

# Handbook 2019

DEPARTMENT OF INTERIOR DESIGN  
UNIVERSITY OF MANITOBA

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## INTRODUCTION

Welcome to the Department of Interior Design. This handbook is meant to familiarize students with the operations of the Department. Potential applicants to the MID programs may also find this handbook useful. The ID Handbook is an accompaniment to the University of Manitoba Undergraduate Calendar, Faculty of Graduate Studies Regulations and the Department of Interior Design Supplemental Regulations.

As one of four Departments in the Faculty of Architecture, the Department of Interior Design is responsible for the First-Professional and Post-Professional Master of Interior Design (MID) programs. Our Department also delivers the Interior Environment Option (EVIE) for students in the Bachelor of Environmental Design program. Finally, we offer a Pre-Master program for students who require additional course work to qualify for our First-Professional Master of Interior Design program.

## PROGRAMS

***Interior Environment Option (EVIE)*** is part of a four-year interdisciplinary program that is offered in the Faculty of Architecture. Graduates from the Interior Environment Option receive a Bachelor of Environmental Design (B.Env.D.) This is a non-professional; non-accredited program meant to prepare students for further study in Interior Design or employment as design assistants. Visit the Faculty of Architecture website to learn more about the B.Env.D. Program at

[http://umanitoba.ca/faculties/architecture/programs/edesign/about\\_ED.html](http://umanitoba.ca/faculties/architecture/programs/edesign/about_ED.html)

The **Pre-Masters program (PM)** prepares students for application to the Master of Interior Design program. Students in the Pre-Master program are normally required to complete 30-36 credit hours (two terms) of coursework. Students are eligible to apply to the Master's program after two terms of study. The Admissions Committee reviews the applications and makes an assessment of a student's academic performance and design ability. Based on that assessment, the Department may require a student to complete a third term of Pre-Masters study.

In instances where students can adequately demonstrate proficiency in any Pre-Masters course, through academic achievement and/or demonstrable work, students may challenge a course for advanced standing within the pre-Master's program. The Department will consider these situations on a case-by-case basis.

To learn more about the Pre-Masters program visit the website at

[http://umanitoba.ca/faculties/architecture/media/ID\\_2018\\_2019\\_PM\\_OverviewPortfolioInfo\\_Oct2018.pdf](http://umanitoba.ca/faculties/architecture/media/ID_2018_2019_PM_OverviewPortfolioInfo_Oct2018.pdf)

## **Master of Interior Design (MID)**

There are two streams within the *Master of Interior Design* program offered at the University of Manitoba: first-professional and a post-professional.

**The *First-Professional Master of Interior Design (MID)*** is directed towards those who hold a bachelor degree in design and would like to further their education with a professional interior design degree. MID graduates are qualified to work nationally and internationally at the forefront of their profession with a skill-set that includes strategic thinking, entrepreneurship, research and environmentally responsible design. Upon completion of coursework, students complete a comprehensive design project called a Practicum.

**The *First-Professional Master of Interior Design (MID)*** program is accredited by the Council for Interior Design Accreditation (CIDA). Graduates usually proceed to certification from the National Council of Interior Design Qualification (NCIDQ) and membership in a professional interior design association. This program requires a minimum of two to two and half calendar years of full-time study to complete.

**The *Post-Professional Master of Interior Design (MID)*** is directed to students who hold an accredited, first-professional degree in Interior Design from a recognized institution. The program has a research orientation and is intended to further knowledge in specific areas of the discipline. In addition to required courses, students are required to complete a formal thesis on a chosen topic. The Post- Professional program requires a minimum of one and a half years of full-time study to complete.

To read an overview on MID Practicum and Thesis projects, visit our website at <http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html>

To see examples of MID Practicum and Thesis projects, visit our website at [http://umanitoba.ca/faculties/architecture/programs/intdesign/mid\\_practicum\\_and\\_thesis\\_projects.html](http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html)

## PROGRAM COURSE REQUIREMENTS

### Interior Environment Option, Environmental Design Year 3

Course #	Course Name	Credit Hours
EVIE 3008	Interior Design Studio 3.1	6
EVIE 3002	History and Theory of Interior Design I	3
EVIE 3004	Materials, Assemblies and Detailing	3
EVIE 3006	Interior Design Media	3
EVIE 3010	Interior Design Studio 3.2	6
EVIE 3012	Interior Light and Colour	3
EVIE 3014	Human Factors	3
EVIE 400 <u>6</u>	Design Methods and Processes	3
EVIE 3016	Topical Seminar (or Elective)	3
<b>Total Credit Hours: Interior Environments, ED3</b>		<b>33</b>

### Interior Environment Option Environmental Design Year 4

Course #	Course Name	Credit Hours
EVIE 4010	Interior Design Studio 4.1	6
EVIE 4002	Indoor Systems	3
EVIE 4000	History and Theory of Interior Design 2	3
EVIE 4008	Digital Media (Intermediate AutoCAD)	3
EVIE 4012	Interior Design Studio 4.2	6
EVIE 4004	Indoor Systems 2	3
EVIE 4014	Advanced Digital Media	3
EVIE 3016	Topical Seminar (or elective)	3
	Elective	3
<b>Total Credit Hours: Interior Environments, ED4</b>		<b>33</b>

Advice on registration and other program-related issues can be obtained from the Undergraduate Student Adviser, Carrie Johnson ([Carrie.Johnson@umanitoba.ca](mailto:Carrie.Johnson@umanitoba.ca)) or 204-474-9566.

## Pre-Master Interior Design

Course #	Course Name	Credit Hours
EVIE 3008	Interior Design Studio 3.1	6
EVIE 3004	Materials, Assemblies and Detailing	3
EVIE 3002	History/Theory of Interior Design I	3
EVIE 4002	Indoor Systems 1	3
EVIE 3010	Interior Design Studio 3.2	6
EVIE 3006	Interior Design Media	3
EVIE 4004	Indoor Systems 2	3
EVIE 4008	Digital Media	3
EV IE 3012	Interior Light and Colour	3
EVIE 3014	Human Factors	
<b>Total Credit: Typical Pre-Master Program of Study</b>		<b>36</b>

\*Up to 30 additional credits (a third term) may be required

Note: for updated schedules and course descriptions for the Masters and Pre- masters programs visit our website at

[http://umanitoba.ca/faculties/architecture/programs/intdesign/ID\\_courses.html](http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_courses.html)

Advice on registration and other program-related issues can be obtained from the Graduate Student Adviser, Yvonne Halden ([yvonne.halden@umanitoba.ca](mailto:yvonne.halden@umanitoba.ca) or 204 474 8769).

## First-Professional Master of Interior Design

Course #	Course Name	Credit Hours
<b>Year 1</b>		
GRAD 7500	Academic Integrity Tutorial	0
IDES 7180	Theory Seminar 1	3
IDES 7200	Masters Studio 1	6
IDES 7210	Masters Studio 2	6
IDES 7240	Sensory Technology 5	3
IDES 7280	Advanced Topics in Contemporary Design	3
IDES 7290	Work Experience Program (winter/summer)	0
IDES 7000	Design Research Methods	3
<b>Year 2</b>		
IDES 7250	Professionalism and Practice	3
IDES 7190	Theory Seminar 2	3
IDES 7220	Masters Studio 3	6
IDES 7230	Sensory Technology 4	3
IDES 7050	Graduate Seminar (Pass/Fail)	3
GRAD 7030	Practicum Project	0
	Electives (to be taken during the first 2 years of study, Advisor approval required)	6
<b>Total Credit Hours: Mid One &amp; Two</b>		<b>48</b>

## Post-Professional Master of Interior Design Year 1 & 2

Course #	Course Name	Credit Hours
GRAD 7500	Academic Integrity Tutorial	0
IDES 7170	Design Research Methods	3
IDES 7180	Theory Seminar 1	3
IDES 7190	Theory Seminar 2	3
IDES 7280	Advanced Topics in Contemporary Design	3
GRAD 7000	Thesis	
	Electives (Advisor Approval Required)	9
<b>Total Credit Hours: Post Professional MID</b>		<b>21</b>



## ACCESS POINTS TO PROGRAMS

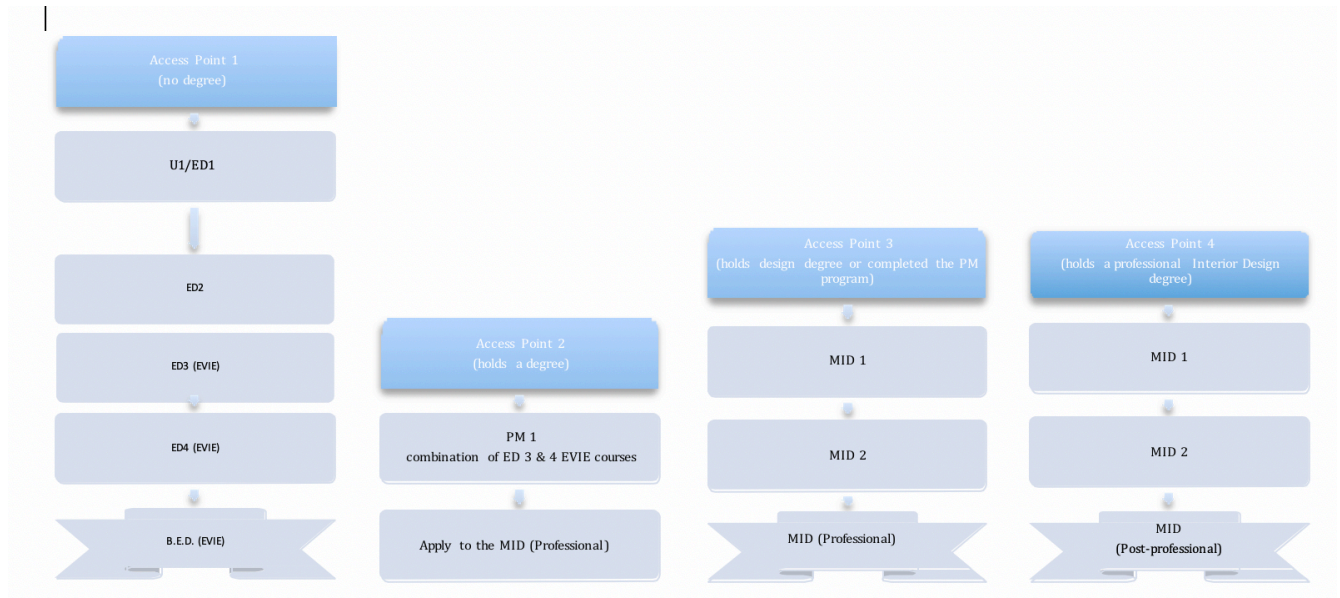


Image 1 – Department of Interior Design Paths of Study and Access Points

There are four “access points” to our various programs (Image 1). Access point 1 is the normal entry point for students with no prior post-secondary education. After two years of study in the Environmental Design program, students can apply to the Interior Environments Option (EVIE).

Access point 2, or the Pre-Masters entry point, is for students who hold a bachelor degree in a discipline other than interior design, environmental design or architecture. Students in this program complete a combination of courses from the Interior Environment Option years (ED 3 and ED4) before applying to the MID first professional program.

Access point 3 is the normal entry point into the First-Professional MID for students who hold a post-secondary degree in interior design or equivalent.

Access point 4 is the entry point for the Post- Professional MID program.

## OPERATION OF THE DEPARTMENT

### Admission

For information on our PM MID admissions, application requirements, and deadlines please refer to our website at

[http://umanitoba.ca/faculties/architecture/programs/intdesign/ID\\_admissions.html](http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_admissions.html)

### Registration

To become familiar with the University of Manitoba Graduate Calendar and Registration Guide, visit the website at <http://umanitoba.ca/student/records/registration/index.html>



**Communication**

All students must set up a U of M computer account (called the UMnetID). This account provides students with a U of M e-mail address, access to the wireless network, computer labs, printing, and other online services. Instructions for creating an UMnetID can be found at

<http://www.umanitoba.ca/computing/ist/accounts/claimid.html>

All official correspondence will only be sent to a U of M e-mail address. It is the student's responsibility to monitor and maintain this account.

**Funding**

For information on funding opportunities, visit the Faculty website at

<http://umanitoba.ca/faculties/architecture/award/index.html>

For funding opportunities that are specifically for students in the Department of Interior Design, please visit

<http://umanitoba.ca/faculties/architecture/award/awardsdatabase.html>

## **ACADEMIC & ADMINISTRATIVE STAFF**

### **Full-time Academics**

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Tijen Roshko B.Sc., B.I.D., M.Sc., NCIDQ Associate Professor  
316 John A. Russell Building  
204-474-6923  
[Tijen.Roshko@umanitoba.ca](mailto:Tijen.Roshko@umanitoba.ca)

### **Faculty Profiles**

[http://umanitoba.ca/faculties/architecture/facstaff/faclist/ID\\_academic\\_staff\\_list.html](http://umanitoba.ca/faculties/architecture/facstaff/faclist/ID_academic_staff_list.html)

## **Administrative Staff**

For contact information for our Administrative Staff, please visit the website at [http://umanitoba.ca/faculties/architecture/facstaff/admin\\_list.html](http://umanitoba.ca/faculties/architecture/facstaff/admin_list.html)

## **ROLES IN THE DEPARTMENT**

### **Department Head**

The Department Head is responsible for the administration of the Department. The Department Head acts as Chair of the Graduate Program Committee (GPC) and oversees the completion of each student program of study including a) final approval of the Faculty of Graduate Studies Annual Progress Reports; b) assignment of Academic Advisors; c) ensuring access to a designated Acting Advisor in the case of an Advisor's absence; d) confirming the internal and external committee members of the Practicum/Thesis Committee.

### **Graduate Program Committee**

The Graduate Program Committee (GPC) is made up of all full-time faculty members of the Department of Interior Design holding graduate degrees. The GPC reviews and approves Thesis/Practicum proposals.

### **Graduate Student Advisor**

The Graduate Student Advisor acts as a liaison between the students, the Faculty of Graduate Studies and the department faculty. They administer each student's program of study, including academic records, awards and bursaries. The Graduate Student Advisor submits the Master's Practicum/Thesis Title & Appointment of Examiners form and informs the Faculty of Graduate Studies once the requirements for graduation have been met.

### **Academic Advisor**

Upon entry into the MID or Pre-Master program, all students are assigned an Academic Advisor. The Advisor is responsible for making the Annual Progress Report (APR) to the Faculty of Graduate Studies. Students may remain with this Adviser for their Practicum/Thesis projects or elect to change Advisers after a project proposal has been approved.

### **Practicum/Thesis Advisor**

On approval of the proposal, a Practicum/Thesis Advisor replaces the Academic Advisor. This person is responsible for making the second and any subsequent Annual Progress Reports (APR) to the Faculty of Graduate Studies. They also serve as the student's main advisor in the practicum or thesis process.

### **Practicum/Thesis Advisory Committee**

The Advisory Committee consists of the Practicum/Thesis Advisor, one internal, and one external examiner. The composition of the committee will be determined in consultation with the Practicum/Thesis Advisor. The internal member will be a full-time or adjunct professor in the Faculty of Architecture. The external member must be from outside the Department of Interior Design and can be external to the Faculty or the University of

Manitoba. Refer to the Faculty of Graduate Studies and Department of Interior Design Supplemental Regulations for further information regarding the qualifications of committee members.

## **FACILITIES, RESOURCES, SPECIAL PROGRAMS AND STUDENT ASSOCIATIONS**

The **Faculty of Architecture** is housed in two main buildings on the Fort Garry campus, the John A. Russell Architecture Building (JAR or Arch 1) and Architecture 2. The Interior Design studios are located on the upper level of the John A. Russell (JAR) Architecture building.

Students are assigned a small area in a studio from September to April of each year. Studio space for continuing students is also available in the summer months with approval from the Department Head.

Lockers are available in the tunnel between JAR and Architecture 2 Buildings on a first come, first served basis. Students may claim any unclaimed locker by putting a lock on it. Students may also leave supplies in the storage units provided in the studios. Cameras, laptops, and other equipment should never be left unattended in the work areas.

Students should always ensure that someone they trust is aware of their location if they work on campus after hours. No student is allowed to work alone on campus as per the **University of Manitoba's Work Alone Policy**. For more information, visit the FAUM website at

<http://umanitoba.ca/faculties/architecture/workingalone.html>

The Architecture/**Fine Arts Library houses** the largest collection of information on art, architecture, design, and planning in the province of Manitoba. For more information, visit the website at <http://libguides.lib.umanitoba.ca/architecture>

The **Product Catalogue Collection** is a design material resource library, intended to serve students and Faculty members. The Collection is home to over 10,000 material resources, including literature binders with technical data and samples. More importantly the Collection is also open to the surrounding local design community. The Product Catalogue Collection would be of particular interest to smaller firms who just do not have the space to house the millions of material resources that are out there today. For more information, visit the website at

<http://umanitoba.ca/faculties/architecture/facilities/pcc.html>

The **CADlab** operates a student computer lab in addition to wide format printing, scanning, and equipment loan services. For more information, visit the website at

<http://umanitoba.ca/faculties/architecture/cadlab/index.html>

The **FabLab** is equipped with specialized equipment such as a large format laser cutter, 3d printers and a CNC machine. For more information, visit the website at <http://umanitoba.ca/faculties/architecture/fablab/fablabindex.html>

The **Workshop** houses a wide range of tools and equipment for woodworking and plastic. For more information, visit the website at <http://umanitoba.ca/faculties/architecture/facilities/workshop.html>

The faculty **Cultural Events Committee** sponsors **speakers and events** throughout the year. Notices are posted as early as possible and students are strongly encouraged to take advantage of these events.

<http://umanitoba.ca/faculties/architecture/events/index.html>

**The Academic Learning Centre** (ALC) serves graduate and undergraduate, full and part-time students at the University of Manitoba. Students are invited to access the resources available on the ALC web page, drop by the ALC to meet the learning skills instructors, and/or attend workshops in order to further develop academic strengths and skills in writing, learning and research. For more information or to make an appointment with a tutor:

<http://umanitoba.ca/student/academiclearning/services/services.html>

### **Faculty of Architecture Student Associations**

IDAS	Interior Design Association of Students
UMAPS	University of Manitoba Association of Planning Students
UMASS	University of Manitoba Architecture Students Association
LASA	Landscape Architecture Students Association
SAS	Students Architectural Society

### **University of Manitoba Student Union**

<https://umsu.ca/>

### **University of Manitoba Student Clubs**

## **APPENDIX A: SUPPLIES & EQUIPMENT**

### **Art and Drawing Supplies for EVIE 3, 4 & Pre-Masters Students**

30"x42" drawing board - 3/4" plywood (good one side)

Borco cover for 42" drawing board

42" parallel ruler

1- 30/60 degree set square

1- 45 degree set square

1 adjustable triangle

Imperial scale drafting ruler

Metric scale ruler

Drawing leads- 2H, 3H, HB

Mechanical drafting pencil

Lead pointer

Eraser

Flexible curve

Circle template

Erasing shield

Dusting brush

X-acto knife and replacement blades

24" Metal ruler with cork backing

24" cutting mat

12" roll of tracing paper

24" roll of tracing paper

Thin black Sharpie markers

2, 4, 6B pencils

Regular pencil sharpener

Note: used drafting boards and equipment can often be purchased from graduates of the ED program.



## **Drawing / Graphic Communication / Media Courses**

The instructors will provide a list of required art supplies at the first drawing class. Typical items include: watercolour paint, brushes and mixing tray, Prismacolor pencil crayons, pastels, charcoals, conte crayon, inks, sketching pencils, and sketchbooks (check with the instructors for sizes).

## **Photography**

It is not necessary to purchase a camera. If you already own a 35mm SLR camera, a digital still camera or video camera, you will find them useful. Digital cameras are available for short-term loan from the CADlab. **Do not use** camera phones for documenting your work.

## **Computer Purchase Specifications**

Please refer to the CADLab website for computer purchase specifications  
<http://umanitoba.ca/faculties/architecture/cadlab/index.html>

CADLab is the main provider of computer support for the Faculty of Architecture. They maintain the computer lab, the printing and scanning facilities, as well as provide technical help to staff and students. All students are responsible for installing and configuring the software on their personal laptops. CADLab provides only very basic assistance with troubleshooting student owned equipment.

If you have questions or concerns please contact Chris Leigh, CADLab Coordinator, at 204 474 9945 or by email to [chris.leigh@umanitoba.ca](mailto:chris.leigh@umanitoba.ca)

## **APPENDIX B: THESIS / PRACTICUM DEVELOPMENT GUIDELINES**

### **First-Professional Practicum Proposal**

[http://umanitoba.ca/faculties/architecture/media/ID\\_2011\\_GuidelinesFirst-ProfProposal.pdf](http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf)

### **Post-Professional Thesis Proposal**

[http://umanitoba.ca/faculties/architecture/media/ID\\_2011\\_GuidelinesPost-ProfProposal.pdf](http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf)

## **APPENDIX C: FORMS & ADDITIONAL INFORMATION**

### **Practicum/Thesis Required Forms**

Review this page to see the forms you will need to complete your practicum/thesis

[http://umanitoba.ca/faculties/architecture/programs/intdesign/ID\\_FGS\\_forms\\_checklist.html](http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_FGS_forms_checklist.html)

### **Ethics Application Information and Form**

If you are doing research that involves human subjects you will require approval from the Joint Faculty Research Ethics Board (JFREB). Please refer to the Office of Research Ethics and Compliance for complete information.

[http://umanitoba.ca/research/orec/ethics/human\\_ethics\\_index.html](http://umanitoba.ca/research/orec/ethics/human_ethics_index.html)

### **SSHRC**

If you have received a UMGF you will be required to apply for a SSHRC award. The following outline has been provided to help you complete the two-page “Program of Study.” Please note that the outline is simply a suggestion; you **MUST** also consult the SSHRC application for additional requirements.

Paragraph 1 – Describe the MID program and its purpose. Make it clear that the First-Professional degree program requires a practicum project, and that the project is a demonstration of the *application* of research rather than the creation of new information that results from research (as is typical in many/most other master degree programs).

Paragraph 2 – Explain that the practicum project consists of: (a) a document that provides the rationale, design process, theoretical framework, and program for the practicum project, and (b) a drawing set that demonstrates the application of evidence-based or research-informed design.

Paragraph 3 – Explain the actual practicum project topic. Cite sources to demonstrate the relevance of the topic.

Paragraph 4 – Summary or conclusion. Relate the practicum topic back to the discipline of interior design and emphasize the discipline’s concern for the health and well-being of human beings.

### **For more information:**

<http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx>

## Asking for Reference Letters

The following are guidelines for requesting reference letters.

1. It is good practice to ask for letters of reference at least one month in advance. Do not assume that the person you are asking will be able to produce a letter in a shorter amount of time even if you have a deadline. Also, please remember that faculty members may receive requests for such letters from more than one student.
2. In a **single** email, provide the referee (the person you are asking for a reference) with the following:
  - curriculum vitae (CV) (also called a resume)
  - letter of intent (see Appendix X)
  - transcript
  - forms (if required) with your name and other information already filled in
  - clear instructions as to what the referee needs to do (fill in a form, fill in a form and write a letter, write a letter only, etc.)
  - special instructions (i.e., student will pick up a sealed and signed envelope, send letter directly to address provided, mail letter to student at address provided, etc.)
  - the date(s) that the letter/s or form/s are needed by
3. One week before the letter is due, send your referee a reminder email.

If you do not need a reference letter but just want to include a professor as a reference on your CV, then you must still ask the professor for permission to do so.

## **Requesting Use of Construction Documents**

Dear \_\_\_\_\_,

I am a graduate student in the Department of Interior Design at the University of Manitoba. For my Master of Interior Design practicum, I am required to complete a hypothetical design project. To that end, I am writing to obtain permission to use the drawings for the \_\_\_\_\_ building located at \_\_\_\_\_.

Please be aware that only the base drawings will be used; I will be proposing my own, hypothetical original design that take the state of the building, as documented in existing drawings into consideration. As copyright owner for the drawings, you will be acknowledged in my practicum document. This document will appear on MSpace on the University of Manitoba's library web site.

If you have any questions, please contact myself at \_\_\_\_\_, or my practicum Advisor, Professor/Dr. \_\_\_\_\_, at \_\_\_\_\_. I appreciate your support for my practicum project.  
Sincerely,

Sincerely,

## **Copyright Permission**

Copyright Office Resources can be found at  
<https://libguides.lib.umanitoba.ca/c.php?g=375329&p=2539708>

## APPENDIX C: IMPORTANT DATES & PROGRAM TIMELINES

### Important Dates for Students Intending to Apply to the MID Program

Date	Activity	Information
Mid-November	Begin preparing application, contact references	See ID Website
Mid-January	MID Application Due	
Early April	Attend Interior Design Orientation Session for MID Program	Date T.B.A.
May	University of Manitoba Graduate Fellowship (UMGF) recipients will be notified by Graduate Studies	
May to August	All MID students should begin to formulate Practicum ideas. This is especially critical for recipients of a UMGF who must apply for a SSHRC scholarships in October.	See the ID Department Website for Practicum and Thesis Overview & Practicum and Thesis Archive and MSpace

### Timeline: Pre-Master Program (1 Year)

Date	Activity	Information
Summer	If needed, learn how to use AutoCAD and Revit before starting the program	
Mid-January	MID application due to Graduate Studies (without portfolio)	Date T.B.A. On ID website
Early April	Attend Interior Design Orientation Session for MID Program Portfolio for MID application due to Graduate Student Advisor	
May	University of Manitoba Graduate Fellowship (UMGF) recipients will be notified by Graduate Studies	
May to August	All MID students should begin to formulate Practicum ideas. This is especially critical for recipients of a UMGF because you will have to apply for a SSHRC scholarship in October and will be required to describe the research related to the project as part of the application.	See the ID Department website for Practicum and Thesis Overview & Practicum and Thesis Archive and MSpace

## Timeline: First-Professional MID October Graduation (2 calendar years)

Date	Activity/Information
<b>Mid Year One</b>	
August	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a></p> <p>Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a></p> <p>Register for fall courses.</p>
Early September	<p>Attend Department of Interior Design Orientation</p> <p>Meet with Academic Advisor to discuss a program of study for completing the program in 2 years. Be sure to consider the timing for Electives in this plan.</p> <p>If you are interested in taking a Reading Course please review the following information: <a href="http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf">http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf</a></p>
Mid-September	<p>Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html</a></p> <p>Practicum Project Archive and MSpace for examples of completed projects.</p> <p>Meet with Advisor to discuss possible Practicum topic.</p>
Early December	<p>Complete fall term courses.</p> <p>Review Guidelines for Practicum Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf</a></p> <p>Refer to Department website for Proposal Submission dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a></p>

Early April

Complete winter terms courses and consider registration for a summer session elective if needed.

Submit project proposal to Advisor for review.

Meet with Advisor to receive feedback on project proposal.

Mid-April

Submit project proposal to Graduate Program Committee (GPC). To graduate within 2 calendar years. The next submission date will be in May.

Begin Work Experience Program.

Mid to Late May

Receive letter from GPC re: Approval of Project Proposal.

Meet with Advisor to receive feedback on project proposal & to discuss who will be your Practicum Advisor.

At the same meeting, complete the FGS Progress Report if you haven't already done so this year.

Submit proposal (if you missed the previous deadline) or Resubmit Proposal if necessary.

Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date.

Early June – August

Meet with Advisor as necessary.

Determine your Advisor's vacation schedule.

Refine topic, start literature review, start site and building analyses, start programming, apply for ethics approval if required, collect data (if required), obtain permission to use drawings and images, locate site/building for project.

July and August Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.

Review Graduate Studies Practicum/Thesis Guidelines at [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

Continue work on Practicum over the summer months.

### Mid Year Two

September –  
December

Complete fall-term courses and any necessary electives.

Continue developing literature review, site and building analysis, programming, data collection if required, and obtain permission to use drawings.

Early January

Take winter MID 2 courses and elective if needed.

January-February

Meet with Advisor on a regular basis.

Determine External Examiner

Complete Examiner's Form and submit to your Advisor for signature:

[https://umanitoba.ca/faculties/graduate\\_studies/media/thesis\\_title\\_examiners-masters.pdf](https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf)

Turn in the Examiner form to the Graduate Student Advisor.

Discuss readiness for Intermediate Exam with Advisor and Committee.

Mid-February

Let Graduate Student Advisor know when you intend to present & book a date for the Intermediate Examination (Tip: Use doodle.com to set up a "poll")

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Intermediate Examination.

Provide document and drawings to committee two weeks (10 working days) prior to presentation



Early March

**Complete the Intermediate Examination**

Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.

Mid-March

Complete revisions and further development of the design and document in preparation for the Final Exam.

Mid - Late April

Meet with Advisor to determine date to submit final document to committee and book a time for the final exam. Send out a poll to confirm the availability of committee members.

Let Graduate Student Advisor know that you intend to book a date for the Final Examination

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Final Examination.

Provide document and drawings to committee two weeks (10 working days) prior to exam.

Late May

**Complete the Final Examination**

Meet with Advisor to receive written feedback to student regarding comments made at the Final Examination.

Review Graduate Studies Deadlines and Requirements for Graduation:

[http://umanitoba.ca/faculties/graduate\\_studies/media/Information\\_for\\_Graduands.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf)

Review Required Forms Checklist:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Grad\\_Admin\\_form\\_checklist\\_2014\\_update.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Grad_Admin_form_checklist_2014_update.pdf)

Early June

Complete revisions to document and design.

Submit revisions to Advisor for approval.

When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.

Hand in the final, bound copy of document and drawings to Advisor.

Contact the Partner's Program about uploading a link to your work on the Department Website.

Complete the FGS Progress Report with Advisor if you haven't already done so.

July and August	Note: Many (but not all) Advisors & Examiners go on vacation or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.
Late August	Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.
<b>October</b>	<b>Graduation</b>

## Timeline: First-Professional MID February Graduation (2.5 calendar years)

Date	Activity / Information
<b>MID Year One</b>	
August	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a></p> <p>Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a></p> <p>Register for fall courses.</p>
Early September	<p>Attend Department of Interior Design Orientation</p> <p>Meet with Academic Advisor to discuss a program of study for completing the program in 2.5 years. Be sure to consider the timing for Electives in this plan.</p> <p>If you are interested in taking a Reading Course please review the following information: <a href="http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf">http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf</a></p>
Mid-September	<p>Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html</a></p> <p>Review Practicum Project Archive and MSpace for examples of completed MID projects.</p> <p>Meet with Advisor to discuss possible Practicum topic.</p>
Early December	<p>Complete fall term courses.</p> <p>Review Proposal Submission Dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a></p> <p>Review Guidelines for Practicum Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf</a></p>

Early April	Complete winter term courses and consider registration for a summer session elective if needed.
	Submit project proposal to Advisor for review.
	Meet with Advisor to receive feedback on project proposal.
Mid-April	Submit project proposal to Graduate Program Committee (GPC). To graduate within 2.5 calendar years. The next submission will be early in May.
	Begin Work Experience Program.
Early May	If proposal was submitted, receive letter from GPC re: approval of project proposal. Meet with Advisor to receive feedback on project proposal and to discuss who could be your Practicum Advisor.
	If submitting a proposal in May, meet with Advisor to discuss.
	Submit proposal (if you missed the previous deadline) or Resubmit Proposal if necessary. Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.
Early June	Complete the FGS Progress Report with Advisor if you haven't already done so this year.
Early June – August	Meet with Advisor as necessary.
	Determine your Advisor's vacation schedule.
	Refine topic, start literature review, start site and building analyses, start programming, apply for ethics approval if required, collect data (if required), obtain permission to use drawings and images, locate site/building for project.
July and August	Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.
	Review Graduate Studies Practicum/Thesis Guidelines at <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a>
	Continue work on Practicum over the summer months.

## **MID Year Two**

September –  
December

Complete fall-term courses and any necessary electives.

Continue developing literature review, site and building analyses, programming, data collection, and obtaining permission to use drawings.

Or, if proposal has not been submitted, prepare to submit in mid-September.

Mid-September

Use this Proposal submission date only if you missed the earlier dates or if the GPC has asked for revisions to an earlier submission. Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.

Early January

Take winter MID 2 courses and elective if needed.

January – April

Meet with Advisor on a regular basis.

Continue developing literature review, site and building analyses, programming, data collection, and obtaining permission to use drawings.

Determine External Examiner

Complete Examiner's Form and submit to your Advisor for signature:

[https://umanitoba.ca/faculties/graduate\\_studies/media/thesis\\_title\\_examiners-masters.pdf](https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf)

Turn in the Examiner form to the Graduate Student Advisor.

Discuss readiness for Intermediate Examination with Advisor and/or Committee.

Early June

Let Graduate Student Advisor know when you intend to present & book a date for the Intermediate Examination (Tip: Use [doodle.com](https://doodle.com) to set up a "poll")

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Intermediate Examination.

Provide document and drawings to committee two weeks (10 working days) prior to the presentation date.

Late June

**Complete the Intermediate Examination**

Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.

July – August

Complete revisions and further development of the design and document in preparation for the Final Exam.

Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.

September – October

Meet with Advisor to determine date to submit final document to committee and book a time for the final exam.

Let Graduate Student Advisor know that you intend to book a date for the Final Examination.

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Final Examination.

Provide document and drawings to committee two weeks (10 working days) prior to exam

Late November

**Complete the Final Examination**

Meet with Academic Advisor to receive written feedback to student regarding comments made at the Final Examination.

Review Graduate Studies Deadlines and Requirements for Graduation:

[http://umanitoba.ca/faculties/graduate\\_studies/media/Information\\_for\\_Graduands.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf)

Review Required Forms Checklist:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Grad\\_Admin\\_form\\_checklist\\_2014\\_update.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Grad_Admin_form_checklist_2014_update.pdf)

Early December

Complete revisions to document and design. Submit revisions to Advisor for approval.

When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.

Hand in the final, bound copy of document and drawings to Advisor.

Contact the Partner's Program about uploading a link to your work on the Department Website.

Complete the FGS Progress Report with Advisor if you haven't already done so.

Early January

Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.

**February**

**Graduation**

## **Timeline: First-Professional MID May Graduation (2.75 calendar years)**

<b>Date</b>	<b>Activity / Information</b>
<b>MID Year One</b>	
August	Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a>
	Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a>
Early September	Attend Department of Interior Design Orientation
	Meet with Academic Advisor to discuss a program of study for completing the program in 2.75 years. Be sure to consider the timing for Electives in this plan.
	If you are interested in taking a Reading Course please review the following information:
Mid-September	Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html</a>
	Practicum Project Archive <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html</a>
	Meet with Advisor to discuss possible Practicum topic.
Early December	Complete fall term courses.
	Review Proposal Submission Dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a>
	Review Guidelines for Practicum Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesFirst-ProfProposal.pdf</a>
Early April	Complete winter term courses and considers registration for a summer session elective if needed.
	Submit project proposal to Advisor for review.
	Meet with Advisor to receive feedback on project proposal.



Mid-April	<p>Submit project proposal to Graduate Program Committee (GPC). The next submission will be in May.</p> <p>Begin Work Experience Program (if participating).</p>
May	<p>If proposal was submitted, receive letter from GPC re: approval of project proposal. Meet with Advisor to receive feedback on project proposal and to discuss who will be your Practicum Advisor.</p> <p>If submitting a proposal in May, meet with Advisor to discuss early in May. Submit proposal (if you missed the previous deadline) or Resubmit Proposal if necessary. Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.</p> <p>Note: The next submission date for proposals is in September.</p>
Early June	<p>Complete the FGS Progress Report with Advisor if you haven't already done so this year.</p>
Early June – August	<p>Meet with Advisor as necessary.</p> <p>Determine your Advisor's vacation schedule.</p> <p>Refine topic, start literature review, start site and building analyses, start programming, apply for ethics approval if required, collect data (if required), obtain permission to use drawings and images, locate site/building for project.</p>
July and August	<p>Note: Many (but not all) Advisors &amp; Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.</p> <p>Review Graduate Studies Practicum/Thesis Guidelines at <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>
<b>MID Year Two</b> September – December	<p>Complete fall-term courses and any necessary electives.</p> <p>Continue developing literature review, site and building analyses, programming, data collection (if required), and obtaining permission to use drawings.</p> <p>Or, if proposal has not been submitted, prepare to submit in mid-September.</p>

Mid-September	Use this Proposal submission date only if you missed the earlier dates or if the GPC has asked for revisions to an earlier submission. Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.
Early January	Take winter MID 2 courses and elective if needed.
April – July	Meet with Advisor on a regular basis.  Continue developing literature review, site and building analyses, programming, data collection and obtaining permission to use drawings.
July and August	Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.  Review Graduate Studies Practicum/Thesis Guidelines at <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a>
Late August	Determine External Examiner  Complete Examiner’s Form and submit to your Advisor for signature: <a href="https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf">https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf</a>  Turn in the Examiner form to the Graduate Student Advisor.  Discuss readiness for Intermediate Examination with Advisor and/or Committee.
Early / Mid-October	Let Graduate Student Advisor know when you intend to present & book a date for the Intermediate Examination (Tip: Use <a href="https://doodle.com">doodle.com</a> to set up a “poll”)  Complete the Presentation Booking form and return it to Graduate Program Assistant: <a href="http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf">http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf</a>  Notify committee of time, date & room for the Intermediate Examination.  Provide document and drawings to committee two weeks (10 working days) prior to the presentation.

Late November

**Complete the Intermediate Examination**

Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.

Early December

Complete revisions and further development of the design and document in preparation for the Final Exam.

Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.

Mid-February

Meet with Advisor to determine date to submit final document to committee and book a time for the final exam. Send out a poll to confirm the availability of committee members.

Let Graduate Student Advisor know that you intend to book a date for the Final Examination

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Final Examination.

Provide document and drawings to committee two weeks (10 working days) prior to exam

Early March

**Complete the Final Examination**

Meet with Academic Advisor to receive written feedback to student regarding comments made at the Final Examination.

Review Graduate Studies Deadlines and Requirements for Graduation:

[http://umanitoba.ca/faculties/graduate\\_studies/media/Information\\_for\\_Graduands.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf)

Review Required Forms Checklist:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Grad\\_Admin\\_form\\_checklist\\_2014\\_update.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Grad_Admin_form_checklist_2014_update.pdf)

Early to Late March Complete revisions to the document and design.

Submit revisions to Advisor for approval.

When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.

Hand in the final, bound copy of document and drawings to Advisor.

Contact the Partner's Program about uploading a link to your work on the Department Website.

Complete the FGS Progress Report with Advisor if you haven't already done so this year.

Late March

Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report Form from the Graduate Student Advisor.

May

**Graduation**

## Timeline: Post-Professional MID October Graduation (2 calendar years)

Date	Activity / Information
<b>MID Year One</b>	
August	Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a>  Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a>
Early September	Attend Department of Interior Design Orientation  Meet with Academic Advisor to discuss a program of study for completing the program in 2 years. Be sure to consider the timing for Electives in this plan.  To complete the program in 2 years, 9 credit hours in the fall term and 12 credit hours in the winter term are recommended.  If you are interested in taking a Reading Course please review the following information: <a href="http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf">http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf</a>
Mid-September	Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html</a>  Practicum and Thesis Archive <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/_mid_practicum_and_thesis_projects.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/_mid_practicum_and_thesis_projects.html</a>  Meet with Advisor to discuss Thesis topic.
Early December	Complete fall term courses.  Review Guidelines for Post-Professional Research Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf</a>  Refer to Department website for Proposal Submission dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a>

Early April	Complete winter term courses and consider registration for a summer session elective if needed.
	Submit project proposal to Advisor for review.
	Meet with Advisor to receive feedback on proposal Mid- April
	Submit project proposal to Graduate Program Committee (GPC).
	To graduate within 2 calendar years, the next submission date will be in May.
Mid to Late May	Receive letter from GPC re: approval of project proposal.
	Meet with Advisor to receive feedback on project proposal & to discuss who will be your Thesis Advisor.
	At the same meeting, complete the FGS Progress Report if you haven't already done so this year.
	Submit proposal to GPC (if you missed the previous deadline) or Resubmit Proposal if necessary. Note, be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date.
Early June – August	Meet with Advisor as necessary.
	Determine your Advisor's vacation schedule.
	Refine topic, start literature review, determine research questions and methods, apply for ethics approval if required, collect data.
July and August	Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.
	Review Graduate Studies Practicum/Thesis Guidelines at <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a>
	Complete any required courses that were not completed in year 1.
<b>MID Year Two</b> September – December	Continue to work on literature review, research questions and method, ethics collect data, copyright...

January–February	<p>Meet with Advisor on a regular basis.</p> <p>Determine External Examiner</p> <p>Complete Examiner’s Form and submit to your Advisor for signature:  <a href="https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf">https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf</a></p> <p>Turn in the Examiner form to the Graduate Student Advisor.</p> <p>Discuss readiness for Intermediate Examination with Advisor and/or Committee.</p>
Mid-February	<p>Let Graduate Student Advisor know when you intend to present &amp; book a date for the Intermediate Examination (Tip: Use <a href="https://doodle.com">doodle.com</a> to set up a “poll”)</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant:  <a href="http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf">http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf</a></p> <p>Notify committee of time, date &amp; room for the Intermediate Examination.</p> <p>Provide document and drawings to committee two weeks (10 working days) prior to presentation</p>
Early March	<p><b>Complete the Intermediate Examination</b></p> <p>Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.</p>
Mid-March	<p>Complete revisions and further development of the document in preparation for the Final Exam.</p>

Mid - Late April

Meet with Advisor to determine date to submit final document to committee and book a time for the Final Exam. Send out a poll to confirm the availability of committee members.

Let Graduate Student Advisor know that you intend to book a date for the Final Examination

Complete the Presentation Booking form and return it to

Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Final Examination.

Provide document and drawings to committee two weeks (10 working days) prior to exam

Late May

**Complete the Final Examination**

Meet with Advisor to receive written feedback to student regarding comments made at the Final Examination.

Review Graduate Studies Deadlines and Requirements for Graduation:

[http://umanitoba.ca/faculties/graduate\\_studies/media/Information\\_for\\_Graduands.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf)

Review Required Forms Checklist:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Grad\\_Adm\\_in\\_form\\_checklist\\_2014\\_update.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Grad_Adm_in_form_checklist_2014_update.pdf)

Early June

Complete revisions to document.

Submit revisions to Advisor for approval.

When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.

Hand in the final, bound copy of document to Advisor.

Contact the Partner's Program about uploading a link to your work on the Department Website.

Complete the FGS Progress Report with Advisor if you haven't already done so this year.



July and August	Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.
Late August	Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.
<b>October</b>	<b>Graduation</b>

## Timeline: Post-Professional MID February Graduation (2.5 calendar years)

Date	Activity / Information
<b>MID Year One</b>	
August	Refer to U of M website for Academic Calendar, important dates, Rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a>
	Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a>
Early September	Attend Department of Interior Design Orientation
	Meet with Academic Advisor to discuss a program of study for completing the program in 2.5 years. Be sure to consider the timing for Electives in this plan.
	To complete the program in 2.5 years, 9 credit hours in the fall term and 12 credit hours in the winter term are recommended.
	If you are interested in taking a Reading Course please review the following information: <a href="http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf">http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf</a>
Mid-September	Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html</a>
	Practicum Project and Thesis Archive <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html</a>
	Meet with Advisor to discuss Thesis topic.
Early December	Complete fall term courses.
	Review Proposal Submission Dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a>
	Review Guidelines for Thesis Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf</a>

Early April	<p>Complete winter terms courses and complete registration for a summer session elective if needed.  Submit project proposal to Advisor for review.  Meet with Advisor to receive feedback on project proposal.</p>
Mid-April	<p>Submit project proposal to Graduate Program Committee (GPC).  To graduate within 2.5 calendar years, the next submission will be in early May.</p>
Early May	<p>If proposal was submitted, receive letter from GPC re: approval of project proposal. Meet with Advisor to receive feedback on project proposal and to discuss who will be your Thesis Advisor.</p> <p>If submitting a proposal in May, meet with Advisor to discuss.  Submit proposal (if you missed the previous deadline) or Resubmit Proposal if necessary.</p>
Early June	<p>Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.</p> <p>Complete the FGS Progress Report with Advisor.</p>
Early June – August	<p>Meet with Advisor as necessary.</p> <p>Determine your Advisor’s vacation schedule.</p> <p>Refine topic, start literature review, start site and building analyses, start programming, apply for ethics approval if required, collect data (if required), obtain permission to use drawings and images, locate site / building for project.</p>
July and August	<p>Note: Many (but not all) Advisors &amp; Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.</p> <p>Review Graduate Studies Practicum/Thesis Guidelines at <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>
<b>MID Year Two</b> September – December	<p>Complete any required courses and electives that were not completed in year 1.</p> <p>Continue to work on literature review, research questions and method, ethics collect data, copyright...</p> <p>Or, if proposal has not been submitted, prepare to submit in mid-September.</p>

Mid-September	<p>Use this Proposal submission date only if you missed the earlier dates or if the GPC has asked for revisions to an earlier submission.</p> <p>Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.</p>
Early January	<p>Complete any required courses and electives that were not completed in year 1.</p>
January–April	<p>Meet with Advisor on a regular basis.</p> <p>Continue to work on literature review, research questions and method, ethics collect data, copyright...</p> <p>Determine External Examiner</p> <p>Complete Examiner’s Form and submit to your Advisor for signature:  <a href="https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf">https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf</a></p> <p>Turn in the Examiner form to the Graduate Student Advisor.</p> <p>Discuss readiness for Intermediate Examination with Advisor and/or Committee.</p>
Early June	<p>Let Graduate Student Advisor know when you intend to present &amp; book a date for the Intermediate Examination (Tip: Use <a href="https://doodle.com">doodle.com</a> to set up a “poll”)</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant:  <a href="http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf">http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf</a></p> <p>Notify committee of time, date &amp; room for the Intermediate Examination.</p> <p>Provide document to committee two weeks (10 working days) prior to presentation</p>

Late June

**Complete the Intermediate Examination**

Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.

July – August

Complete revisions and further development of the design and document in preparation for the Final Exam.

Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.

September – October Meet with Advisor to determine date to submit final document to committee and book a time for the final exam. Send out a poll to confirm the availability of committee members.

Let Graduate Student Advisor know that you intend to book a date for the Final Examination

Complete the Presentation Booking form and return it to Graduate Program Assistant:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)

Notify committee of time, date & room for the Final Examination.

Provide document to committee two weeks (10 working days) prior to exam

Late November

**Complete the Final Examination**

Meet with Advisor to receive written feedback to student regarding comments made at the Final Examination.

Review Graduate Studies Deadlines and Requirements for Graduation:

[http://umanitoba.ca/faculties/graduate\\_studies/media/Information\\_for\\_Graduands.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf)

Review Required Forms Checklist:

[http://umanitoba.ca/faculties/architecture/media/ID\\_Grad\\_Admin\\_form\\_checklist\\_2014\\_update.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Grad_Admin_form_checklist_2014_update.pdf)

Early December

Complete revisions as required.

Submit revisions to Advisor for approval.

When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.

Hand in the final, bound copy of document to Advisor.

Contact the Partner's Program about uploading a link to your work on the Department Website.

Complete the FGS Progress Report with Advisor.

Early January

Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.

**February**

**Graduation**

## **Timeline: Post-Professional MID May Graduation (2.75 calendar years)**

<b>Date</b>	<b>Activity / Information</b>
<b>MID Year One</b>	
August	Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements. <a href="http://umanitoba.ca/calendar">http://umanitoba.ca/calendar</a>
	Refer to U of M website for course schedules and registration information: <a href="http://umanitoba.ca/student/records/registration/index.html">http://umanitoba.ca/student/records/registration/index.html</a>
Early September	Attend Department of Interior Design Orientation Meet with Academic Advisor to discuss a program of study for completing the program in 2.75 years. Be sure to consider the timing for Electives in this plan.  If you are interested in taking a Reading Course please review the following information <a href="http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf">http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf</a>
Mid-September	Review the following: Practicum and Thesis Overview <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/6_32.html</a>  Practicum and Thesis Project Archive <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/mid_practicum_and_thesis_projects.html</a>  Meet with Advisor to discuss Thesis topic.
Early December	Complete fall term courses.  Review Proposal Submission Dates: <a href="http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html">http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_proposalpresentationinfo.html</a>  Review Guidelines for Thesis Proposals: <a href="http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf">http://umanitoba.ca/faculties/architecture/media/ID_2011_GuidelinesPost-ProfProposal.pdf</a>

- Early April Complete winter terms courses and consider registration for a summer session elective if needed.
- Submit project proposal to Advisor for review.
- Meet with Advisor to receive feedback on project proposal.
- Mid-April Submit project proposal to Graduate Program Committee (GPC). The next submission will be in May.
- May If proposal was submitted, receive letter from GPC re: approval of project proposal. Meet with Advisor to receive feedback on project proposal and to discuss who will be your Thesis Advisor.
- If submitting a proposal in May, meet with Advisor to discuss early in May. Submit proposal (if you missed the previous deadline) or Resubmit Proposal if necessary.
- Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.
- Note: The next submission date for proposals is in September.
- Early June Complete the FGS Progress Report with Advisor.
- Early June – August Meet with Advisor as necessary.
- Determine your Advisor's vacation schedule.
- Refine topic, start literature review, start site and building analyses, start programming, apply for ethics approval if required, collect data (if required), obtain permission to use drawings and images, locate site / building for project.



July and August Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.

Review Graduate Studies Practicum/Thesis Guidelines at [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

Continue work on Thesis over the summer months.

**MID Year Two**

September – December Complete any required courses and electives that were not completed in year 1.

Continue to work on literature review, research questions and method, ethics collect data, copyright...

If proposal has not been submitted, prepare to submit in mid-September.

Mid-September Use this Proposal submission date only if you missed the earlier dates or if the GPC has asked for revisions to an earlier submission. Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date. Schedule a meeting with your Advisor to discuss GPC feedback.

Early January Complete any required courses and electives that were not completed in year 1.

April – July Meet with Advisor on a regular basis.

Continue to work on literature review, research questions and method, ethics collect data, copyright...

July and August Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and Committee Members about their availability over the summer months.

Review Graduate Studies Practicum/Thesis Guidelines at [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

- Late August
- Meet with Advisor on a regular basis.
  - Determine External Examiner
  - Complete Examiner's Form and submit to your Advisor for signature:  
[https://umanitoba.ca/faculties/graduate\\_studies/media/thesis\\_title\\_examiners-masters.pdf](https://umanitoba.ca/faculties/graduate_studies/media/thesis_title_examiners-masters.pdf)
  - Turn in the Examiner form to the Graduate Student Advisor.
  - Discuss readiness for Intermediate Examination with Advisor and/or Committee.
- Early / Mid-October
- Let Graduate Student Advisor know when you intend to present & book a date for the Intermediate Examination (Tip: Use [doodle.com](https://doodle.com) to set up a "poll")
  - Complete the Presentation Booking form and return it to Graduate Program Assistant:  
[http://umanitoba.ca/faculties/architecture/media/ID\\_Thesis\\_Presentation\\_Bookingform.pdf](http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf)
  - Notify committee of time, date & room for the Intermediate Examination.
  - Provide document to committee two weeks (10 working days) prior to presentation
- Late November
- Complete the Intermediate Examination**
  - Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.
- Early December
- Complete revisions and further development of the design and document in preparation for the Final Exam.
  - Note: Many (but not all) Advisors & Examiners go on vacation and /or focus on research in July and August. Speak to your Advisor and committee members about their availability over the summer months.

Mid-February	<p>Meet with Advisor to determine date to submit final document to committee and book a time for the final exam.</p> <p>Let Graduate Student Advisor know that you intend to book a date for the Final Examination</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant:  <a href="http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf">http://umanitoba.ca/faculties/architecture/media/ID_Thesis_Presentation_Bookingform.pdf</a></p> <p>Notify committee of time, date &amp; room for the Final Examination.</p> <p>Provide document to committee two weeks (10 working days) prior to exam</p>
Early March	<p><b>Complete the Final Examination</b></p> <p>Meet with Academic Advisor to receive written feedback to student regarding comments made at the Final Examination.</p> <p>Review Graduate Studies Deadlines and Requirements for Graduation:  <a href="http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf">http://umanitoba.ca/faculties/graduate_studies/media/Information_for_Graduands.pdf</a></p> <p>Review Required Forms Checklist:  <a href="http://umanitoba.ca/faculties/architecture/media/ID_Grad_Adm_in_form_checklist_2014_update.pdf">http://umanitoba.ca/faculties/architecture/media/ID_Grad_Adm_in_form_checklist_2014_update.pdf</a></p>
Early to Late March	<p>Complete revisions to document and design.</p> <p>Submit revisions to Advisor for approval.</p> <p>When revisions are approved, the Advisor will sign off on the Final Report form and give it to the Graduate Student Advisor. Students are to pick up the form from the Graduate Student Advisor prior to going to Grad studies to hand in final practicum/thesis.</p> <p>Hand in the final, bound copy of document to Advisor.</p> <p>Contact the Partner's Program about uploading a link to your work on the Department Website.</p> <p>Complete the FGS Progress Report with Advisor if you haven't already done so this year.</p>
Late March	<p>Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.</p>
May	<p><b>Graduation</b></p>

## APPENDIX D: POLICY AND REGULATIONS

### Reading Course Policy

The policy for reading courses can be found on the department's web site at [http://umanitoba.ca/faculties/architecture/media/ID\\_ReadingCoursePolicy.pdf](http://umanitoba.ca/faculties/architecture/media/ID_ReadingCoursePolicy.pdf)

### Department of Interior Design Supplemental Regulations

The department's Supplemental Regulations are updated regularly and can be found on the Faculty of Graduate Studies' web site at [http://umanitoba.ca/faculties/graduate\\_studies/media/InteriorDesign\\_200609.pdf](http://umanitoba.ca/faculties/graduate_studies/media/InteriorDesign_200609.pdf)

## APPENDIX E: ID STUDIO HOUSEKEEPING RULES

1. All studio areas are to be kept clean, orderly and free of waste paper, wood, laundry, old projects, and large quantities of food.
2. Meals should be taken in the student lounge. This includes **potlucks and meetings involving food.**
3. Unused samples must be returned to the PCC.
4. The noise level should be kept down during class hours (8:30 – 5:30).
5. No alcohol is allowed in any FAUM buildings.
6. The MID and the Interior Environment studios are allowed one kettle and microwave each.
7. No mini or bar refrigerators are allowed in the studio.
8. No coffee makers, waffle irons, slow cookers, toasters, or other household appliances are allowed in the studio.
9. No bicycles are allowed in any of the FAUM buildings.
10. Aerosol cans **MUST** be stored in the RED cabinets found in the studio.
11. Do not leave unattended extension cords plugged in.
12. No power tools are allowed in studio areas.
13. Never block electrical panels or fire exits.
14. Do not prop open fire doors.

Non-compliance with these rules will result in a written warning from the Head of the Department. Students may be asked to move out of their studio spot after the second warning.

