYERSON

Give your time to [Habitat for Humanity](#)

Become an [ARIDO Student Member](#)

Volunteer with the [Interior Design Show \(IDS\)](#)

Contribute to [Nuit Blanche](#)



# RESOURCES

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As you find your way around campus and settle into life at the School of Interior Design, you may find that your specific needs as a designer will influence the areas you frequent, be it in the Interior Design building, on campus or around the city of Toronto. This section serves as a location-based guide for the resources available around you.

## BOOKSTORES

[Ryerson Bookstore](#)

[Swipe Design](#)

[BMV Books](#)

[Discount Textbooks](#)

## PRINTING

[CopyRite](#)

[Omazzii](#)

[Sherwood Copy Centre](#)

## ART, DRAFTING & MISC. SUPPLIES

[Above Ground Art Supplies](#)

[Curry's Art Supplies](#)

[Gwartzman's Art Supplies](#)

[Dollarama](#)

## BUILDING MATERIALS

[Lee Valley Tools](#)

[Home Hardware](#)

[Metal Supermarket](#)

[Plastic World](#)

[Polytechnic Hardware Store](#)

## SAMPLES & SHOWROOMS

[Design Centre](#)

[Designers Walk](#)

[Dreschel Studio](#)

[Haworth Limited \(Furniture & Fabrics\)](#)

[Herman Miller Canada](#)

[Kiosk](#)

[Klaus by Nienkamper](#)

[Knoll \(Furniture & Fabrics\)](#)

[Artemide Lighting Showroom](#)

# WORKSHOP

## SID-109

**Access to the Workshop is limited during Covid-19 restrictions. Please refer to communication from the School for the most recent updates.**

Your 3D experiences are a vital part of the school's educational values. This facility is equipped to support your hands-on discovery of three-dimensional design solutions, structural analysis and materials. Knowledgeable staff will help you become familiar with the equipment and will support your design explorations. SID-109 includes the various work areas: Bench Room, Machine Room, Plaster Room, Clay Room and Digital Fabrication Area. Because of insurance and safety regulations, only registered Interior Design students have access to the Workshop during class hours. Student safety is a paramount concern of this workshop; consequently, privileges are dependent on the strict observance of the rules and regulations.

### A. Orientation

All new students and students returning after an absence of two years are required to participate in the Workshop orientation at the start of term, in order to attend classes.

### B. Access

During a scheduled class time, access to material sales, hand tool loans, machine and general Workshop use will be limited to students of that particular class. Other students will be allowed access upon permission of both the Workshop Technologist and the Professor. Scheduled students have absolute precedence over machines and staff resources. Non-scheduled students who prove to be disruptive may be asked to leave the workshop until the class is over.

A schedule of classes, material sales times and open hours will be posted at the beginning of each term. Workshop work areas are available only during supervised periods. From time-to-time arrangements can be made through the Technologist to use the work areas outside of class hours; however, a qualified instructor or technician must supervise the work areas.



# WORKSHOP

## SID-109

### C. Equipment

At all times, power equipment and tools must be used as directed by the instructor and/or Workshop staff. No student may use Workshop equipment without first having had an official orientation to the tools and the safety procedures. This regulation includes students who are direct entries and students visiting on exchange. When using the Workshop, please have your own measuring tape, an x-acto knife, and combination square. No equipment or tools of any nature may be removed from Workshop areas without permission of the Technologist.

### D. Safety

No person will work unsupervised in any work areas of the Workshop. Some equipment may only be operated by the technical staff or authorized faculty. Restricted facilities are identified in the Workshop. These include, but are not limited to the: joiner, planer, mitre saw, panel saw, lathe, router table, table saw and CNC cutter. Guards on machines must be used at all times. Safety goggles must be worn while operating any machinery and power tools. Goggles are available in the Workshop. Distracting conversations and activities in work areas are dangerous and must not take place. Running in the Workshop is not allowed. Similarly, the use of cell phones and electronic devices are not allowed in the machine room.

### E. Clothing and Accessories

The following rules concern appropriate Workshop apparel:

Long sleeves must be rolled up.

Neckties, scarves should be removed if possible, or tightly wrapped away.

Heavy or loose jewelry must be removed.

Long hair must be tied back.

Non-slip, closed-toe, flat shoes must be worn.

### F. Clean Up

All benches and machines must be cleaned immediately after use. Waste scrap must be kept away from the machine area at all times. Some materials are considered hazardous and must be disposed of in designated containers. It is your responsibility to be aware of the appropriate procedures.

### G. Purchasing of Materials

The School can save students considerable time and money by purchasing materials in bulk and selling them at cost. Students pay for materials with their OneCard. Please consult with the OneCard Office for any refunds or problems with your Card. A card reader is available in the Workshop. The School office and Workshop will not accept cash. A list of materials and their costs by the workshop office. The cost of materials is determined by the Technologist. No materials may be used or removed without prior payment unless this has been previously authorized.

# WORKSHOP SID-109

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## H. Lab Materials (Ancillary Fees)

Your lab materials fee partially offset the inherent costs of completing assignments. These materials include incidental supplies in the Workshop (glue, nails, connectors, sandpaper, finish, etc.).

## I. Responsibility

Under terms of The Employment Standards Act & Occupational Health & Safety Act, anyone may be required to vacate the Workshop area immediately at the discretion of the person in charge. Faculty and staff are immediately at the discretion of the person in charge. Faculty and staff are required to enforce all of the foregoing rules and regulations.

## J. In Case of Accident or Emergency

All accidents must be reported immediately to the technician or the faculty in charge and an accident report completed if required.

## K. Regulations for Digital Fabrication Equipment

The Workshop has digital fabrication equipment onsite to help realize student's projects, advanced models, and prototypes. (Located in SID-104).Tutorials for digital fabrication equipment will be available to students at the beginning of the semester. Any student/group wishing to work with equipment must schedule time with the Shop. Absolutely NO drop-in access. Students need to inform themselves before the use of digital fabrication equipment of which materials can be used (and are available in the shop) and which tools are available at the particular time. The Workshop computer cannot be used by students to do CAD work or edit CAD work. Students must arrive on time (for their CNC appointment). While a "job" is being cut on the CNC machine the student(s) MUST be present. Students are required to help with machine setup and are responsible for a complete clean up at the completion of the job. Technicians will: check the CAD drawing for compatibility with the RhinoCAM software; assist the student(s) in setting up the RhinoCAM file; supervise the CNC machine set-up; monitor the CNC machine during the work cycle.



# THE DESIGN + TECHNOLOGY LAB

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The Creative School Design + Technology Lab is a tech-focused workshop that supports creative research, curriculum, and entrepreneurship activities across all nine of The Creative Schools and Ryerson Zones. The Design + Technology Lab looks to disrupt and revolutionize the use of technology within the creative fields by leveraging digital fabrication, woodworking, metalworking, 3D printing, textile computing, AR/VR, and robotics.

The Service Bureau in the Design + Technology Lab supports prototyping for current students, faculty, and staff. Equipped with 3D Printing (FDM, SLA & SLS) and laser cutters, the Service Bureau plays a crucial role in transforming intangible digital files into physical realities for the thousands of patrons it serves annually. The Service Bureau branch of the Design + Technology Lab is a staff-operated output-driven entity. Please visit the Service Bureau tab on our website to learn more.

Instagram: [@designtechnologylab](https://www.instagram.com/designtechnologylab)

Web: <http://ryerson.ca/design-and-technology-lab>

Email: [designtechnologylab@ryerson.ca](mailto:designtechnologylab@ryerson.ca)





# DESIGN CENTRE SID-203

The Design Centre houses a comprehensive collection of interior product catalogues and materials related to the study and practice of interior design. The Centre also has a small reference collection of books and magazines. These may not be taken out of The Centre. Staffed by a Resource Specialist and student assistants, The Centre aids students with research regarding interior materials, furnishing and equipment; advice on FF&E project requirements; ordering special samples from manufacturers when warranted; keeping students apprised of innovative and sustainable interior materials and products; and coordinates informal information sessions for students.

## A. Hours

Access to the materials and computers in the Design Centre are restricted to the hours established and posted outside the Centre. Students interested in part-time work in the Design Centre should speak to [Monica Polo](#), Design Centre Resource Specialist, at the beginning of the school term or apply online.



# DESIGN CENTRE SID-203

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## B. Operation

Students should refer to the Ryerson Library for a much broader collection of periodicals and books about design and related subjects. As this is a working and up-to-date resource library, with the exception of the cutting area, this resource is for reference only. Students will not be allowed to remove or cut any of the current materials housed in this facility. Materials designated for cutting are clearly marked in the Centre. When in doubt whether a sample is for cutting, ask the staff.

Students entering the Design Centre will be required to leave their Ryerson OneCard with the Resource Specialist (or Designate). Students can then pick up a basket for their samples and when they have finished, and have shown that they have left the sample and work area clean, they can then reclaim their OneCard. Student users are responsible to clean up after themselves in the Centre including, but not limited to, reshelving library books and magazines, returning binders after use, returning samples to the designated places, disposing of leftover cuttings, etc.

All design Centre equipment (staplers, scissors, cutting boards, three-hole punches etc.) should be returned to their designated places. Students should be especially careful using pencils or markers on the work surfaces.

## C. Ordering Samples by Special Request

Students who want current samples are normally expected to initiate that request at the appropriate showroom themselves. If Design Centre staff time permits, students may from time to time request a special cut sheet or sample of a material critical for a project and not available elsewhere to students by advising the Centre staff member who will place an order. It is anticipated that it will take a minimum of 7 to 10 days to secure samples. Please keep this in mind with respect to project deadlines. Any deliveries that incur courier, brokerage or special shipping charges will be the financial responsibility of the student.

## D. Facilities Available

There are computers in the centre designated for research use. There is a photocopier with card reader, a scanner as well as a plotter is available in the Centre for student use.

# LAB KHW-063

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Students have 24 hour OneCard access to the **KHW-063** computer lab. However, please note that this space is shared with students throughout The Creative School. As such, The Creative School's CAD lab computers operate on a drop in first-come-first-served basis when the lab is not being used for classes.

It is advisable to check in advance to see what computers are available. Food and drinks are prohibited in The Creative School's labs. Labs will be under maintenance every Sunday.

## **Software/Devices Available:**

Adobe Creative Suite

Universal Font Type

Autodesk Suite and Plugins

Gerber Accumark

MS Office Suite

Rhinoceros

Vray, RhinoCam, Rhino Nest

Black and White Printer

Colour Printer

Scanner

# SCHOOL'S BYLAWS

**Access to the building and its facilities are limited during Covid-19 restrictions. Please refer to communication from the School for the most recent updates.**

The following section reflects how the School of Interior Design is organized, breaking down what is expected of students, staff and faculty through the Interior Design Academic Policy, the Interior Design Department Council Governance Bylaw and the Interior Design Course Union Constitution.

## **Inerior Design Academic Policy**

While the overall academic policy is set for the university by the Senate, each school or department is required to publish its own handbook and set out specific academic guidelines for its students. It is important that you also understand the policies in the **Ryerson University Full-Time Undergraduate Calendar**, the **Ryerson University Academic Consideration and Appeals Policy**, the **Student Guide** and the **Code of Student Conduct and Related Procedures**. You can find the above Ryerson policies and procedures at: [ryerson.ca/senate](https://ryerson.ca/senate) for policies and the calendar at [ryerson.ca](https://ryerson.ca).

## **A. Introduction**

1. Each student enrolled in the program MUST have a Ryerson email account. If you currently have an account it must be reactivated each year. Students are required to check their Ryerson emails frequently. Official communication from the University is sent via your Ryerson email account.

## **B. Student Conduct**

1. The School of Interior Design requires you to act in a manner consistent with and supportive of the educational objectives of the School and generally accepted principles of academic integrity. You are expected to exhibit a professional attitude toward your studies. You are further expected to conduct yourself in accordance with generally accepted standards of behaviour and in accordance with published university regulations and policies covering both academic and non-academic conduct, including [Ryerson's Academic Integrity Policy: Policy 60](#) and the [Student Code of Non-Academic Conduct: Policy 61](#).

2. In any course offered by the School of Interior Design, you must attend regularly and participate fully according to the course requirements.

3. You are expected to maintain good communication with your instructors. Keep a copy of all correspondence (e-mail or paper correspondence) and ensure it is dated.

4. It is a privilege to be allowed to work at the school after hours. Please do not violate this privilege. Do not harm the building and lessen its value as an environment for working and learning. Do not screw, nail, or otherwise modify the building without permission from the Interior Design office. Students who deface the building or its furnishings may face non-academic misconduct charges. In certain cases automatic penalties will be levied.

# SCHOOL'S BYLAWS

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5. Access to the building after hours and on weekends is by the Ryerson One Card. The One card will allow students 24 hours/7 days a week access to the building, with the exception of statutory holidays. Your One Card will not work during the spring/summer terms. The One Card can be obtained by an online application at [ryerson.ca/onecard](https://ryerson.ca/onecard). The One Card also gives you limited access to the computer lab in KHW-063.

## C. Studio Regulations

1. The second and third floor studio spaces are dedicated to studio courses. Failure to use the booth for designated sprays/materials is regarded as non-academic misconduct as it poses a health hazard and is willful destruction of property. Non-studio areas may not be used without written approval from the faculty member in charge. Students must remove their work after pin-ups or presentation and leave the studio and classrooms in good working order.

2. It is your responsibility to ensure that your area is kept tidy throughout the academic year. It is important that you maintain a safe, clean, and proactive working environment: failure to do so will be regarded as non-academic misconduct. Students are requested to recycle materials whenever possible and to put these materials into the appropriate containers. Indicated areas within the studio will assist in recycling.

3. Students going on exchange should ensure that their lockers are cleared before leaving and return their keys, as they will be used by visiting exchange students.

4. A telephone is provided for your use on the second floor in the Design Centre. It is directly linked to security. Dial "80" for emergencies.

5. In scheduled classrooms and workshops, you may not work on projects for other courses. If you persist in working on projects other than those scheduled, faculty members and technical staff may ask you to vacate the premises for the duration of that class.

6. In shared facility spaces such as breakout rooms and lecture spaces,, your behaviour must be appropriate during these times. If you are disruptive, faculty may ask you to leave or may call Ryerson Community Safety & Security. You may not move the furniture on this floor without faculty permission. If you are given permission, please ensure that you return these spaces to the initial layout when you leave. No cutting on drafting tables or use of hot glue guns or markers on any inappropriate surface is allowed without protective covering to the work surface. An automatic fine will be levied and in addition, students may have to replace the damaged work surface.

7. You may not play audio in the studio or classrooms while any class is in session. As the 2nd floor studio adjoins the Design Centre during the day, remember that this is an area for study and research. After 6:00 p.m. do not play any audio loudly as Continuing Education classes may be in progress. The use of earphones is recommended.

# SCHOOL'S BYLAWS

## D. Audio Visual Equipment and Computers

1. You are not allowed to use any school office equipment (i.e., telephones, faxes, photocopier, laptops, and projectors). The exception to this policy is the use of designated equipment in the Design Centre.

2. You may also not use any of the school's AV equipment; you must book AV equipment required for your presentations ahead of time from the Ryerson Media Centre with your OneCard. It is located at KHE-227.

4. Rules for computer use:

Only Interior Design students are permitted to use the school's computers unless authorized by faculty.

Do not obtain or use someone else's password.

Do not help someone gain unauthorized access to Ryerson's computers or networks.

Do not attempt to gain access to files and resources to which you have not been given permission.

Do not make copies of other peoples' files without their knowledge and consent.

Do not steal, vandalize or obstruct proper use of computing equipment, facilities, or documentation.

Do not bring food or beverages near computers.

Do not copy any application, network or system software products that are on University owned systems for your own personal use.

## E. Academic and Non-Academic Concerns

1. If you are uncertain or confused and need advice; if you are upset and need an attentive ear; if you are frustrated or angry and need something explained or rectified; or if you merely need to talk, there are a number of things you can do to ensure prompt attention to your problems or concerns by following these steps sequentially:

Step 1: If you have concerns pertaining to a specific course, you are urged to address these issues with the appropriate instructor at the earliest possible date.

Step 2: If the issues are not resolved, speak with the Course Coordinator.

Step 3: Finally, if further discussion is needed, go to the Associate Chair or Chair (other concerns). Book appointments through the Communications Coordinator.

As well, the following are there for advice:

Academic Coordinator (Jeanine Webster)

Student Course Union Class Representative

RSU Office (Ryerson Students Union)

Office of the Ombudsperson, Oakham House



# SCHOOL'S BYLAWS

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2. If you would like to schedule an appointment with Jeanine Webster, Academic Coordinator, you can do so by clicking this Office Hours Calendar [Link](#) (also found at the bottom of Jeanine's email signature). Please be sure to include your student number and the reason for the appointment in the description. If you are not able to make these hours, please send Jeanine an email and to schedule something individually.

3. General curricular issues or program operational matters should be brought to the attention of your Course Coordinators.

4. Queries or concerns about School-wide policies or procedures should be addressed to the Associate Chair.

5. You may wish to discuss a concern (of a non-personal nature) with your class representative who has the responsibility for voicing collective concerns to the appropriate faculty.

6. Meetings of the School's Departmental Council are an appropriate forum for discussing concerns. Through your class representative or the Council Chair, you are welcome either to request a meeting of the Council or to propose that an item be added to the agenda of the next meeting. You are also encouraged to attend Town Hall meetings (all-school meetings) or join the school's special committees.

7. If you are experiencing personal problems of a non-academic nature, you may wish to seek the assistance of the Centre for Student Development and Counselling or the other services offered through Student Learning Support.

8. The School observes the Ryerson University policies and procedures pertaining to students with disabilities. Details are available at: [ryerson.ca/studentlearningsupport](https://ryerson.ca/studentlearningsupport). It is important that you contact the Student Learning Support area as soon as possible during your academic career so that the appropriate steps may be taken to facilitate your success.

9. Also consult the section on appeals that follows.

## **F. Course Management Policy**

1. Ryerson University's Policy 166 (The Course Management Policy) can be found at [ryerson.ca/senate/current/pol145.pdf](https://ryerson.ca/senate/current/pol145.pdf). In the policy you will find details of what should be included in a course outline including a statement of learning objectives, course methodologies and procedures, an evaluation scheme outline of the course assignments and a schedule of the term's work.

## **G. Faculty Counselling Hours**

1. All faculty members post their office hours in their course outline or D2L course shell for academic counselling. If your timetable conflicts with the posted hours, please contact the faculty member. Check your course outlines, this handbook, and D2L for more contact information.

2. Counselling hours are not designed for individual private tutorials or as make-up classes.

# SCHOOL'S BYLAWS

## H. Grading

1. Academic performance will be administered with a numeric grade as per Ryerson's official grading system:

<https://www.ryerson.ca/registrar/grading/>

2. Throughout the year you will receive marks for your projects. Check the course outline for the weighting of individual assignments and tests.

These will also be reflected on your course's D2L site.

3. Your term-end grades are accessible by visiting the RAMSS web site and will be converted to Ryerson's GPA system. The RAMSS web site is: [my.ryerson.ca](http://my.ryerson.ca). Please make note of the day that they are available on-line. Faculty cannot give out your final course grade. This information comes from the Registrar.

4. If your performance in a course is below "1.67" (C-) at the end of the Fall Term, you are strongly advised to seek counselling with your course instructor or Year Coordinator. The Calendar explains academic probationary status. Check the [Ryerson Calendar](#) carefully for course prerequisites. Failure in certain courses will prevent you from taking a full program. Students should be aware of the liberal studies "restriction" for our program.

5. If you graduate with an overall cumulative grade point average of 3.50 or higher, you will graduate "with Honours" and will have this academic distinction recorded on your transcript.

6. The Dean's List is established to recognize outstanding and consistent academic performance for any full time day student in each year of the program provided the student meets the following criteria: you must be registered in not less than 80% of the normal full load (total course hours) averaged between terms in that academic year; you must achieve a minimum of 3.50 GPA (including electives); you must not be repeating any failed course; you must not have violated the [Code of Student Conduct](#) and related procedures.

7. Certain classes will assign grades for attendance at lectures and field trips outside the regular class schedule. Students will be required to provide proof of attendance.

## I. Student Work

1. All elements of work submitted for grading must be identified with project title, your name, course, Ryerson University, The School Interior Design and date. This information is usually required on the front of each document/work. For any work chosen for exhibition, competition or display, location of this information is as requested by the competition. See the individual course outlines for exact details.

2. Assignments and tests submitted for course credit will be entirely the product of your individual effort, except in the case of team assignments arranged and approved by the instructor. (Refer to the [Ryerson Student Academic Integrity Policy](#) for definitions, procedures and penalties).

# SCHOOL'S BYLAWS

3. Group work is an integral part of the program. Faculty members are not responsible for negotiating group interactions although they should be consulted if serious problems arise.

## J. Submissions

1. No project/assignments will be accepted at the School's office. No member of the School's staff may serve as a course instructor designate for submissions unless previously arranged between the Chair and the office staff in emergency situations.

2. A "submission" is an assignment, project or test submitted, complete or unfinished, when and where it is due. Partially completed work should still be handed in. A percentage deduction will be applied, as determined by the "late submission" policy, see #6 below. Even students who for medical or compassionate reasons are unable to complete the assignment on time, should hand in all work finished up to that point.

3. Projects must be submitted to the location and times specified; (i.e. to the course instructor/designate faculty office, or in a location convenient to both the course instructor and student.)

4. You may be able to submit your work prior to the due date and time by establishing with your instructor(s), a mutually agreeable date and time.

5. A "late submission" is a project/assignment or test submitted after the deadline date and time and will be subject to the Late Policy, see #6.

6. Interior Design Late Policy: late submissions will be subjected to a whole letter grade deduction for every 24 hours from the day/time the assignment is due until the project is handed in. Hand-in times are specified by the instructor in the course outline and on assignments sheets.

7. Projects will only be considered for acceptance after the due date for medical or compassionate reasons.

Students are required to complete an 'Academic Considerations Form and attach supporting documentation, such as the Ryerson Student Medical Certificate (for personal medical absences) or letter and other documentation for absences based on compassionate grounds.

The Academic Consideration Form can be found on the following Ryerson website: [ryerson.ca/content/dam/senate/forms/academic\\_consideration\\_document\\_submission.pdf](https://www.ryerson.ca/content/dam/senate/forms/academic_consideration_document_submission.pdf).

The Ryerson Student Medical Certificate can be found on the following Ryerson website: [ryerson.ca/surp/documents/medical.pdf](https://www.ryerson.ca/surp/documents/medical.pdf).

8. You must take every effort to inform the instructor(s) on or before the due date that you will not be submitting your work. You should notify the faculty member in charge of the class at least 24 hours before the deadline via email

# SCHOOL'S BYLAWS

correspondence. If your absence conflicts with the due date, complete the Academic Consideration Form on the day of your return and submit the form with the appropriate documentation directly to Jeanine Webster, Academic Coordinator. Again, communicate to your instructor (e-mail) that you will not be submitting your work and why. Students must have their health care provider complete the official Ryerson Student Medical Certificate form as Doctor's notes will not be accepted.

9. If you receive an INC (incomplete) as a final mark in a course as a result of medical or compassionate reasons, you must submit the incomplete work no later than three months after the submission of the INC grade.

Failure to clear the grade in the required time frame will result in the INC grade becoming a grade of F (Failed).

10. Computer failures or printing problems are not considered reasons for late hand-ins, extensions or grounds for a compassionate review. Students in this position should hand in a digital copy of their work or a small scale print out at submission time. It will then be assessed as an incomplete submission. (See J2) Students will not be permitted to subsequently present their work.

11. Extra workshop assistance will not be automatically provided for students who need to submit their work after the project deadline.

## K. Religious Observances

The School follows the Ryerson University Senate policy on Accommodation of Student Religious, Aboriginal and Spiritual Observance.

Details including the Student Declaration of Religious Accommodation Form can be found at: [ryerson.ca/senate/current/pol150.pdf](http://ryerson.ca/senate/current/pol150.pdf). Requests for accommodation should be made within the first two weeks of class; but no later than two weeks prior to any accommodation in question. School Coordinators may vary this policy in special conditions such as presentations to external examiners, or for competitions.

## L. Return of Projects/Assignments

1. The course instructor will strive to return all evaluated or graded projects and assignments in a timely manner. Usually this is within 10 working days, unless other arrangements are written into the project and assignment outline.

2. Your project/assignments will be returned and coordinated with the evaluation/grade sheets.

3. Students will be responsible for the removal of all projects from the classrooms and studios once they have been graded and returned. At the end of the term, students will be required to claim and remove any projects left at the school. The only exception to this rule will be if a course instructor has held the project for special circumstances, such as display or competition purposes.

# SCHOOL'S BYLAWS

4. Failed projects/assignments must be reviewed and discussed with your course instructor. It is your responsibility to set up an appointment during office hours. Failed projects may not be exhibited at the school's Year End Show.

5. Students' work may be retained and utilized for a variety of situations, including but not limited to exhibitions, accreditation reviews, competitions and industry conferences. If you do not wish for your work to be included, please inform your instructor in writing prior to the end of term.

## M. Appeals

Ryerson University's official Appeals Policy and Procedures (Policy #134) are available online: [ryerson.ca/senate/policies](https://www.ryerson.ca/senate/policies). Appeals for courses in the School of Interior Design are to be handed in to the Academic Coordinator and will normally be adjudicated by the Associate Chair, Academic. Students wishing to appeal should be aware that the deadline for appealing a grade or academic standing to the department or school is published in the Undergraduate Calendar, in the Student Guide and on the Ryerson website for each academic year. You should be sure that you are filing within this deadline, and enter that date on the form. Appeals in other courses need to be handed into those specific departments.

### 1. Informal Appeals – During the term

If you have a problem with a grade, or require clarification of a grade received for a project or test, you must personally contact your instructor

who has graded the work and ask for a meeting to discuss the grade immediately after receiving the grade. Please make sure you date all correspondence. You cannot request a review of your mark beyond ten working days after the grades were returned. If you are not satisfied with the result of a discussion with your instructor, the next step will be to talk to the Associate Chair or Chair (see section 2.17.1). Then if you are still not satisfied, please consult the official Ryerson University Appeals Policy for further direction.

### 2. Formal Appeals

You may only formally appeal your final course grade or your academic standing at the end of the school term, after you have received your grade report from the Registrar. See the Ryerson Student Guide for the full appeals procedure and grounds for appeal. Appeal forms can be found at: <https://www.ryerson.ca/studentguide/appeals/>

## N. Orientation

Course and Year orientations usually take place during the week preceding the beginning of classes or during the first week of classes. Students are obliged to attend if an applicable orientation is scheduled.

# COURSE UNION BYLAWS

## A. Purpose

The School of Interior Design's Student Council purpose shall be to serve the full and part-time students in the degree program of the School of Interior Design.

## B. Structure

1. The School of Interior Design's Student Council Executive shall be comprised of:

President

Vice Presidents

Treasurer/Professional Liaison (ARIDO Representative)

Secretary

RSU Representative

YES Committee Chair

Year Representative (from each year)

2. Elections for all of these positions are to be held in the April of the previous year, with the exception of the first year representatives who are selected in the fall term.

## C. Aims and Objectives

1. To become a vehicle for communication and affiliation between all students of the School.

2. To contribute to the unification of the School's student body through social events, mentor programmes and other activities; and to contribute to communication and awareness between interior design students and professionals at the academic level:

2.1 through the Year End Show and other exhibits;

2.2 through communication and affiliation with professional organizations including exchange of information and active participation where available;

3. to make a contribution to the quality of interior design education within a student capacity:

3.1 by taking an active role in curriculum and course development; and

3.2 through ARIDO, CSID and CIDA, assisting the development of new programs and courses.

4. to assist in projecting an accurate public image and awareness of the interior design profession by:

4.1 increasing, on a student level, the awareness of interior design and related education issues to: current students, potential students, educators on all levels, government, and the general public.

4.2 striving to maintain a high level of professionalism as student representatives of the interior design profession;



# COURSE UNION BYLAWS

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4.3 being a liaison agency between the School of Interior Design's student body and the rest of the university through RSU, news & information releases, and exhibits & social events.

## D. Titles

1.1 President shall: be the chief executive officer of the Student Course Union, act as chair for all Student Course Union meetings, and represent the student body at any events, act as liaison between Student Course Union and the School's Departmental Council.

1.2 Vice President shall: assist and support the President of the Student Course Union, act as liaison between Student Course Union and the School's Departmental Council, substitute for the President when required for Student Course Union events, and represent the President when they are unavailable at the School's Departmental Council meetings.

1.3 Treasurer shall: establish and maintain accurate ledgers and records of all transactions, be responsible for the collection and disbursement of Student Course Union funds, be an active member of the Ways and Means Committee, and bank all monies and pay all bills promptly.

1.4 RSU Representative shall: act as liaison between Student Course Union and RSU, actively participate in RSU matters that pertain to the School, and attend RSU meetings.

1.5 Professional Liaison shall: organize and promote industry affiliation with the School and help host an ongoing lecture series, act as a liaison between council and ARIDO and other professional organizations, attend ARIDO education committee meetings, sit and have a vote in the National Council of CSID, be the chair of the CSID and Ryerson Chapter Committee.

1.6 Secretary shall: take and transcribe meeting minutes and maintain an accurate journal of these recordings, and conveys student concerns and ideas in response to posting of minutes.

1.7 Year Representatives shall: be the liaison between the Year Coordinator and the year students, and be the liaison between students of that year and both Student Course Union and the School's Departmental Council.

## E. Committees

1.1 Studio Life Committee shall organize all parties and social events, take a leadership role in increasing school spirit, and be responsible for any other social activity. It shall act as the umbrella committee for all other school committees, excepting the Year End Show committee.

1.2 Ways & Means Committee shall be responsible for fundraising, have the Treasurer be an active member and work with the Social Committee in fundraising activities.

# COURSE UNION BYLAWS

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## PRC Student Subcommittees

For any questions or concerns related to the SWR Student Committee or the MWM Student Committee, please reach out to your course union representatives.

## Interior Design Studio Wellness and Resources (SWR) Student Committee

### Rationale

The SWR Student Committee emerges as a student platform to further transition many of the SCU's former duties, engagement, and role in student life to the PRC (ex: assigning studio desks, studio move-in/move-out). In addition to allowing for a better understanding of the student body's needs and concerns, this student-led initiative responds to their desire to have more agency over the space they call home. This SWR Student Committee will focus on items relating to the physical studio spaces which immediately impact student life at the School of Interior Design. This group will respond to the need within Interior Design at The Creative School for students to take ownership of their spaces with a structure that is both supported and advised by faculty. This Committee will have one faculty advisor to oversee and guide the initiative and act as a liaison to the overarching PRC committee.

### Composition

The SWR Student Committee will have a target membership of 5-8 members which includes a Student Chair, a Faculty Advisor from the PRC committee and at least one Student Representative from each year. Applications for remaining SWR Committee members positions will occur at the start of the F2020 term. The Student Chair shall also act as SWR Representative on the SCU and the Interior Design Department Committee as one of the already designated Course Union seats. Issues relating to the SWR Committee raised at CU and Department Council/PRC Committee meetings, will be discussed for further development at SWR Committee meetings. The SWR Committee shall have at least one full Committee meeting per month with additional micro-meetings as necessary for the development of action items. The Faculty Advisor shall be in attendance at all full Committee meetings. Further, all SWR Committee members who are in positions held on Departmental Council shall be in attendance at all PRC Committee meetings. Once per semester, any SWR Committee member can call for an SWR Committee meeting, with the attendance of the PRC Committee and Department Chair.

# COURSE UNION BYLAWS

## Material and Waste Management (MWM) Student Committee

### Rationale

The MWM emerges as a student driven mission to support Interior Design students and faculty in making sustainability a priority within the Interior Design studio. In the 2021-22 semester, our objective is to implement an improved waste management system throughout the studio and educate our community about best practices with materials.

This would include:

1. A material storage system which can be utilized by the Workshop, FabLab and Students for sheet and other materials that are no longer wanted by the original owner/distributor.
2. Best practice for sheet materials in the form of permanent posters or How to Videos
3. FAQ Poster to help answer questions on how to use this new system and all waste related systems within the Interior Design building.

This comes from two years of observation in seeing the waste created by studio culture. In addition, a survey was deployed to students and faculty in the spring of 2019 and results showed the top priorities were a collective interest in reducing our waste production, and better management of our waste.

### Composition

Target Membership: 4 members

- Elected Student chair
- One faculty advisor from the PRC committee
- Two Associate Members

# DEPARTMENT COUNCIL GOVERNANCE

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1.3 Resource Committee will work with the Design Centre for the acquisition of materials and product information for the sample area, and be responsible for the maintenance and currency of the sample area.

1.4 Yearbook Committee shall be responsible for the creation of a yearbook.

1.5 Year-End Show Committee shall be responsible for the year-end show in consultation with faculty, and be responsible for assisting with any other student exhibitions during the year.

1.7 Sustainability Committee will put emphasis on environmental change in program courses, and raise awareness of environmental issues, specifically material impact on the environment.

## 1.0 Purpose

1.1 The purpose of the School of Interior Design's Departmental Council is to develop and recommend policy relevant to the School within the context of Ryerson University, particularly in the area of curriculum and course development, budgetary planning and physical resources.

## 2.0 Membership

2.1 The voting membership of this Departmental Council shall be: 2.1.1 All Ryerson Faculty Association (RFA) members and administrators in the School;

2.1.2 One member elected by and from the part time and sessional instructors in the School, contracted for any part of the academic year, within the first two weeks of the fall term and for a one year term on Council beginning immediately;

2.1.3 Students, elected by and from the students in the Department/School program(s), in a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the D/SC, as specified in the D/SC bylaw.

2.1.4 Four full time students, one elected in April by and from each of the 2nd, 3rd and 4th years for a one-year term on Council and one elected in the first two weeks of the fall term by and from the 1st year for a one-year term on Council;

2.1.5 One full time student from the School of Interior Design representing RSU, elected for a one year term on Council.

# DEPARTMENT COUNCIL GOVERNANCE

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## 3.0 Officers of Council

3.1 Annually, at its first meeting in September, the Council shall elect for a one year term of office:

3.1.1 A Chair, who shall be a regular faculty member of the School, excluding the program Chair. The program Chair will be ex-officio member of all standing and ad-hoc committees;

3.1.2 Optional if required, a Vice-Chair, who shall be any voting member of Council; and

3.1.3 Chairs for the standing committees of Curriculum and Course Development, Budgetary Planning, Physical Resources and Continuing Education who shall be any voting member of Council.

## 4.0 Resignations

4.1 In the case of a member resigning from the Council or withdrawing from full time studies in the program, the Chair of the Council shall appoint a replacement from the same constituency for the remainder of the resigned member's term on Council.

## 5.0 Committees

5.1 Annually at its first meeting in September, after the election of the officers and committee chairs, the Council shall appoint the members of the Standing Committees for a one year term.

5.2 Each Standing Committee shall have at least three members, including ex-officio members, who are members of the Council.

5.3 Faculty and student membership for each committee shall reflect the membership proportions for the full Council.

5.4 The Council may appoint ad-hoc committees at its discretion. These committees shall have specific mandates and defined life spans.

## 6.0 Meetings

6.1 Meetings may be called at any time by the Council Chair, but at least one full Council meeting must be held each term.

6.2 Normally there shall be four full council meetings a year.

6.3 For regular meetings, the notice of meeting, agenda and formal motions shall be distributed to all members one week before the meeting.

# DEPARTMENT COUNCIL GOVERNANCE

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6.4 Any three members of Council shall have the right to call an emergency meeting with 48 hours notice. The agenda and formal motions may be given out at the meeting.

6.5 Other interested persons may, by invitation of the Council Chair, participate in a meeting but will not have the right to vote.

6.6 All Council and Committee meetings shall be open.

## **7.0 Quorum**

7.1 The quorum for a Council meeting shall be not fewer than 50% of the full membership.

7.2 The quorum for a Council's sub-committee shall be three members including the Committee Chair.

## **8.0 Agenda for Full Meetings**

8.1 The agenda shall include:

8.1.1 attendance

8.1.2 approval of the minutes of the previous meeting

8.1.3 business arising from the minutes



# DIRECTORY

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## [School of Interior Design](#)

302 Church Street, (SID)

**Main & Administrative Office, SID-107**

[interiordesign@ryerson.ca](mailto:interiordesign@ryerson.ca)

Monday to Friday 9:00 am - 5:00 pm

Excluding dates listed on the [Ryerson Holiday Schedule](#).

## [Academic Advising Office, SID-101](#)

Students meeting with Jeanine Webster, Academic

Coordinator are advised to book an appointment via her office's

[appointment sheet](#).

## [Workshop, SID-109; Design Centre, SID-203](#)

Schedule is posted each term on their respective doors.

## **Faculty Counselling Hours**

See course outlines and posting outside individual office doors.

## **Chair & Associate Chairs**

Consult the main office for appointments.

## **Student Security**

The SID building is locked on statutory holidays. See the [Ryerson 2021](#)

[Holiday Schedule](#) for the complete list. Students must use their OneCard to access the building on weekends and evenings. Doors are not to be propped open under any circumstances.

## [Ryerson University Service Hub](#)

## [Facilities Management & Development](#)

## [Community Security & Safety](#)