



**Interior Design Proficiency Review**  
School of Family and Consumer Sciences  
Texas State University

## Overview

### What is proficiency review?

The Proficiency Review is a selective advancement evaluation conducted by the Interior Design program to impartially determine whether students are prepared to move forward into advanced interior design coursework.

### What skills will be evaluated during the proficiency review?

Candidates are evaluated on a range of basic, technical, and design process skills. See the skill descriptions in the packet below for additional information.

### Why do students have to go through proficiency review?

Interior design is a demanding, professional discipline. As a future professional, you need exposure to the process and practice of sitting for examination like you will do for the NCIDQ when you enter the profession. Additionally, the proficiency review process ensures that you will be successful moving forward in the program. The review process also assists the Texas State Interior Design program in maintaining high standards. High standards strengthen the program's reputation among the practitioner community and elevate the value of your BSFCS in Interior Design degree.

### Who is eligible for proficiency review?

Your minimum grade must be a "C" in all required ID and ART courses and an overall GPA of at least 2.25. All applications where these criteria have NOT been met will be disqualified from the review process. In addition, you must also have completed or be currently enrolled in the following courses:

- ARTF 1302 Basic Drawing
- ID 1310 Introduction to Interior Design
- ID 1320 Design Graphics I
- ARTC 2305 Visualization and Presentation Techniques
- ID 2322 Basic Interior Design

### When is proficiency review?

Proficiency review will take place twice during the calendar year, once during the fall semester, and once during *either* the spring or summer semester depending on student enrollment. Specific review dates and times will be announced no later than October 15<sup>th</sup> and March 15<sup>th</sup>.

### How do I apply for proficiency review?

Applicants are required to register for ID 2000 Proficiency Review (zero credit with a pass or fail grade) by the deadline of second 8 week course registration and submit their degree audit by the last day to drop ID 2000. Dates will be announced at the beginning of each semester.

### If I am an out-of-state transfer student, or a student who participated in a review prior to Fall 2018, do I have to participate in Proficiency Review?

Transfer students from out-of-state, and students who participated in but did not pass a review prior to Fall 2018 must participate in a holistic portfolio review instead of the proficiency review.

### **How should I prepare?**

Your first preparation should be to attend the provided workshop. Beyond that, you should practice responding to a design prompt in a short period of time. During your classes, focus on working efficiently in class. Also practice sketching using design drawing techniques as often as possible. The textbooks required for ID 1320 and ID 2322 are also appropriate resources to review the technical and graphic communication skills required.

### **Who is on the Proficiency Review panel?**

The review panel is made up of all full-time interior design faculty active during that semester.

### **How do I get more information?**

There will be a workshop held once per semester, generally at the mid-term point of the semester.

## **Proficiency Review Format**

### **What will the Proficiency Review be like?**

In advance of the review, you will be provided with the category of the design problem, so you can start thinking about a concept (i.e. residential, retail, restaurant). During the proficiency review, you will be provided with the complete design problem and respond by completing a list of required deliverables. You will also be provided with a 24" x 36" sheet that will have a space for each required item and paper for process work. You will have five hours to respond to the design problem and complete the following deliverables by hand:

1. Hand Lettered Concept Statement
2. Visual Representation of Concept
3. Bubble Diagram
4. Interior Space Plan
5. Conceptual Marker Rendering
6. Color Selections

During the review process, it will be essential that you manage time effectively to ensure completion of all review components. The completed work will be collected and assessed in a blind review for competency on the skills outlined later in this guide.

### **What should I bring?**

#### **1. Drawing Kit**

You should be prepared with a variety of pens, pencils, markers and other drawing materials like a straight edge, architectural scale, lettering guide, masking tape etc. that could be found in the combined kits from ID 1320 Graphics I and ARTC 2305 Visual Presentation Techniques. You will not be allowed to leave the exam to get forgotten supplies and no supplies beyond paper will be provided.

#### **2. Student ID**

Students must show their TXST ID when they sign in for the review.

#### **3. Snacks and Water**

During the review, you will likely need snacks or water. Neither will be allowed in the review room to protect your work and minimize distractions for other candidates. However, you may take supervised breaks as desired.

**What should I NOT bring?**

The entire review must be completed by hand on provided paper. No computer, phone or internet access will be allowed during the review.

1. Color, material, or finish samples of any kind
2. Paper of any kind
3. Laptops, or mobile digital devices, including cell phones
4. Headphones or music

**What if I need to take a break?**

If a student needs to take a break during the process to visit the restroom or for any other reason, a faculty or staff member will escort them from the room. All breaks will be supervised. No access to phones, or other digital technology will be permitted during breaks. Conversations with other review candidates during break are also strictly forbidden.

**What if I have a question during the review?**

Faculty cannot answer questions about the exam content. You also may not ask other review candidates. If you are not sure of what to do, read the instructions and respond using what you have learned in your classes.

**What do I do when I am finished with the review?**

When you are finished, turn your 24" x 36" sheet over on the desk. Place your process work on top. Quietly pack your kit. Raise your hand and a faculty member will collect your work and escort you from the room.

**What happens after the review?**

When the review is complete, the work will be evaluated via blind review by a panel of full-time interior design faculty members. Reviewers score each project using a rubric with a line item for each skill described in the following section. Skills are evaluated using the following scale: (4) Exemplary, (3) Good, (2) Needs Improvement, (1) Unacceptable, (0) No Evidence. The sums of reviewer scores are averaged for each project. The average is divided by the total number of skills to calculate an overall skill score between 0 and 4. Students must achieve a minimum of a 2.0 or above to pass review and move forward in the interior design program. Results will be sent out via email.

## Proficiency Review Skills

The proficiency review work will be evaluated for the following skills. These skills represent the core outcomes of the foundation courses you have taken. See the following page for a description of each skill and expectations.

### Basic and Technical Skills

*Knowledge of technical ability and application design theory as indicated by the application of the design elements, principles, and color theories.*

<b>Skill</b>	<b>Application</b>
<i>Conceptual Drawing and Sketching</i>	Conceptual ideation in process work, Concept Visual Representation, Bubble Diagram, 3D Rendering
<i>2D Composition</i>	Concept Visual Representation, Bubble Diagram Layout
<i>3D Composition</i>	3D Rendering
<i>Technical drafting</i>	Interior Space Plan, Architectural Lettering of Concept
<i>Color theory application</i>	Design Analysis in process work, Color Selections, Written Concept
<i>Marker Rendering</i>	Marker rendering technique in 3D rendering

### Design Process Skills

*Understanding of design analysis, concept development, awareness of appropriate schematic exploration, and development of design solutions.*

<b>Skill</b>	<b>Application</b>
<i>Concept Development</i>	Conceptual ideation in process work, Concept Visual Representation
<i>Design Analysis</i>	Annotated visual analysis in process work
<i>Design Synthesis</i>	Connection of Process Work to Concept to Final Deliverables including 3D Rendering, Color Selections, Interior Space Plan
<i>Human Factors</i>	Sketches in process work, Interior Space Plan, 3D Rendering

### Organization and Professionalism Skills

*Overall quality of appearance and design of the completed work*

<b>Skill</b>	<b>Application</b>
<i>Presentation quality, organization, and designerly quality</i>	Mounting of visual elements on the provided sheet, Overall Craftsmanship, Use of design techniques throughout all created work.

<b>Basic and Technical Skills</b>	Conceptual Drawing and Sketching	<i>Conceptual Drawing and Sketching is generally freehand, made with minimal aid of tools like straight edges or scales. There should be clear evidence of line weight application, use of shading and hatching to reveal form, appropriate and correct use of drawing systems. Focus on using design drawing techniques from ID 1320 Graphics I. There should be evidence of conceptual hand drawing in your process work, concept diagram, and marker rendering.</i>
	2D Composition	<i>2D Composition skills are those used to organize 2D space within a composition and within a presentation. There should be clear evidence of your ability to apply the design principles and elements used to align visual elements, create visual groupings, and communicate visually in your concept diagram and interior space plan.</i>
	3D Composition	<i>3D Composition skills are those used to translate 2D ideas into 3D environment. Although you will not be creating a model, 3D composition skills should be evident in the point of view chosen for the marker rendering, and how you use and consider 3D space in your design. Although this skill will be primarily evaluated from your 3D rendering, 3D Composition is judged separately from marker application techniques. See below for additional details on rendering.</i>
	Technical Drafting	<i>Technical drafting skills include your ability to hand draft, use appropriate architectural symbols, architecturally letter, and work in orthographic. Evidence of technical drafting skills should be presenting in your interior space plan, sheet labels, and architecturally lettered concept statement.</i>
	Color Theory Application	<i>Application of color theory is not simply using color on something. Rather it is purposefully applying color based on an understanding of what the colors mean relative to color theory and how they can be used as tools to impact a space in specific ways. Your process work should reveal the color theory knowledge behind your color choices, and It should be clear WHY you used the colors WHERE you did.</i>
	Marker Rendering	<i>Rendering skills should showcase your ability to use a 3D drawing system and markers to accurately and conceptual depict an interior space. The rendering produced during the review should highlight important design elements rather than apply color on every surface.</i>
<b>Design Process</b>	Design Analysis	<i>Design analysis is the visual efforts you make to understand the existing (or innate) issues relevant to the design project. For example, you should analyze your client, the building orientation relative to sun paths views or natural light, human scale relative to a space, how humans circulate through an existing space. You should document what is going on in your thoughts about color, design principles and elements and how they relate to what you are seeing in the project. Process work that represents strong design analysis will have sketches, images, and notational text. You should consider writing down questions you have as you move through the analysis process to document what is happening in your head.</i>
	Concept Development	<i>Concept development is about the development of your ideas. This is different than analysis because it is about what you as a designer bring to the problem rather than about issues that are there regardless. Strong concept development will include sketches, notational text, and references to design analysis in the process work.</i>
	Design Synthesis	<i>Design synthesis is where analysis and concept come together to create your design solution. There should be an obvious visual connection between the statements made in the concept statement and issues identified during analysis and the final design solution. For example, if you state that organic lines are an important part of your concept, but your entire design solution is rectilinear there is not synthesis between your result and the process work created.</i>
	Human Factors	<i>Human factors is an essential element in design that shows how humans fit into and interact with the space you design. Evidence of human factors should show up in your process sketches. For example, if you are drawing an elevation of some windows, including an appropriately scaled human figure in the drawing communicates the scale of the windows. If you are placing a shelf on a wall, drawing a human figure documenting the reach range would be good evidence. If you are creating a perspective, your development sketches could show how you matched the horizon line to a natural eye level. Evidence should also be evident through appropriate application of human scale in the interior space plan.</i>

## Proficiency Review Checklist

### BEFORE REVIEW

- Sign up for ID 2000 and submit your degree audit
- Meet with ID faculty if you have questions
- Practice creating the deliverables in a timed scenario

### DAY OF REVIEW

- Arrive at the classroom 10-15 minutes prior to the review to sign-in.
- Bring your student ID
- Bring snacks and water that can be set aside and do not require refrigeration
- Bring your drawing kit from Graphics I and ARTC2305
- Complete the project and turn in your work

### AFTER REVIEW

- Wait for results to arrive via your TXST email address

## What if I have questions or need help?

Faculty are here to support you during this process. If you have questions about the process, what the skills mean or look like, please come and discuss with any full-time faculty member. If you did poorly on an assignment or in a class and are unsure about how to improve your skills, it is suggested that you schedule a meeting with a faculty member. If you would like to meet with a faculty member, the appropriate way to arrange that would be to schedule an appointment, arrive on time with a work sample that shows your ability on the skill in question, and come prepared with specific questions. General questions like “is this good enough”, “does this show skill” are not appropriate. Specific questions like “how can improve my line weight application?” are appropriate.

## When will I find out the results?

Students will be notified via email of the decision on their application and whether they may advance in the interior design program. Notification will be sent by email within 10 calendar days of the proficiency review event. Included in the notification will be an evaluation rubric identifying specific areas of strength and weakness. There are 3 possible outcomes: 1) Passing, 2) Passing with a Warning, and 3) Failing. Passing with a Warning means that you are being allowed to advance to the next studio, but the reviewers identified enough weaknesses that they are warning you to carefully address and improve in those areas or you risk not succeeding and potentially, repeating, upper level studios.

If you do not pass review, you may apply for one subsequent review session. Students who do not pass the second review will not be eligible to submit for proficiency review again and will be unable to future interior design coursework.

## What if I have other questions?

If you need more information, please visit the [Interior Design](#) website or email the program coordinator, Mira Ahn [ma32@txstate.edu](mailto:ma32@txstate.edu).

## Work Disclaimer

Any and all university officials (including ID faculty) are not responsible for lost or damaged work during the proficiency review process. Work will also be retained by the program for accreditation purposes and will not be handed back to the student.

## Frequently Asked Questions

- 1. Where can I find my degree audit?**
  - Degree Works, available in CatsWeb, is used to pull your degree audit. You can do this yourself. Please save the degree audit as a PDF (an available option on the website) in preparation for the application process. Visit <http://www.registrar.txstate.edu/resources/degreeworks.html>
- 2. I have transferred from another design program in to Texas State University and have not yet established a Texas State GPA; how does this affect my application?**
  - Please provide evidence (transcript) of your GPA from your previous institution. In the online application process; you can upload up to 4 transcripts in Part Two of the application. The document must clearly note the GPA. It is expected by the completion of your first semester (at the conclusion of your proficiency review) that you will have established and earned a min. 2.25 GPA; failure to meet this requirement will result in disqualification from the proficiency review.