



Interior Design  
Graduate Student Orientation  
Handbook

2009-2010

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## How to Reach Us\*

### Address

The New England School of Art & Design @ Suffolk University  
75 Arlington Street–2nd Floor  
Boston, MA 02116-3904

### Contact Information

Phone: (617) 573-8785 (Reception Desk)

Fax: (617) 994-4250

E-mail: [nesad1@suffolk.edu](mailto:nesad1@suffolk.edu)

Web: [www.suffolk.edu/nesad](http://www.suffolk.edu/nesad)

\*See pages at back of booklet for campus map.

## Hours of Operation\*

### Fall & Spring

Mon.-Fri. 8am-10:45pm

Sat.-Sun. 10am-6pm

(or as posted)

### Summer

Mon.-Thur. 8:00am-10:45pm

Fri. 8:00am-6:00pm

Sat. 10:00am-6:00pm

Sun. closed

(or as posted)

\*After 7pm and on weekends building access is limited to the Atrium entrance on 10 St. James. During semester breaks the school is open M-F 9-5:00pm.

## **NESADSU Library Hours\***

\*Evening and weekend hours may vary. Please call (617) 994-4282 for more information.

### Fall & Spring

Mon.-Thurs. 9am-9:30pm

Friday 9am-5:00pm

Saturday 9am-5pm

Sunday 12pm-6pm

### Summer

Summer library hours vary depending on staffing. Please contact the library for more information.

## **Who's Who**

### Administrators & Support Staff

William Davis, Chairman

Eric Belson, Senior Computing Specialist

Dan Caparrotta, Desktop Support Specialist

Sara Chadwick, Director of Administrative Services

Molly Ferguson, Office Coordinator (Reception Desk days)

Elaine Hackney, Graphic Design Staff Assistant

Suzanne John, Director of Academic and Instructional Services

Sara Porth, Continuing Education Program Coordinator

Nichole Kaye, Administrative Coordinator

Virginia Lane, Interior Design Program Coordinator

Leon Martinez, Receptionist (evening/weekend)

Karianne Noble, Director of Continuing Education and Preparatory Programs

Josh Peters, Receptionist

Laureen Simonetti, Education Consultant, Ballotti Learning Center

Ellen Sklaver, Library Manager

Brian Tynemouth, Assistant Director, Library and Computer Services

### Interior Design Faculty Advisors

Nacer Benkaci, Assistant Professor – MA Advisor

Mark Brus, Associate Professor– BFA Advisor

Karen Clarke, Associate Professor, Interior Design Program Co-Director–MA Advisor

Anna Gitelman, Assistant Professor - BFA Advisor

Nancy Hackett, Associate Professor, Interior Design Program Co-Director–BFA Advisor

Sean Solley, Assistant Professor – BFA Advisor

## Interior Design Graduate Fellows

Lara Guroff - Administrative Fellowship

Meghan Grammer- Computer and Technology Fellowship

Brittney Dion- Interior Design Materials Resource Library Fellowship

## **Administrative Procedures**

### Obtaining Your Student I.D.

All students are issued a University ID card. ID pictures are taken on-site at NESADSU Monday-Friday during the semester, and by appointment during intersession. Please contact the Reception Desk at (617) 573-8785 if you need to schedule an appointment during intersession. IDs are required to access University facilities. They can also be used to waive admittance fees to the MFA with a CAS sticker available at the Security Desk. When you come to take your ID photo, please remember to bring your student ID number.

### Lockers

If you wish to have a locker please contact the Reception Desk; they are issued on a first-come, first-served basis. Locker confirmations will be done at the end of each semester, if you do not reserve your locker for the following semester, it will be emptied and reassigned. If you will not be taking classes consecutive terms, please empty out your locker and return your lock to the Reception Desk at the end of the semester.

### Contacting a Faculty Member

Interior Design faculty advisors can be reached through their campus office phone, through their Suffolk email account or faculty mailbox; they will also have office hours posted outside their office. Please see page 19 for advisor contact information. Adjunct faculty scheduled to teach in the current semester will have a mailbox located in the mail closet across from Room 203. Additional contact information for faculty is usually included in course syllabi. Please note that we cannot give out adjunct faculty email account information or phone numbers to students. Messages may be left in faculty mailboxes or, in the case of an emergency the Front Desk staff or the Interior Design Program Coordinator will call the faculty member for you and relay the message.

### Advising

Upon entering the program, you are assigned to a faculty advisor. Your advisor will help you select classes, explain the distribution requirements of your program, and guide you through the thesis process. The advising period is mid-October for Spring and Summer semesters and mid-March for Fall semester. Advisor assignments will be posted in the Interior Design 4<sup>th</sup> Floor Gallery each semester just before advising week. Check to see to which advisor you have been assigned, and make an appointment to meet during that advisor's posted advising times. Make a copy of your signed registration form and give it to Virginia Lane, Room 421, and you will be cleared for online registration.

### Registration

Registration is done according to a student's status and priority level. During priority registration, matriculated students register according to seniority as determined by academic levels. Graduate students have first priority during the priority registration period. For more information about registering for courses or for information on the Student Academic Internet Link (SAIL) please refer to the following website:

<http://www.suffolk.edu/offices/5768.html> (Web registration instructions)

Additional questions regarding registration may be emailed to [webman@suffolk.edu](mailto:webman@suffolk.edu)

### Adding & Dropping Courses

Students may make changes to their course schedule online by adding and dropping courses or by withdrawing from courses according to the timetable established in the Academic Calendar. To drop or add into a course all matriculated students must have the faculty member sign a Drop/Add Form. These forms are available at the Reception Desk. If a course is filled you cannot add into the class. If a course has a waitlist, students will be taken in order from the waitlist if a space becomes available. The faculty member teaching the course cannot give a vacant spot to a student if a waitlist exists for that course. Students wishing to withdraw from a course after the Withdrawal deadline must contact the Dean of Students.

### Wait Lists

Administration makes decisions about adding sections of courses based on waitlists, thus you are strongly encouraged to add yourself to the waitlist of a closed section. If another section is available, you can register for that section and remain on the waitlist for your preferred section. If a space in the waitlisted section becomes available for you, you will be contacted by email and given a timeframe in which to register online. Course instructors do not have the authority to add students to a waitlisted class.

### Graduate Grading Policy

<i>Letter Grade</i>		<i>Grade Point Average</i>
A		4.0
A-	Satisfactory	3.7
B+	Performance	3.3
B		3.0
<hr/>		
B-		2.7
C+	Unsatisfactory	2.3
C	Performance	2.0
F		0.0

I Incomplete

L Non-Evaluative Grades

W Withdrawal

"I" (incomplete) indicates a failure to complete the course requirements. The "I" grade is given, at the instructor's discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester. An incomplete grade is maintained for

thesis credit until the thesis or dissertation is completed and defended. All master's degree requirements normally must be completed within five years. All doctoral degree requirements normally must be completed within seven years.

The "I" grade converts automatically to an "F" after one calendar year, unless the instructor submits a grade or officially extends the incomplete.

The College requires an Incomplete Form to be completed by the instructor of the course. Upon completion, the form is returned to the Registrar's Office.

## Course Numbering System

### Graduate Level

500-599	CAS Introductory Level Study (faculty permission required)
600-899	Graduate Courses
900-999	Graduate Directed Study Course (faculty permission required).

### Academic Standing

Each semester, the appropriate Departmental Committee or Director of each Graduate Program will review the records of Graduate students believed deficient in any of the following areas:

1. Cumulative grade point average below 3.0
2. A grade of "F" in a class
3. Excessive grades below the "B" level
4. Excessive "Incomplete," "W" or "L" grades
5. Violation of Professional or Ethical Standards
6. Academic Dishonesty or Plagiarism
7. Failure to make satisfactory progress toward the completion of the degree

After reviewing the student's record, the appropriate Departmental Committee or Director of each Graduate Program may choose to take one of the following actions. Written notification of the action taken should be delivered to the student in a timely fashion.

1. Probation
2. Dismissal
3. Limit the number or nature of courses
4. Set a grade point average requirement
5. Require a leave of absence
6. Remove from degree candidacy
7. Take no action

A student may appeal this decision in writing to the Dean of the College within 30 days of receipt of the notice of action taken by a Department. The Dean will then make a final determination based on an investigation, or a hearing with the student.

### Portfolio Reviews

Graduate students are required to participate in a portfolio review every year following completion of ADI S601, Interior Design Studio I, until they begin ADI 840, Thesis Research. Graduate students will also have an exit portfolio review when they have completed their thesis documentation. The reviews are opportunities for the students to get feedback on the overall quality of their work, the appropriateness of their skill level and the completeness of their portfolio. Any student with a Portfolio Review Rating of 'Poor' or 'Unacceptable' will be placed on Interior Design Probation and will be likewise counseled.

### Internship

With the assistance of the faculty advisor, each graduate student must complete an internship with a local interior design or architectural firm. All interns must meet periodically as a group with the faculty advisor to report on experiences. The faculty advisor will reinforce new skills learned in the office and provide counseling. Students will be required to keep a notebook of their observations. Students with prior documented work experience in the field may be waived from the Internship course, however they must substitute it with another graduate level course. To find an internship, visit the Career Services Department at:

20 Ashburton Place, 1<sup>st</sup> Floor

617-573-8480

careers@suffolk.edu

Hours: M-F 8:45am – 5:45pm

evening appointments available by special request

or contact Professor Nancy Hackett, the Internship Coordinator, to make an appointment (617-305-1777, [nhackett@suffolk.edu](mailto:nhackett@suffolk.edu)). The Internship Program Guide is available through the Suffolk University's website, [www.suffolk.edu/nesad/23800.htm](http://www.suffolk.edu/nesad/23800.htm)

## **Services & Resources**

### Computer Facilities

NESADSU has four Macintosh labs and five PC-based electronic studios/labs with a total of 64 PC's. Please review the computer lab manuals that can be found in each lab on the information board. Computer availability is limited, so we ask that you abide by lab usage rules. The schedule for each computer lab is posted on the door to the room. Room 409C, the Thesis Lab, is reserved for students currently enrolled in Thesis. Students are encouraged to bring laptop computers to school to work during the day. Laptop purchasing recommendations are available in the Interior Design Office or on the NESAD Support webpage which automatically loads when you connect to the internet on any NESAD PC. This web page also provides comprehensive information about NESAD computer use, including use of the wireless network. Additional computer facilities are located in the student lounge and in the 4<sup>th</sup> floor hallway between classrooms.

### Phones

Campus phones are located throughout the facility including each basement classroom. There is also a payphone located on the second floor in Room 228, the freight elevator room, across from Room 206.

### Student Lounge

The student lounge, located on the lower floor in Room B06, is equipped with vending machines, microwave, refrigerator, and computer access. Another refrigerator and microwave are available for student use in Room 228, the freight elevator room.

### NESADSU & Sawyer Libraries

All students with a current University I.D. have access to the NESADSU and main campus libraries to check out materials and to do research. Please review the School's on-line resources. In the Library you can find information on ART Index on-line and AMICO (Art Museum Image Consortium). In the Interior Design electronic studios, there is also access to Design Online and Blue Bolt. The NESADSU Library and interior design materials resource room is located in room B01 in the basement.

Copy cards for the NESADSU Library copier are available for \$1.00 at the Reception Desk. Funds can be deposited to the card up to \$100.00. Copies are \$0.10 each.

### Interior Design Materials Resource Room

The Interior Design Materials and Resource Room, located in the NESADSU library is modeled after a professional working library in an Interior Design or Architectural Firm. It is meant as a place for research, selection, and specification of products, furniture, finishes and materials. The catalogs and materials will be kept current by area representatives visiting the school and updating their products. The materials have been organized according to the CSI (Construction Specification Institute), the international ordering system for all construction materials and specification in the Master Spec format. Each catalog and sample is located according to their Division. The colored dots are keyed to the Divisions. The Master CSI index can be found in the reference area of the library. There is a computer, scanner and printer in the room. Materials and catalogs cannot be removed, cut or otherwise altered. They may be photocopied or scanned, or you can contact the representative for additional catalog photos. Some materials can be checked out for a 2 day period. All students must attend an information session on how to use the materials and resource room. Information session dates and times will be posted on the bulletin boards at the beginning of each semester.

### Lighting Lab Studio

Room B05 has been designed as a lighting lab and electronic studio, demonstrating the advancement of light technology in a practical application. The lighting lab studio demonstrates different lighting fixtures and lamps and their affect on materials, finishes and colors. There are over twenty types of lighting fixtures and lamps on display.

### Health & Safety

NESADSU has a studio safety program. Multi-use studios are equipped with eyewash kits. There is also a first aid kit available at the Front Desk. In accordance with University policy, there is no food allowed in studios or computer labs. Please take the time to review the NESADSU Health & Safety Manual for specific health and safety guidelines.

### Travel & Study Abroad Programs: Italy

Interior Design students have an opportunity for directed study of furniture, lighting, and interiors in Italy. Students will be exposed to international design trends and European traditions of art, architecture and culture. Students will have the opportunity to visit Italian design studios and showrooms and meet international architects and designers. Earn up to six credits towards your Master of Arts in Interior Design degree. The program is offered from May-June, and is three to five weeks long. The program is open to students who have completed Interior Design Studio I.

### Interior Design Bulletin Boards

Check out the Interior Design Bulletin Boards, located on the second floor near Rooms 200 & 201, and on the fourth floor in the gallery, for listings of current events, information and job opportunities.

### Suffolk One Source

The Suffolk University One Source Students pages are your gateway to information about academic programs, registration, finance and financial aid, tuition and billing, grades and transcripts, graduation, and other services you may be using from time to time. Most forms required by students are available on One Source, which can be accessed by a link on the bottom menu of the Suffolk website.

### Gallery 28

The gallery, which is located in the Reception Area, features ongoing exhibits. Student shows run from March through May and there is an Interior Design Graduating Seniors Show/Reception in May.

### Ballotti Learning Center

Make an appointment for a confidential discussion and help in any of the following areas: NESADSU class work, academic class work, course/major selection, study skills, time management, career goals, semester goals, raise GPA, stress management, personal issues, graduate school application, academic standing, incompletes, withdrawals due to illness, leave of absence, advisor or professor communication. Contact Laureen Simonetti, Educational Consultant, at [lsimonet@suffolk.edu](mailto:lsimonet@suffolk.edu) or 617-973-5369. The Tutor Program is located in Room 252.

### Career Services and Cooperative Education

Located at 20 Ashburton Place, the Office of Career Services and Cooperative Education assists students in defining their career goals and provides the support and resources necessary to develop an independent, proactive and successful job search that offers fulfilling employment. The following services are available:

- ◆ Career Services Homepage and Job Links - [www.careers.suffolk.edu/campuslife/19958.html](http://www.careers.suffolk.edu/campuslife/19958.html)

- ◆ Individual Career Advising & Counseling
- ◆ Workshops
- ◆ Paid Co-ops & Internships
- ◆ Speakers Series/Career Panels
- ◆ Career Resource Library
- ◆ Alumni Career Advisory Network
- ◆ Recruiting Employers Program (REP)

### Campus Police

In the event you need emergency assistance, there is a Campus Police Officer assigned to the NESADSU building from 8am-11pm Monday through Friday during the semester. Any emergency should be reported immediately to the NESADSU Campus Police Desk located at the St. James Reception area or to the Front Desk in the Gallery Reception area. Campus Police can also be reached from any campus phone by dialing 8111.

### Campus Book Store

In addition to carrying textbooks and supplies for courses, the Suffolk University Bookstore sells Suffolk University insignia clothing, gifts, school & office supplies, magazines, greeting cards, reference books & study aids, candy, snacks and beverages. The bookstore sells MBTA passes the first three and last three days of each month and offers fax services and FedEx shipping. The bookstore is located on the ground floor of the Ridgeway Building, at 148 Cambridge Street, and is open Monday – Thursday from 9 AM to 6 PM and Fridays from 9 AM to 5 PM. Summer Hours are Monday – Thursday 10 AM to 5 PM, Friday 10 AM to 4 PM. Store hours are extended at the beginning of each semester. You can reach the bookstore at (617) 227-4085 or by going to [www.bkstr.com](http://www.bkstr.com).

### Art Supply Stores

Following is a list of nearby art supply stores. Please ask your instructors which is best for the materials needed for a particular course or project.

The Art Experience @ Commercial Screen Supply  
 6 Kiddie Drive  
 Avon, MA 02322  
 (888) 727-8478  
[www.artexperienceusa.com](http://www.artexperienceusa.com)

Blick Art Materials  
 Landmark Center, Fenway  
 401 Park Drive  
 Boston, MA 02215  
 (617) 247-3322  
 Green Line D Train to Fenway stop  
[www.dickblick.com](http://www.dickblick.com)

Johnson Artist Materials

355 Newbury Street  
Boston, MA 02115  
(617) 536-4065  
Green Line B, C, or D Train to Hynes Convention Ctr. stop  
[www.johnsonpaint.com](http://www.johnsonpaint.com)

Pearl Art and Craft Supply  
579 Massachusetts Avenue  
Cambridge, MA 02139  
(617) 547-6600  
Red Line to Central Square stop  
[www.pearlpaint.com](http://www.pearlpaint.com)

Utrecht  
333 Massachusetts Avenue  
Boston, MA 02115  
(617) 262-4948  
Green Line E Train to Symphony stop  
[www.utrechtart.com](http://www.utrechtart.com)

Utrecht  
1030 Massachusetts Ave.  
Cambridge, MA 02138  
(617) 495-0250  
Red Line to Harvard Square stop  
[www.utrechtart.com](http://www.utrechtart.com)

#### Computer Services (Printing and Plotting)

Benjamin Franklin Smith Printers  
76 South Street  
Boston, MA 02111  
617-482-7770  
[www.bfsprinters.com](http://www.bfsprinters.com)

Benjamin Franklin Smith Printers  
320 Stuart Street  
Boston, MA 02116  
617-426-1160  
[www.bfsprinters.com](http://www.bfsprinters.com)

Copy Cop  
601 Boylston Street  
Boston, MA 02116  
617-267-9267

[www.copycop.com](http://www.copycop.com)

FedEx Office Print & Ship Center (formerly Kinkos)  
125 Tremont Street  
Boston, MA 02108  
617-423-0234

FedEx Office Print & Ship Center (formerly Kinkos)  
Copley Square  
187 Dartmouth Street  
Boston, MA 02116  
617-262-6188

FedEx Office Print & Ship Center (formerly Kinkos)  
2 Center Plaza  
Boston, MA 02108  
617-973-9000

FedEx Office Print & Ship Center (formerly Kinkos)  
900 Boylston Street, JB Hynes Convention  
Boston, MA 02115  
617-954-2725

## **Food Services**

### Student Lounge

The student lounge is located in the basement in room B06. It contains vending machines, a microwave, and a refrigerator as well as computer access. There is another microwave and refrigerator available for student use in Room 228, the Freight Elevator Room.

### Martin's News Store (daytime only)

This sundries store sells snacks, drinks, magazines, aspirin, etc., and is located in the first floor lobby. It is open Monday-Friday 7:30am-6pm.

### Davio's Takeout (daytime only)

Located in the Atrium, this takeout counter serves light fare for both breakfast and lunch. They are open Monday-Friday 7am-5pm.

### Park Square Building (daytime only)

There are several eateries in the Park Square building including: two delis, an express coffee/snack kiosk, a sundries store, a Subway and a Souper Salad. The Park Square Building is located on the corner of Arlington & St. James Streets. The main entrance to this building is on Arlington Street and is abutted by the Sovereign Bank and the US Post Office, Back Bay Annex location.

### Flash's (day & evening)

Flash's serves casual American fare and is located on the south side of the building on Stuart Street, near where it merges with Arlington Street.

Viga (days until 3:00 pm)

Viga is located on the south side of the building across from the Stuart Street entrance to the atrium. Primarily Italian, Viga offers pizza whole & by the slice, calzones, pasta, salads, hot & cold sandwiches and wraps. They have a very busy take-out business and limited seating.

## **Other Services**

Amaci Salon

Amaci Salon is located at 230 Stuart Street. NESADSU students receive 20% off your first service and 10% off subsequent services with your student ID. Visit [www.amacisalon.com](http://www.amacisalon.com) for a list of services and rates. Walk-ins are welcome or appointments can be made by calling 617-292-0202.

## **Graduate Student Organizations**

### Graduate Student Association

The Suffolk University Graduate Student Association (GSA) is the representative body for all graduate students at Suffolk University within the College of Arts and Science and Sawyer School of Management. GSA directs its energies towards maintaining a high standard of quality services for the graduate student, especially in areas regarding availability and quality of the classes offered to these students. GSA's goals are to sponsor social and networking events, to promote and support career and professional development opportunities, to support research and academic pursuits that enrich the intellectual life of the University, and to recognize and celebrate the accomplishments of graduate students. GSA gets involved in all student issues on Suffolk campus and is a strong advocate for graduate students. Election of the GSA officers is held in April. Any graduate student is welcome to apply for membership to the GSA board. Contact the Office of Student Activities for more information.

President: Bradley MacDougall

Office: Donahue 529

Phone: (617) 305-6308

Email: [gsa.suffolk@gmail.com](mailto:gsa.suffolk@gmail.com)

Advisors: Abby Myette, Heather Northrup, Amanda Turnley

Mailbox for club available at the Office of Student Activities and Service Learning (Donahue 529)

### Interior Design Council

The Interior Design Council (IDC) is an organization of graduate interior design students who are interested in learning about the field of interior design and professional organizations and certifications. The mission of IDC is to promote fellowship, cooperation and a spirit of unity between students, faculty, alumni and interior design professionals. Activities include Interior Design Career Day, Design Boston, Build Boston, IIDA Sketch Day, monthly meetings, field trips, and guest speakers. Students are encouraged to join a professional organization they are interested in and provide information, and share activities, lectures and events within the Interior Design Council. IDC has an information board on the 2<sup>nd</sup> floor across from the Interior Design bulletin board.

For more information on membership please contact: [vlane@suffolk.edu](mailto:vlane@suffolk.edu) or email [idcnesad@yahoo.com](mailto:idcnesad@yahoo.com)

The IDC Faculty Advisor is Professor Nancy Hackett.

### **Interior Design Connections Blog**

<http://blogs.cas.suffolk.edu/interiordesign>

The Interior Design Council blog, "Interior Design Connections," is a source for the Interior Design Department's news and events. The blog publishes information that is of interest to

interior design faculty and interior design students such as: news items, awards, competitions, professional activities, faculty publications, calendars and job and internship postings.

Please send all submissions to the IDC newsletter editors via the contact page on the blog.

## **Professional Organizations**

### IIDA

The International Interior Design Association (IIDA) is a professional networking and educational association of more than 10,000 Members in 8 specialty Forums, 9 Regions, and more than 30 Chapters around the world committed to enhancing the quality of life through excellence in interior design and advancing interior design through knowledge.

### Contact Information

International Interior Design Association (IIDA)

Headquarters

222 Merchandise Mart, Ste 567

Chicago, IL 60654-1104

Phone: 312-467-1950

Toll free: 888-799-IIDA (4432) [Continental United States Only]

Fax: 312-467-0779

Email: [iidahq@iida.org](mailto:iidahq@iida.org)

Web: [www.iida.org](http://www.iida.org)

### ASID

The American Society of Interior Designers (ASID) is a nonprofit professional society representing the interests of interior designers and the interior design community. The society is lead by a volunteer board of directors that includes the society's president, president-elect, and immediate past president. Daily operations are carried out by a small staff housed in the society's headquarters in Washington, D.C.

### Contact Information

American Society of Interior Designers

608 Massachusetts Avenue, NE

Washington, DC 20002-6006

Phone: 202-546-3480

Fax: 202-546-3240

E-mail: [asid@asid.org](mailto:asid@asid.org)

Web: [www.asid.org](http://www.asid.org)

Business hours are 9 AM to 5 PM Eastern Standard Time  
Monday through Friday (except holidays)

### Additional Professional Organizations:

The Institute of Store Planners – 800-379-9912

International Furnishings and Design Association- [www.ifda.com](http://www.ifda.com)

Designers Lighting Forum- [www.dlfla.org](http://www.dlfla.org)

International Facility Management Association

International- [www.ifma.org](http://www.ifma.org)

Boston Chapter- [www.ifmaboston.org](http://www.ifmaboston.org)

## **Educational Organizations**

### CIDA

CIDA (Council for Interior Design Accreditation) sets standards for postsecondary interior design education, evaluates college and university interior design programs and publishes a list of accredited programs that meet the standards. NESADSU is a CIDA accredited institution. Completion of a CIDA accredited program indicates that a designer has obtained a competency level of training, which is recognized by the design community.

CIDA is recognized as a reliable authority on interior design education by the [Council for Higher Education Accreditation \(CHEA\)](#) and is a member of the [Association of Specialized and Professional Accreditors \(ASPA\)](#).

### Contact Information

206 Grandville Avenue, Suite 350  
Grand Rapids, MI 49503

Phone: 616-458-0400

Fax: 616-458-0460

E-mail: [info@accredit-id.org](mailto:info@accredit-id.org)

Web: [www.accredit-id.org](http://www.accredit-id.org)

### IDEC

The Interior Design Educators Council, Inc. (IDEC) was founded in 1963 and is dedicated to the advancement of education and research in interior design. IDEC fosters exchange of information, improvement of educational standards, and development of the body of knowledge relative to the quality of life and human performance in the interior environment. IDEC concentrates on the establishment and strengthening of lines of communication among individual educators,

practitioners, educational institutions, and organizations concerned with interior design education.

IDEC members are interior design educators, practitioners, researchers, scholars, and administrators in institutions of higher education. Membership is also offered to individuals who are interested in interior design education and the activities of IDEC.

Interior Design Educators Council  
9100 Purdue Road, Suite 200  
Indianapolis, IN 46268

Phone: 317-328-4437  
Fax: 317-280-8527  
E-mail: [info@idec.org](mailto:info@idec.org) (Please include email address in the body of the email)  
Web: [www.idec.org](http://www.idec.org)

## **Certification for Interior Designers**

NCIDQ (National Council of Interior Design Qualifications)

This is a 6-part exam, which certifies that a practitioner has met the basic competency requirements to be recognized as a professional Interior Designer. In order to apply for licensing in many states, practitioners need to have passed the NCIDQ exam. At the present time, NCIDQ certification is included among the license eligibility criteria in all American states and Canadian provinces with enacted statutes. While Massachusetts currently does not have such a statute in place, it is suggested that designers pursue this licensing as it is likely to become mandatory in the future due to the complexity created by liability and code issues.

NCIDQ  
1602 L Street NW, Suite 200  
Washington, DC 20036-5681

Phone: 202-721-0220  
Fax: 202-721-0221  
E-mail: [info@ncidq.org](mailto:info@ncidq.org). In all correspondence or E-mail, please include an address and daytime telephone number.  
Web: [www.ncidq.org](http://www.ncidq.org)

# Telephone Directory

## Campus Phones

Campus phones are located on the second floor in the corridor near room 257, in the freight elevator room across from Room 206, and in the basement in the student lounge (room B06) and in all basement classrooms. To reach a campus extension, dial the last four digits of the campus number.

Main Number           (617) 573-8785 (Reception Desk)

Fax Number           (617) 994-4250

## Administrators & Support Staff

(617) 994-4264	William Davis, Chairman <a href="mailto:wdavis@suffolk.edu">wdavis@suffolk.edu</a>
(617) 573-8302	Terry Bishop, Associate Director of Graduate Admissions <a href="mailto:tbishop@suffolk.edu">tbishop@suffolk.edu</a>
(617) 573-8470	Christine Perry, Assistant Dean of Enrollment Management (Financial Aid) <a href="mailto:cperry@suffolk.edu">cperry@suffolk.edu</a>
(617) 994-4268	Eric Belson, Senior Computing Specialist <a href="mailto:ebelson@suffolk.edu">ebelson@suffolk.edu</a>
(617) 557-1546	Dan Caparrotta, Desktop Support Specialist <a href="mailto:dcaparro@suffolk.edu">dcaparro@suffolk.edu</a>
(617) 994-4294	Sara Chadwick, Director of Administrative Services <a href="mailto:schadwic@suffolk.edu">schadwic@suffolk.edu</a>
(617) 573-8785	Molly Ferguson, Office Coordinator <a href="mailto:mferguson@suffolk.edu">mferguson@suffolk.edu</a>
(617) 994-4234	Suzanne John, Director of Academic & Instructional Services <a href="mailto:sjohn@suffolk.edu">sjohn@suffolk.edu</a>
(617) 994-6462	Nichole Kaye, Administrative Coordinator <a href="mailto:nkaye@suffolk.edu">nkaye@suffolk.edu</a>
(617) 305-1775	Virginia Lane, Interior Design Program Coordinator <a href="mailto:vlane@suffolk.edu">vlane@suffolk.edu</a>

- (617) 573-8785 Leon Martinez, Receptionist  
[lmartine@suffolk.edu](mailto:lmartine@suffolk.edu)
- (617) 994-4233 Karianne Noble, Director of Continuing Education and Preparatory Programs  
[knoble@suffolk.edu](mailto:knoble@suffolk.edu)
- (617) 573-8785 Josh Peters, Front Desk Receptionist  
[jpeters@suffolk.edu](mailto:jpeters@suffolk.edu)
- (617) 994-4235 Sara Porth, Continuing Education Program Coordinator  
[sjosephs@suffolk.edu](mailto:sjosephs@suffolk.edu)
- (617) 994-4282 Ellen Sklaver, Library manager  
[esklaver@suffolk.edu](mailto:esklaver@suffolk.edu)
- (617) 994-4284 Brian Tynemouth, Assistant Director,  
Library & Computer Services  
[btynemou@suffolk.edu](mailto:btynemou@suffolk.edu)
- (617) 973-5369 Laureen Simonetti, Educational Consultant, Ballotti Learning Center  
[lsimonet@suffolk.edu](mailto:lsimonet@suffolk.edu)

#### Interior Design Full-Time Faculty

- (617) 994-4293 Karen Clarke, Associate Professor, Interior Design Program Co-Director  
[kclarke@suffolk.edu](mailto:kclarke@suffolk.edu)
- (617) 305-1777 Nancy Hackett, Associate Professor, Interior Design Program Co-Director  
[nhackett@suffolk.edu](mailto:nhackett@suffolk.edu)
- (617) 994-6463 Nacer Benkaci, Assistant Professor  
[nbenkaci@suffolk.edu](mailto:nbenkaci@suffolk.edu)
- (617) 973-5391 Mark Brus, Associate Professor
- (617) 557-1537 Anna Gitelman, Assistant Professor  
[agitelma@suffolk.edu](mailto:agitelma@suffolk.edu)
- (617) 557-1541 Sean Solley, Assistant Professor  
[ssolley@suffolk.edu](mailto:ssolley@suffolk.edu)

## Main Campus Extensions

Ballotti Learning Center	(617) 573-8235
Bookstore	(617) 573-8218
Campus Police	(617) 573-8333
Career Services	(617)-573-8480
CAS Dean's Office	(617) 573-8265
Dean of Students	(617) 573-8239
Financial Aid	(617) 573-8470
Graduate Admissions	(617) 573-8302
Health Services	(617) 573-8260
International Advising	(617) 573-8154
Registrar's Office	(617) 573-8430
Sawyer Library	(617) 573-8535
Second Language Services	(617) 573-8677
Student Accounts	(617) 573-8407

NESAD/SU website [www.suffolk.edu/nesad](http://www.suffolk.edu/nesad)

Suffolk University website [www.suffolk.edu](http://www.suffolk.edu)

Link to SAIL, Campus Cruiser and \*Suffolk University Email

\*all students are given an email account, if you enrolled in Fall, 2007, or later, your email address is the first initial, middle initial (if applicable) and last name, up to 8 characters total, all lowercase. Various Suffolk University administrative offices will send messages to you through this email account. **We strongly recommend forwarding your Suffolk email to the email account that you prefer to use if you do not want to use your Suffolk email account.** To learn how to do this, and for any e-mail related questions, please visit <http://www.suffolk.edu/email>.

## **Parking**

On-street parking is limited; two-hour meters are available during the day and are free after 8pm. Validated discount parking is available at two local garages, but only during the hours listed below. Parking stubs must be validated at the NESADSU Reception Desk.

- 57 Garage at the Radisson Hotel (200 Stuart Street)  
weekdays after 5pm and all day Saturday  
weekdays up to twelve hours
- 10 St. James Avenue Garage  
weekdays after 5pm and all day Saturday

## **Helpful websites:**

Interior Design Connections, the NESAD Interior Design blog:

<http://blogs.cas.suffolk.edu/interiordesign/>

Suffolk University graduate students can purchase business cards with the Suffolk University or NESAD/SU logo through Copy Clone:

<http://copyclone.com/suffolkuniversityorders.htm>

## Helpful Boston Websites:

[www.boston.com](http://www.boston.com)

<http://thephoenix.com/boston>

<http://stuffboston.com>

<http://boston.citysearch.com>

<http://boston-online.com>

<http://bostonusa.com>

[www.bostonmagazine.com](http://www.bostonmagazine.com)

[www.boston.com/bostonglobe](http://www.boston.com/bostonglobe)

[www.bostonherald.com](http://www.bostonherald.com)

[www.cityofboston.gov](http://www.cityofboston.gov)

[www.mbta.com](http://www.mbta.com)

[www.massport.com/logan](http://www.massport.com/logan)

## Helpful Design Websites:

**Designonlineinc.com-** [www.designonlineinc.com](http://www.designonlineinc.com)

Designonlineinc.com is a library of manufacturers' catalogs that can be used to search and cross-reference thousands of products.

**InformeDesign-** [www.informedesign.umn.edu](http://www.informedesign.umn.edu)

InformeDesign is a research and communication tool for designers sponsored by ASID and created by the University of Minnesota. This database of research summaries can be searched by building type/design specification, design type, or occupant/user type.

**NEXUS Green Building Resource Center –** [www.nexusboston.com](http://www.nexusboston.com)

NEXUS, located in downtown Boston, is a resource for research on green building and sustainable design practices and products. It is free to the public.

**Interior Design Magazine –** [www.interiordesign.net](http://www.interiordesign.net)

**Buyers Guide –** <http://resourceguideinteriordesign.net>

**Contract Magazine - [www.contractmagazine.com](http://www.contractmagazine.com)**

A publication dedicated to the commercial interior design profession, projects and products.

**Smart Building Index – [www.reedconstructiondata.com/smartbuildingindex](http://www.reedconstructiondata.com/smartbuildingindex)**

The Smart Building Index is an online directory of building products and services.