



FACULTY OF ARCHITECTURE
INTERIOR DESIGN HANDBOOK
2024-2025



University
of Manitoba | Faculty of Architecture

TABLE OF CONTENTS

PROGRAMS

Interior Environment Option, Environmental Design, and Pre-Master Programs	5
Master of Interior Design (MID)	6

PROGRAM COURSE REQUIREMENTS

Environmental Design Interior Environment Option (EVIE) Year 3	7
Environmental Design Interior Environment Option (EVIE) Year 4	7
Pre-Master Interior Design	8
First-Professional Master of Interior Design	9
Post-Professional Master of Interior Design	9

ACCESS POINTS TO PROGRAMS & DEGREES

Explanation	10
-------------	----

OPERATION OF THE DEPARTMENT

Admission	11
Registration	11
Communication	11
Funding	11

ACADEMIC & ADMINISTRATIVE STAFF

Full-time Academics	12
Administrative Staff	13

ROLES IN THE DEPARTMENT

Department Head	14
Graduate Program Committee	14
Graduate Student Advisor	14
Academic Advisor	14
Practicum/Thesis Advisor	14
Practicum/Thesis Advisory Committee	14

FACILITIES, RESOURCES, SPECIAL PROGRAMS, & STUDENT ASSOCIATIONS

Facilities, Resources, Special Programs	15
Student Associations	16

APPENDIX A: STUDIO HOUSEKEEPING RULES

Department of Interior Design Rules	17
Faculty of Architecture Studio Safety	17

APPENDIX B: SUPPLIES & EQUIPMENT

Art and Drawing Supplies	19
Drawing/Graphic Communication/Media Courses	19
Photography	19
Computer Purchase Specifications	19

APPENDIX C: THESIS / PRACTICUM PROPOSAL GUIDELINES

First-Professional Practicum Proposal	20
Post-Professional Thesis Proposal	20
Faculty of Graduate Studies Milestones for Completing Practicum or Thesis	20

APPENDIX D: SUGGESTIONS FOR FIRST-PROFESSIONAL MID DOCUMENT

Chapter Organization	21
Additional Considerations	22

APPENDIX E: MID PROGRAM EXPECTATIONS & REMINDERS

Student Expectations	23
What is Design Research?	23
What is a First-Professional MID Practicum?	24
What Are The Characteristics of a Successful First-Professional MID Project?	24
Student Experience	24

APPENDIX F: DEPARTMENT OF ID SUPPLEMENTAL REGULATIONS

ID Supplemental Regulations	25
-----------------------------	----

APPENDIX G: IMPORTANT DATES & PROGRAM TIMELINES

Important Dates for Students Applying to the MID Program	26
Timeline: Pre-Master Program	26
Timeline: First-Professional MID October Graduation (2 calendar years)	27
Timeline: First-Professional MID February Graduation (2.5 calendar years)	32
Timeline: Post-Professional MID October Graduation (2 calendar years)	37
Timeline: Post-Professional MID February Graduation (2.5 calendar years)	41

APPENDIX H: FORMS & ADDITIONAL INFORMATION

Practicum/Thesis Required Forms	46
Schedules and Registration	46
Ethics Application Information and Form	46
SSHRC	46
Requesting Copyright Permission for Use of Construction Documents	47
Asking for Reference Letters	47

ABBREVIATIONS

EVIE	Environmental Design Interior Environments option
B.Env.D.	Bachelor of Environmental Design
FGS	Faculty of Graduate Studies
GPC	Graduate Program Committee
ID	Interior Design
MID	Master of Interior Design
PM	Pre-Masters
WEP	Work Experience Placement

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji- Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Introduction

Welcome to the Department of Interior Design (ID). This handbook is meant to familiarize undergraduate, Pre-Masters (PM), and Masters students with the operations of the department. The handbook is an accompaniment to the University of Manitoba Undergraduate Calendar, Faculty of Graduate Studies (FGS) Calendar, and the Department of Interior Design Supplemental Regulations (Appendix F). 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. The department also delivers the Interior Environment Option (EVIE) for students in the Bachelor of Environmental Design program. Finally, we offer a Pre-Master Interior Design program for students who require additional course work to qualify for our First-Professional MID program.

Programs

Interior Environment Option, Environmental Design, and Pre-Master Programs

Interior Environment Option (EVIE) is part of a four-year interdisciplinary undergraduate 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 ID or employment as design assistants. Visit the Faculty of Architecture website to learn more about the B.Env.D. Program at:

<https://umanitoba.ca/architecture/environmental-design>

The **Pre-Master's Program (PM)** prepares students for application to the First-Professional MID program. Students in the PM program are normally required to complete 30-36 credit hours (two terms) of coursework. Students are eligible to apply to the MID program after two terms of study. An Admissions Committee reviews the applications and assesses each student's academic performance, knowledge, skill level, and design ability. Based on that assessment, the department may require a student to complete a third term of PM studies.

To learn more about application and portfolio requirements visit:

<https://umanitoba.ca/explore/programs-of-study/interior-design-mid#program-details>

To learn more about the PM program visit the website at:

<https://catalog.umanitoba.ca/graduate-studies/academic-guide/general-regulations-pre-masters/>

Master of Interior Design (MID) Programs

There are two MID streams offered at the University of Manitoba: First-Professional and Post-Professional.

The **First-Professional Master of Interior Design (MID)** is directed towards those who hold a bachelor's 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 called a "Practicum Project."

The **MID** program is accredited by the Council for Interior Design Accreditation (CIDA). Graduates usually proceed to certification from the Council of Interior Design Qualification (CIDQ) and membership in a professional interior design association. This program requires a minimum of two 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 disciplinary body of knowledge. In addition to required courses, students must complete a 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 learn more about application and portfolio requirements visit:

<https://umanitoba.ca/explore/programs-of-study/interior-design-mid#program-details>

To read an overview on MID Practicum and Thesis projects, visit our website at:

<http://umanitoba.ca/faculties/architecture/programs/intdesign/632.html>

PROGRAM COURSE REQUIREMENTS

Environmental Design Interior Environment Option (EVIE) Year 3

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>
EVIE 3008	Interior Design Studio 3.1	6
EVIE 3002	Interior Design History and Theory 1	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 4008	Digital Media (AutoCAD)	3
EVIE 4006	Design Methods and Processes	3
EVIE 3016*	Topical Seminar (or Elective**)	3
Total Credit Hours		33

Environmental Design Interior Environment Option (EVIE) Year 4

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>
EVIE 4010	Interior Design Studio 4.1	6
EVIE 4002	Indoor Systems 1	3
EVIE 4000	Interior Design History and Theory 2	3
EVIE 3014	Human Factors	3
EVIE 4012	Interior Design Studio 4.2	6
EVIE 4004	Indoor Systems 2	3
EVIE 4014	Advanced Interior Design Media	3
EVIE 3016*	Topical Seminar (or Elective**)	3
0000 ####	Elective**	3
Total Credit Hours		33

* Topical Seminar (EVIE 3016) may sometimes not be offered

** Electives may be taken at any year or term during your undergraduate degree

Advice on registration and other program-related issues can be obtained from the Undergraduate Student Adviser, Carrie Johnson (env.design@umanitoba.ca).

Pre-Master Interior Design

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>
GRAD 7300	Research Integrity Tutorial	0
GRAD 7500	Academic Integrity Tutorial	0
EVIE 3008	Interior Design Studio 3.1	6
EVIE 3004	Materials, Assemblies and Detailing	3
EVIE 3002	Interior Design History and Theory 1	3
EVIE 4002	Indoor Systems 1	3
EVIE 3010	Indoor Design Studio 3.2	6
EVIE 4004	Indoor Systems 2	3
EVIE 4008	Digital Media	3
EVIE 4014	Advanced Interior Design Media	3
EVIE 3012	Interior Light and Colour	3
EVIE 3014	Human Factors	3
Total Credit Hours		36*

*Up to 30 additional credits may be required

Note: for schedules and course descriptions for the Master's and Pre-Masters programs visit our website at: <https://umanitoba.ca/architecture/departments-interior-design>

Advice on registration and other program-related issues can be obtained from the Graduate Student Adviser, Tobi Hawkins (gradarch@umanitoba.ca).

First-Professional Master of Interior Design

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>
Year 1		
GRAD 7300	Research Integrity Tutorial	0
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 7170	Design Research Methods	3
Year 2		
GRAD 7030	Practicum Project	0
IDES 7190	Theory Seminar 2	3
IDES 7220	Masters Studio 3	6
IDES 7230	Sensory Technology 4	3
IDES 7250	Professionalism and Practice	3
IDES 7000	Graduate Seminar (Pass/Fail)	3
0000 ####	Electives (to be taken during the first 2 years of study, Advisor approval required)	6
Total Credit Hours:		48

Post-Professional Master of Interior Design

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>
GRAD 7000	Thesis	0
GRAD 7300	Research Integrity Tutorial	0
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
0000 ####	*Electives (Advisor approval required)	9
Total Credit Hours		21

* It is highly recommended that students in the Post-Professional MID take at least 6 credit hours in quantitative, qualitative, and mixed methods research courses. The final 3 credits should be in an area related to your thesis topic.

ACCESS POINTS TO PROGRAMS

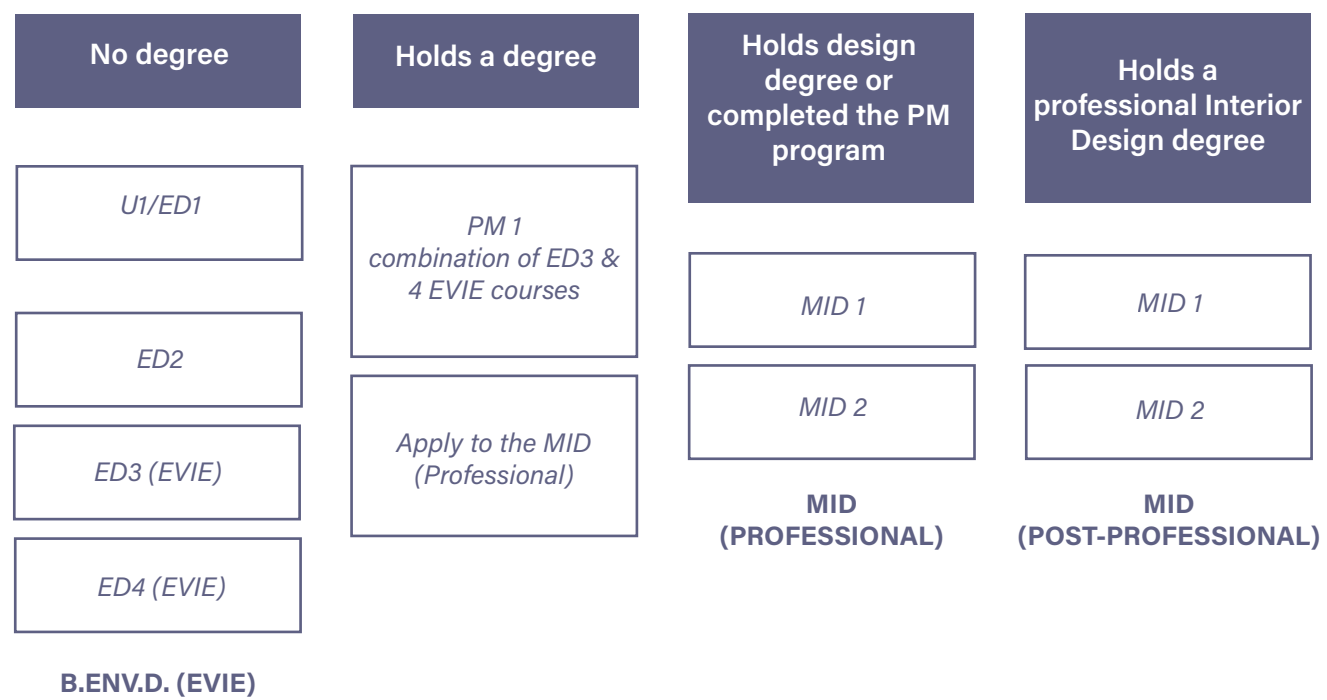


Image 1 - Department of Interior Design Paths of Study and Access Points

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-Master’s (PM) entry point, is for students who hold a bachelor’s 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 (ED3 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 (such as a B.ENV.D.) 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 admissions, application requirements, and deadlines please refer to our website at: <https://umanitoba.ca/explore/programs-of-study/interior-design-mid>

Registration

To become familiar with the University of Manitoba Graduate Calendar and Registration Guide, visit the website at: <https://umanitoba.ca/registrar/registration>

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 Faculty and University wide funding opportunities, visit the Faculty website at:

<https://umanitoba.ca/architecture/student-experience/funding-and-awards>

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

<https://umanitoba.ca/architecture/awards-database#department-of-interior-design>

ACADEMIC & ADMINISTRATIVE STAFF

Full-Time Academics

Kelley Beaverford IDT, BID, MArch

Department Head & Associate Professor

307 John A. Russell Building

204-474-8654

Kelley.Beaverford@umanitoba.ca

Umid Abdullaev, BDes (industrial design), MID, NCIDQ

Instructor 1

307B John A. Russell Building

204-474-9228

Umid.Abdullaev@umanitoba.ca

Susan Close BFA, MA, PhD

Associate Dean (Academic) & Associate Professor

404 Architecture 2 Building

204-474-7183

Susan.Close@umanitoba.ca

Kurt Espersen-Peters, MArch (Theory), MArch, BFA

Assistant Professor

305 B John A. Russell Building

204-474-7146

Kurt.Espersen-Peters@umanitoba.ca

Katherine Isaac, BID, MID

Instructor I

307 Architecture 2 Building

204-474-8657

Katherine.Isaac@umanitoba.ca

Cynthia Karpan BID, MEd, PhD

Professor

305B Architecture 2 Building

204-474-6075

Cynthia.Karpan@umanitoba.ca

Shauna Mallory-Hill BES, MArch, PhD

Associate Professor

206 Architecture 2 Building

204-474-7442

Shauna.Mallory-Hill@umanitoba.ca

Tijen Roshko BSc, BID, MSc, NCIDQ

Associate Professor

316 John A. Russell Building

204-474-6923

Tijen.Roshko@umanitoba.ca

Jason Shields, B.Env.D., MID

Assistant Professor

201 John A. Russell Building

204-474-6435

Jason.Shields@umanitoba.ca

For a complete list of teaching staff in the Faculty of Architecture, see:

<https://umanitoba.ca/architecture/faculty-staff#deans>

Administrative Staff**Tobi Hawkins**

Graduate student advisor

Room 201 John A. Russell Building

204-474-6578

Tobi.Hawkins@umanitoba.ca

gradarch@umanitoba.ca

Carrie Johnson

Undergraduate student advisor, Environmental Design Program

Room 201 John A. Russell Building

204-474-9566

Carrie.Johnson@umanitoba.ca

env.design@umanitoba.ca

For a complete list of administrative staff see:

<https://umanitoba.ca/architecture/faculty-staff#administrative-staff>

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 ID 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 Advisor for their Practicum/Thesis projects or elect to change Advisors 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, and one internal and one external examiner. The composition of the committee will be determined in consultation with the Practicum/Thesis Advisor. The internal examiner will be a full-time or adjunct professor in the Faculty of Architecture. The external examiner 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, & STUDENT ASSOCIATIONS

Facilities, Resources, Special Programs

The **Faculty of Architecture** is housed in two main buildings on the Fort Garry campus, the John 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 spaces for continuing students are 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:

<https://umanitoba.ca/architecture/working-alone-policy>

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:

<https://libguides.lib.umanitoba.ca/UMarchitecture>

The **Product Catalogue Collection (PCC)** 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:

<https://umanitoba.ca/architecture/product-catalogue-collection>

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:

<https://umanitoba.ca/architecture/cadlab>

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: <https://umanitoba.ca/architecture/fablab>

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

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. Refer to the Faculty of Architecture website for more information at:
<https://umanitoba.ca/architecture/events>

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:
<https://umanitoba.ca/student-supports/academic-supports/academic-learning>

In addition, the Faculty of Architecture has an **in-house writing tutor** with whom you may make an appointment.

The **Student Counselling Centre (SCC)** and the Faculty of Architecture formed a partnership to allocate designated counselling time to Architecture students. The SCC provides free counselling and mental health support to University of Manitoba students and can be reached at 204-474-8592, Monday through Friday, 8:30 am to 4:30 pm. For more information visit the SCC website at:
<https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc>

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
IDPSA	Indigenous Design and Planning Students Association
FASA	Faculty of Architecture Student Association

For more information refer to:
<https://umanitoba.ca/architecture/student-experience#support-for-faculty-of-architecture-students>

APPENDIX A: STUDIO HOUSEKEEPING RULES

DEPARTMENT OF INTERIOR DESIGN RULES

- All studio areas are to be kept clean, orderly and free of wastepaper, wood, laundry, old projects, and large quantities of food.
- Meals should be eaten in the student lounge. This includes potlucks and meetings involving food.
- Unused samples must be returned to the PCC.
- The noise level should be kept down during class hours (8:30 – 5:30).
- No alcohol is allowed in any FAUM buildings.
- The MID and the Interior Environment studios are allowed one kettle and microwave each.
- No mini or bar refrigerators are allowed in the studio.
- No coffee makers, waffle irons, slow cookers, toasters, or other household appliances are allowed in the studio.
- No bicycles are allowed in any of the FAUM buildings.
- Aerosol cans MUST be stored in the RED cabinets found in the studio.
- Do not leave unattended extension cords plugged in.
- No power tools are allowed in studio areas.
- Never block electrical panels or fire exits.
- Do not prop open fire doors.
- People outside the Faculty of Architecture should not intrude on student spaces
- If you see any suspicious or concerning activities please contact Campus Security. For non-urgent concerns contact Kelley Beaverford at Kelley.Beaverford@umanitoba.ca

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.

FACULTY OF ARCHITECTURE STUDIO SAFETY

- 1) **Studio Hours 6:00 AM – 1:00 AM (ED2 studio 6:00 AM – 12:00 AM)** – Students are expected to manage their time in studio appropriately as to avoid “all-nighters”. We encourage all students to be well rested so they can perform work safely and efficiently.
- 2) **Work Alone Policy** - Students should alert their peers when they leave and if alone, you should take whatever steps are necessary to ensure you are safe. That may mean leaving the area or alerting a friend or family member you intend to stay and work but will be leaving at a particular time.
- 3) **First Aid and Fire Exits** – Please familiarize yourself with the location of fire exits and first aid kits in your studio space.
- 4) **Safe Walk Program** - If you are leaving the campus and are not comfortable walking alone contact the Safewalk Program at 204-474-9312. You will be safely escorted to your car, a bus stop or other location on campus.

- 5) **UM Safe App** – The UM Safe App is an essential tool that sends safety alerts and provides instant access to campus safety resources. The app includes features such as “Work Alone” and “FriendWalk,” as well as a Mobile BlueLight feature similar to the stationary blue lights on our campuses. The free mobile safety app for students, staff, and faculty is available for iPhone and Android devices and can be downloaded by scanning the QR Code on the various safety bulletin board found in the Faculty of Architecture spaces.
- 6) **In Case of Emergency** – In the case of a serious medical, fire or safety emergency call 911 First (ambulance, fire police) then immediately contact Security services:
 - 555 on any university Phone
 - #555 from Bell MTS or Rogers Wireless
 - 204-474-9341 from all other phones
 - Any emergency phone on campus
 - Email at: emergency_response@umanitoba.ca
- 7) **Injuries / Close Calls** – If you experience an injury or close call on campus, first treat the injury appropriately. Within 12 hours of the incident, it should be reported to an instructor or Local Area Safety and Health committee member. For information on L.A.S.H committee members please see a safety bulletin posted on every floor of our facilities.
- 8) **Extension Cords / Power Bars** – Extension cords are only to be used temporarily. **NO OVER NIGHT USE OF EXTENSION CORDS.** Do not link extension cords together. Any damaged or defective extension cords should be decommissioned and disposed of. The faculty retains the right to confiscate any damaged or misused extension cords.
- 9) **High Wattage Appliances** – Hotplates, microwaves, kettles and coffee makers, mini fridges etc. are prohibited at workstations. These appliances should only be used in designated kitchen areas and directly plugged into an outlet.
- 10) **Power Tools** – tools which produce dust or excessive noise are prohibited from use in studio. These tools can only be used in designated areas like the Workshop, Assembly room, or CAST. Appropriate dust management is required, please contact a FAUM Technician for any concerns regarding safe use of power tools.
- 11) **Aerosols and Other Hazardous Materials** – Materials such as spray paint, lacquer thinner, oil-based paints must be stored in one of the red flammable cabinets provided in each studio space. **DO NOT STORE FLAMABLE OR COMBUSTABLE MATERIAL AT YOUR WORKSTATION.** Use of Aerosols should be limited the spray booths, or outside. A properly fitted respirator is encouraged if you plan to use aerosols for a prolonged period. Please contact a FUAM technician with any concerns over the safe use of these products.
- 12) **Clear Pathways** – Please do not arrange furniture as to limit a safe egress from a space, do not block doorways or hallways with material or furniture. Do not block access to fire alarms, fire extinguishers or electrical panels.

APPENDIX B: SUPPLIES & EQUIPMENT

Art and Drawing Supplies

You will use some, if not all, of the following supplies during your first year of Interior Design studio. It is not necessary, however, to purchase each item on this list. Those marked with an "*" are essential, while others are useful but might be shared among two or three students or purchased as needed. Note that used drafting boards and equipment can often be purchased from graduates of the ED program

Suggested Supplies

- 42" parallel ruler
- 30"x42" drawing board - 3/4" plywood (good one side) Borco cover for 42" drawing board
- *1- 30/60 degree set square
- *1- 45 degree set square
- *Metric scale drafting ruler
- *Imperial scale drafting ruler
- Technical pens (00, 0, 1, 2)
- *Thin, med. & thick Sharpie markers
- Circle template
- Mechanical drawing pencil
- Drawing leads- 2H, 3H, HB
- Lead pointer
- Eraser for pencil and ink
- Dusting brush
- *Roll of drafting tape
- Flexible curve
- Erasing shield
- *12" roll of buff tracing paper
- *X-acto knife and replacement blades
- *24" Metal ruler with cork backing
- *Olfa 24" cutting mat

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 crayons, 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.

Computer Purchase Specifications

Please refer to the CADLab website for computer purchase specifications:

<https://umanitoba.ca/architecture/cadlab>

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

Laptop Hardware Requirements: please contact Chris Leigh, CADLab Coordinator, at 204-474-9945 or by email to chris.leigh@umanitoba.ca

APPENDIX C: THESIS / PRACTICUM PROPOSAL GUIDELINES

First-Professional Practicum Proposal

https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_Practicum_Proposal.pdf

Post-Professional Thesis Proposal

https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2011_GuidelinesPost-ProfProposal.pdf

Faculty of Graduate Studies Milestones for Completing Practicum or Thesis

<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/before-you-start>

APPENDIX D: SUGGESTIONS FOR FIRST-PROFESSIONAL MID PRACTICUM DOCUMENT

Chapter Organization

Introduction: Make this Chapter 1 and a full introduction.

Lay out the introductory background, significance of the practicum topic, objectives of the project and key research questions, biases and limitations, and research methods.

Use subheadings for each of these sections.

Finish the Introduction with a chapter summary.

In your research methodology section include a paragraph clarifying why you have used each of the following as methods of research: Literary analysis, design precedents, site analysis, design research, design process (include at least one paragraph for each).

Define any key concepts or terms briefly; these can be unpacked further in the chapters ahead. Include a brief “map” of the chapters to come that outlines the content to come. For example, include any concepts dealt with and the theorists informing the chapter. This is not to be confused with a table of contents that states the chapter title and subheadings. It should provide the reader with a short summary of the key points of the chapter. Allow a paragraph for each chapter. Think of this as a mini-abstract for the chapter.

Chapter 2: Literary Investigation and Analysis

Include a well-considered introduction to the chapter.

This chapter should show that you are familiar with the key and current literature on your topic, be certain to include why you have used these references and how they directly relate to your design.

Use subheadings

Summary: remember to summarize how this chapter informs your design project.

What is a good literary analysis?

Examples of good literary analysis include Will Grey, Karolina (Theo) Rutherford, Leah Komishon, Cat Salese. See: <https://mspace.lib.umanitoba.ca>

Chapter 3: Design Precedents: Investigation and Analysis

Introduction Use subheadings

Explain why these have been chosen and how they inform your design, Be specific. Take care not to simply describe the precedent.

Summary: remember to summarize how this chapter informs your design project.

Chapter 4: Design Application

Introduction use subheadings

Programme can be included here or in an appendix Discussion and exploration of your design

Include lessons learned or place them in the Conclusion chapter

Summary

Conclusion

The conclusion is not an actual chapter. It should provide an overall summary, lessons learned (if this was not dealt with in a separate chapter preceding the conclusions), biases and limitations that arose during the field work or design stage, and future research have some idea of where to go from here.

Remember to return to and reflect on the actual research questions.

Appendix: Design Program (this can also be in Chapter 4).

Additional Considerations

- Be certain that each chapter has clear introduction of its own and a strong summary. The summary of each of the chapters excluding the introduction should relate what was written about in that chapter back to the design. Remember that all of the writing in the document must relate to the design project and the links should be clearly stated. Ask yourself: how does this inform the design? How does it relate to the research questions?
- Keep in mind that you must show significant progress in both the document and the design in your Interim presentation. Be certain that you make strong connections between your design and document in your presentation. Your document should clearly communicate your design intentions.
- Remember to keep the Interior Design investigation as the focus of your practicum.
- Please hand in an updated complete table of contents with subheadings each time you submit chapters and revisions. This gives your advisory committee a quick reference to its context. You can simply highlight the sections that are not complete in an alternative colour.
- Check out some helpful academic writing guides. Sage Publications Ltd. has a number of good ones. For example: Craswell, Gail. Writing for Academic Success, London: Sage Publications Ltd., 2008.
- The practicum document text should be a maximum of 150 pages (including the design program, design drawings but not including the TOC and other "up front" information, references, or appendices).
- Normally it takes at approximately up to 20 pages to unpack the issues to make a good chapter. The Conclusion can be about 3-5 pages. Keep in mind that your document conclusion is not a chapter.
- Please consult the ID Student Handbook for further information and the FGS website and the Interior Design Department webpage for additional details.
- Keep to a timeline that is realistic and takes into account your goal date of completion. Remember you are a full-time student who should be responsible for your own time management.

Useful resources:

Copyright slideshow:

<https://umanitoba.ca/copyright/copyright-support-for-students>

Academic Learning Centre:

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

To see examples of Practicum Projects go to:

<https://www.yearendexhibition.com/home/interior-design/practicum/>

See MSpace for Interior Design Practicums:

<https://mspace.lib.umanitoba.ca/browse?type=subject&value=interior+design>

FGS website:

<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>

APPENDIX E: MID PROGRAM EXPECTATIONS & REMINDERS

Student Expectations

Expect to be challenged! The MID is not a continuation of undergraduate education. Rather, it is a new endeavour with its own challenges and rewards. Expect to hone not just your design and research skills but your critical thinking and writing skills as well.

Students in the MID program have a **maximum** of four years to complete the MID program before they will be dismissed from the program.

The MID practicum or thesis is an **independent** project that each student develops with guidance by an Advisory Committee consisting of the primary Advisor, Internal Examiner, and External Examiner.

You are a full-time student **responsible for managing your own time**. It is not your Advisor's job to chase you down or to set a schedule for you. Students are expected to complete the program in 2 to 2.5 years.

The department expects you to **conduct yourself professionally** with your committee. Committee members generally work according to the university's normal operating hours 8:30 – 4:30 Monday to Friday. As well, committee members are entitled to vacations.

As indicated in the Faculty of Graduate Studies Student Advisor Agreement, **be prepared to meet once per month minimum**. The frequency of meetings may increase depending on your progress in the program.

The scope of work for each MID practicum or thesis may be different depending on each student's interests and aspirations. Although perusing MID practicums and theses from m-space is a great idea (and should be done), do not assume that YOUR practicum must replicate the scope and format of those that have come before you.

Your practicum or thesis process and products could consist of design research process and findings, design drawings, working drawings, physical or virtual models, videos, photography, design experiments, process drawings, installations, design/build projects – the sky is the limit. Choose design research (process) and communication methods most appropriate for the topic.

What is design research?

Design research is an extension of the design process. Students define a design problem relevant to contemporary issues followed by a critical and often interdisciplinary inquiry. The goals are to explore new insights, knowledge, design solutions or and future areas for study. Most students investigate theoretical or sociological topics; however, it is possible to focus on design's more technical, functional, or historical aspects.

What is a First-Professional MID Practicum?

The Practicum project is one of the highlights of the First-Professional program. A practicum differs from a thesis in its emphasis on applying theory; however, it is similar in scope, span, and rigor to a thesis project. An essential feature of the First-Professional MID practicum is that students demonstrate the ability to conduct a comprehensive design project that, in the judgment of the final examiners, meets the requirements of the Master of Interior Design Program.

What are the characteristics of a successful First-Professional MID project?

- The student receives guidance and direction from a Practicum Committee throughout the process.
- The topic contributes to the interior design profession's knowledge, inspiration, potential and ambitions.
- An in-depth analysis of selected literature, site, an existing building, and precedents support a comprehensive design exploration.
- The project creates a path for generating new questions or potential areas of study.
- The academic writing is clear, focused, structured, and backed up by evidence.
- The project meets the requirements of the Interior Design Supplementary Regulations and the Faculty of Graduate Studies.
- The student completes the project ethically, following appropriate codes of conduct defined by the University of Manitoba.

Student Experience

The First-Professional MID program Students must complete the **Work Experience Placement (WEP)** before graduating from the MID program. Students with prior professional experience may seek exemption from this required course if all WEP course requirements have been fulfilled.

The Faculty of Architecture **Cooperative Education/Integrated Work Program Option (Co-op/I)** is designed to complement and enrich academic programs with work experience. The work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization. Visit the Co-op/I website for more information at:
<https://umanitoba.ca/architecture/cooperative-education>

The **Student Exchange Programs** in the Faculty of Architecture allow students to expand their horizons, meet new people and have new adventures. Studying abroad gives students the experiences to change how they perceive the world. It helps them to learn outside their comfort zone, and enables them to expand their life skills to be a true global citizen. To learn more about international exchange opportunities visit the website at: <https://umanitoba.ca/architecture/international-exchange>

APPENDIX F: DEPARTMENT OF ID SUPPLEMENTAL REGULATIONS

ID Supplemental Regulations

The Faculty of Graduate Studies is home to all graduate programs at the U of M. For regulations and more resources visit their website at:

<https://umanitoba.ca/graduate-studies/>

For specific information about the MID rules and guidelines, please refer to the Interior Design Supplementary Regulations at:

<https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2021-05/interior-design-supp-regs.pdf>

APPENDIX G: IMPORTANT DATES & PROGRAM TIMELINES

Important Dates for Students Applying to the MID Program

<i>Date</i>	<i>Activity/Information</i>
Mid Nov	Begin preparing application, contact References. See ID website
Mid Jan	MID application due
May	University of Manitoba Graduate Fellowship (UMGF) recipients will be notified by FGS
May - Aug	All MID students should begin to formulate Practicum ideas. This is especially critical for recipients of a UMGF who must apply for a SSHRC scholarship in October. See ID Website

See the ID Department Website for Practicum and Thesis Overview & Practicum and Thesis Archive and M-Space.

Timeline: Pre-Master Program (1 Year)

<i>Date</i>	<i>Activity/Information</i>
Summer	If needed, learn how to use AutoCAD and Revit before starting the program
Mid Jan	MID application due to FGS (without portfolio)
Early Apr	Portfolio for MID application due to Graduate Student Advisor. Date TBA
May	University of Manitoba Graduate Fellowship (UMGF) recipients will be notified by FGS. See ID website
May - Aug	If accepted into the MID program consider 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

Note: Upon review of the application package, the MID Admissions Committee may ask a Pre-Masters students to do an additional term in the program before re-applying to the MID program. The goal is to set up the student for success in the MID program.

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

Year One

<i>Date</i>	<i>Activity/Information</i>
Aug	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements: https://umanitoba.ca/registrar/academic-calendar</p> <p>Refer to U of M website for course schedules and registration information: https://umanitoba.ca/registrar/registration</p> <p>Register for fall courses</p>
Early Sep	<p>Attend Department of Interior Design & FAUM Grad Student Orientations</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. Complete the Faculty of Graduate Studies (FGS) Student/Advisor Agreement</p>
Mid Sep	<p>Review the following: Practicum and Thesis Overview https://umanitoba.ca/architecture/department-interior-design/student-work</p> <p>Practicum Project Archive and MSpace for examples of completed projects.</p> <p>Meet with Advisor to discuss possible Practicum topic.</p>
Early Dec	<p>Complete fall term courses.</p> <p>Review Guidelines for First-Professional Practicum Proposals: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_Practicum_Proposal.pdf</p> <p>Review Guidelines for Post-Professional Thesis Proposals: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2011_GuidelinesPost-ProfProposal.pdf</p> <p>Review Proposal Submission Dates at 'MID practicum and thesis proposal information': https://umanitoba.ca/architecture/department-interior-design</p>

Early Apr	<p>Complete winter terms courses and consider registration for a summer session elective if needed.</p> <p>Submit project proposal to Advisor for review.</p> <p>Meet with Advisor to receive feedback on project proposal.</p>
Mid Apr	<p>Submit project proposal to Graduate Program Committee (GPC). To graduate within 2 calendar years. The next submission date will be in the spring.</p> <p>Begin Work Experience Program.</p>
Mid - Late May	<p>Receive letter from GPC re: Approval of Project Proposal.</p> <p>Meet with Advisor to receive feedback on project proposal & to discuss who will be your Practicum Advisor.</p> <p>At the same meeting, complete the FGS Progress Report if you haven't already done so this year.</p> <p>Submit proposal (if you missed the previous deadline) or resubmit proposal if necessary.</p> <p>Be sure to submit your proposal to your Advisor at least two weeks in advance of the Project Proposal due date.</p>
Early Jun - Aug	<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>
Jul - Aug	<p>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.</p> <p>Review Graduate Studies Practicum/Thesis Guidelines: https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum</p> <p>Continue work on Practicum over the summer months.</p>

Year Two

Sept - Dec	<p>Complete fall-term courses and any necessary electives.</p> <p>Continue developing literature review, site and building analysis, programming, data collection if required, and obtain permission to use drawings.</p>
Early Jan	<p>Take winter MID 2 courses and elective if needed.</p>
Jan - Feb	<p>Meet with Advisor on a regular basis. Determine External Examiner</p> <p>Complete Examiner's Form and submit to your Advisor for signature: https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf</p> <p>Turn in the Examiner form to the Graduate Student Advisor.</p> <p>Discuss readiness for Intermediate Exam with Advisor and Committee.</p>
Mid Feb	<p>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")</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf</p> <p>Notify committee of time, date & room for the Intermediate Examination.</p> <p>Provide document and drawings to committee two weeks (10 working days) prior to presentation</p>
Early Mar	<p>Complete the Intermediate Examination</p> <p>Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.</p>
Mid Mar	<p>Complete revisions and further development of the design and 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:

https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.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:
<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/format-your-thesis-or-practicum>

Early Jun

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

When revisions are approved, the Advisor will notify the Graduate Student Advisor.

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

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

Late Dec - Jan	When the Graduate Student Advisor emails you approval, upload your practicum to M-space.
Jul - Aug	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 Aug	Submit final copy to Graduate Studies. Before going to Graduate Studies, pick up Final Report form from the Graduate Student Advisor.
Oct	Graduation

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

Year One

<i>Date</i>	<i>Activity/Information</i>
Aug	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements: https://umanitoba.ca/registrar/academic-calendar</p> <p>Refer to U of M website for course schedules and registration information: https://umanitoba.ca/registrar/registration</p> <p>Register for fall courses</p>
Early Sep	<p>Attend Department of Interior Design & FAUM Grad Student Orientations</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. Complete the Faculty of Graduate Studies (FGS) Student/Advisor Agreement</p>
Mid Sep	<p>Review the following: Practicum and Thesis Overview: https://umanitoba.ca/architecture/department-interior-design/student-work</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 Dec	<p>Complete fall term courses.</p> <p>Review Guidelines for First-Professional Practicum Proposals: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_Practicum_Proposal.pdf</p> <p>Review Guidelines for Post-Professional Thesis Proposals: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2011_GuidelinesPost-ProfProposal.pdf</p> <p>Review Proposal Submission Dates at 'MID practicum and thesis proposal information': https://umanitoba.ca/architecture/department-interior-design</p>

Early Apr	<p>Complete winter terms courses and consider registration for a summer session elective if needed.</p> <p>Submit project proposal to Advisor for review.</p> <p>Meet with Advisor to receive feedback on project proposal.</p>
Mid Apr	<p>Submit project proposal to Graduate Program Committee (GPC). To graduate within 2.5 calendar years. The next submission date will be early in May.</p> <p>Begin Work Experience Program.</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 could be your Practicum Advisor.</p> <p>If submitting a proposal in May, meet with Advisor to discuss.</p> <p>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>
Early Jun	<p>Complete the FGS Progress Report with Advisor if you haven't already done so this year.</p>
Early Jun - Aug	<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>
Jul - Aug	<p>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.</p> <p>Review Graduate Studies Practicum/Thesis Guidelines at: https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum</p> <p>Continue work on Practicum over the summer months.</p>

Year Two

Sept - Dec

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.

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

Mid Sep

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 Jan

Take winter MID 2 courses and elective if needed.

Jan-Apr

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/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf>

Turn in the Examiner form to the Graduate Student Advisor.

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

Early Jun

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 meeting time)

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

https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.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 Jun**Complete the Intermediate Examination**

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

Jul – Aug

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.

Sep - Oct

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:

https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.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 Nov**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:
<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/format-your-thesis-or-practicum>

Early Dec

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

When revisions are approved, the Advisor will notify the Graduate Student Advisor.

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

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

Late
Dec - Jan

When the Graduate Student Advisor emails you approval, upload your practicum to m-space.

Feb

Graduation

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

Year One

<i>Date</i>	<i>Activity/Information</i>
Aug	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements: https://umanitoba.ca/registrar/academic-calendar</p> <p>Refer to U of M website for course schedules and registration information: https://umanitoba.ca/registrar/registration</p> <p>Register for fall courses</p>
Early Sep	<p>Attend Department of Interior Design & FAUM Graduate Student Orientations</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>To complete the program in 2 years, 9 credit hours in the fall term and 12 credit hours in the winter term are recommended.</p>
Mid Sep	<p>Review the following: Practicum and Thesis Overview: https://umanitoba.ca/architecture/department-interior-design/student-work</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 Dec	<p>Complete fall term courses.</p> <p>Review Proposal Submission Dates at 'MID practicum and thesis proposal information': https://umanitoba.ca/architecture/department-interior-design</p> <p>Review Guidelines for Post-Professional Research Proposal: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2011_GuidelinesPost-ProfProposal.pdf</p> <p>-</p>

Early Apr	<p>Complete winter term courses and consider registration for a summer session elective if needed.</p> <p>Submit project proposal to Advisor for review.</p> <p>Meet with Advisor to receive feedback on project proposal</p>
Mid Apr	<p>Submit project proposal to GPC.</p> <p>To graduate within 2 calendar years, the next submission date will be in May.</p>
Mid - Late May	<p>Receive letter from GPC re: approval of project proposal.</p> <p>Meet with Advisor to receive feedback on project proposal & to discuss who will be your Thesis Advisor.</p> <p>At the same meeting, complete the FGS Progress Report if you haven't already done so this year.</p> <p>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.</p>
Early Jun - Aug	<p>Meet with Advisor as necessary.</p> <p>Determine your Advisor's vacation schedule.</p> <p>Refine topic, develop research questions or hypotheses, start literature review, develop methodology , apply for ethics approval, collect data.</p>
July Aug	<p>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.</p>

Year Two

Sep - Dec	<p>Review Graduate Studies Practicum/Thesis Guidelines at: https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum</p> <p>Complete any required courses that were not completed in year 1.</p> <p>Continue to work on literature review, research questions and method, ethics collect data, copyright...</p>
Jan - Feb	<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: https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf</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 Feb	<p>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 meeting time).</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf</p> <p>Notify committee of time, date & room for the Intermediate Examination.</p> <p>Provide document to committee two weeks (10 working days) prior to presentation</p>
Early Mar	<p>Complete the Intermediate Examination</p> <p>Meet with Advisor to receive written feedback regarding comments made at the Intermediate Examination.</p>
Mid Mar	<p>Complete revisions and further development of the document in preparation for the Final Exam.</p>
Mid - Late April	<p>Meet with Advisor to determine date to submit final document to committee and book a time for the Final Exam. Create Doodle.com poll to confirm the availability of committee members.</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: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf</p> <p>Notify committee of time, date & room for the Final Examination.</p> <p>Provide document to committee two weeks (10 working days) prior to exam</p>
Late May	<p>Complete the Final Examination</p> <p>Meet with Advisor to receive written feedback to student regarding comments made at the Final Examination.</p> <p>Review Graduate Studies Deadlines and Requirements for Graduation: https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/format-your-thesis-or-practicum</p>
Early Jun	<p>Complete revisions to document and design. Submit revisions to Advisor for Approval.</p> <p>When revisions are approved, the Advisor will notify the Graduate Student Advisor.</p> <p>Hand in the final, bound copy of document, drawings, and materials to Advisor.</p> <p>Contact the Partner's Program about uploading a link to your work on the Department Website.</p>
Late Aug	<p>When the Graduate Student Advisor emails you approval, upload your practicum to m-space.</p>
Jul & Aug	<p>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.</p>
October	<p>Graduation</p>

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

Year One

<i>Date</i>	<i>Activity/Information</i>
Aug	<p>Refer to U of M website for Academic Calendar, important dates, rules, regulations, policies and graduation requirements: https://umanitoba.ca/registrar/academic-calendar</p> <p>Refer to U of M website for course schedules and registration information: https://umanitoba.ca/registrar/registration</p>
Early Sep	<p>Attend Department of Interior Design & FAUM Graduate Student Orientations</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>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.</p>
Mid Sep	<p>Review the following: Practicum and Thesis Overview: https://umanitoba.ca/architecture/department-interior-design/student-work</p> <p>Review Practicum Project Archive and MSpace for examples of completed MID projects.</p> <p>Meet with Advisor to discuss Thesis topic.</p>
Early Dec	<p>Complete fall term courses.</p> <p>Review Proposal Submission Dates at 'MID practicum and thesis proposal information': https://umanitoba.ca/architecture/department-interior-design</p> <p>Review Guidelines for Post-Professional Research Proposal: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2011_GuidelinesPost-ProfProposal.pdf</p>

Early Apr	<p>Complete winter term courses and consider registration for a summer session elective if needed. Submit project proposal to Advisor for review.</p> <p>Meet with Advisor to receive feedback on project proposal</p>
Mid Apr	<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> <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 Jun	<p>Complete the FGS Progress Report with Advisor.</p>
Early Jun - Aug	<p>Meet with Advisor as necessary.</p> <p>Determine your Advisor's vacation schedule.</p> <p>Refine topic, develop research questions or hypotheses, start literature review, develop methodology, apply for ethics approval, collect data.</p>
July Aug	<p>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.</p> <p>Review Graduate Studies Practicum/Thesis Guidelines: https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum </p>

Year Two

Sep - Dec	<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 - Sep	<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 Jan	<p>Complete any required courses and electives that were not completed in year 1.</p>
Jan - Apr	<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: https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf</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 Jun	<p>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 meeting time)</p> <p>Complete the Presentation Booking form and return it to Graduate Program Assistant: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf</p> <p>Notify committee of time, date & room for the Intermediate Examination.</p> <p>Provide document to committee two weeks (10 working days) prior to presentation</p>

Late Jun

Complete the Intermediate Examination

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

Jul - Aug

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.

Sep - Oct

Meet with Advisor to determine date to submit final document to committee and book a time for the final exam. Send out a Doodle.com 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: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf

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

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

Late Nov

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: <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/format-your-thesis-or-practicum>

Early Dec	<p>Complete revisions to document and design. Submit revisions to Advisor for Approval.</p> <p>When revisions are approved, the Advisor will notify the Graduate Student Advisor.</p> <p>Hand in the final, bound copy of document, drawings (poster), and materials board to Advisor.</p> <p>Contact the Partner's Program about uploading a link to your work on the Department Website.</p>
Early Jan	<p>When the Graduate Student Advisor emails you approval, upload your practicum to M-Space.</p>
February	<p>Graduation</p>

APPENDIX H: FORMS & ADDITIONAL INFORMATION

Practicum/Thesis Required Forms

Progress Report form: <https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/interactive-progress-report.pdf>

Examiner's Form: <https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-title-appointment-examiners.pdf>

Presentation Booking form: https://umanitoba.ca/architecture/sites/architecture/files/2020-03/ID_2019_2020_Presentation_Bookingform2.pdf

Schedules and Registration

For schedules and course descriptions for the Master's and Pre-Masters programs visit our website at: 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, Tobi Hawkins (gradarch@umanitoba.ca).

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.

SSHRC

If you have received a UMGF you will be required to apply for a SSHRC award. The following outline will 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 and speak with your Academic Advisor.

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's 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>

Requesting Copyright Permission for 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 website.

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,

Asking for Reference Letters

The following are guidelines for requesting reference letters.

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.

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

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.