



HERITAGE
SCHOOL *of* INTERIOR DESIGN

**2020-
2021**

School Catalog

EMPOWER YOUR CREATIVITY WITH AN EDUCATION



4039 N Mississippi Ave, Suite 208 Portland, OR 97227
877-726-1158 | heritageschoolofinteriordesign.com

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VISION, VALUES AND OBJECTIVES

MISSION STATEMENT

The mission of the Heritage School of Interior Design is to empower the creativity of aspiring interior designers with a quality, hands-on education to achieve personal growth and professional success.



HERITAGE CORE VALUES

- Empower the success of others
- Pursue growth and learning
- Be creative and open-minded
- Be passionate and determined
- Have the courage to change course
- Be humble and collaborative

OUR CORE VALUES

The Heritage School of Interior Design Core Values provide the unchanging principles that guide our educational philosophy, hiring, admission and recruiting practices and our decision making. We aspire to these values and seek to uphold them in our interactions with staff, students and client relationships.

FROM THE CHIEF EXECUTIVE OFFICER

Finding a career that promotes creativity and empowers personal choice and growth while touching the lives of people where they live is what interior design means to those of us who have chosen this as our life's work.

I feel so privileged to have gained the knowledge and experience to touch many people's lives with my creativity and gifts and provide beautiful spaces that people appreciate and that add value to their homes and life.

As I've grown in my life and career, I have longed to share the lessons learned with others and to empower them to pursue their personal career passions and experience the joy of working with others to make the world a more beautiful place. The greatest reward for me is the appreciation of those I've worked with. I love helping people grow and thrive personally and professionally.



Following your dream takes courage. It's best done in a community of people who share your passions and values, and who can help encourage you through the challenges of growth.

My wish for you in this program is to see you grow personally and professionally and achieve a career that gives you the freedom to do what you love. I also want to develop a community that will provide an ongoing connection for you as you pursue your dreams. I look forward to our journey to your success together!

Stephanie Thornton Plymale, Chief Executive Officer

EDUCATION GOALS AND OBJECTIVES

The goal of the Heritage School of Interior Design Interior Custom Design Program is to prepare you for success in a career as an interior design professional which includes self-employment as an independent Interior Custom Designer, sales, or service.

Interior Designers work with the spatial organization, colors, patterns, textures and harmony that define the space in which we live and work. Students of the program learn how to combine these elements to create a mood and style that expresses the individual desires and style of the client. The program focus is on existing interior spaces for residential and light commercial settings.

The instructional design program (288 clock hours of instruction) is personalized to ensure a learning environment in which professional goals can be met. While the development of design and sales skills are the primary focus, we believe that other areas deserve equal attention. Customer service, communication skills and styles, professional practices, business procedures, product knowledge, presentation strategies and paperwork are covered throughout the program. In order to meet these objectives, a highly individualized mode of instruction with limited enrollment of 20 students is offered. This creates a learning environment that encourages a professional attitude and habits and meets the individual needs of each student. A complete curriculum outline is available on the website and on the following pages.

The instructors for this program are registered with the Higher Education Coordinating Commission and are well prepared through ongoing education and professional experience.



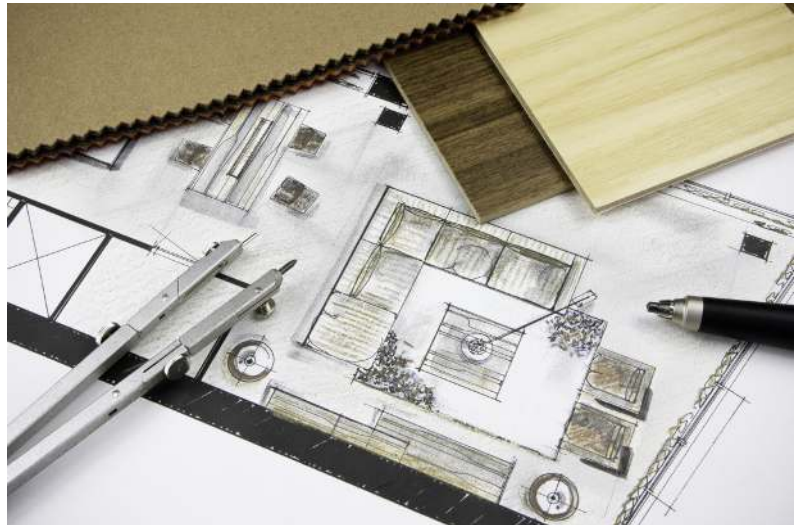
Interior Custom Design Program Overview

EDUCATION OVERVIEW

The Fundamentals of Interior Design program is scheduled for 12 weeks (Weekday Program) or 18 weeks (Saturday Program or Evening Program) of classroom “hands-on” participation and study. We encourage time in class for review, questions and student dialogue. We strive to create an open learning environment, providing students with immediate feedback and personal attention.

Weekday and Saturday students have a morning and afternoon break with an hour for lunch.

Evening Program students have a 30 minute break midway through. Students may bring their lunch and use the school’s refrigerator and microwave. There are many restaurants in the area near the school.



This program requires some independent study. Approximately 10-15 hours per week should be set aside for outside study and project work. The homework increases toward the last weeks of instruction. Heritage provides the necessary supplies and resources for design projects as well as check out privileges from the school library.

Note: Please do not take on any unnecessary obligations that would create stress while attending school. This education should be your primary focus and not complicated with outside activities.

The Professional Certification Program includes completion of the Fundamentals of Interior Design Program plus selected supplemental courses listed on page 6. It is the most comprehensive instruction offered through Heritage School of Interior Design.

Please refer to our website for more detailed information about all programs and courses, including tuition and fees, dates and times. This information is subject to change on a quarterly basis and is updated on the Heritage website.

PROGRAM DESCRIPTIONS

Please refer to our website for current program dates and times.

Fundamentals of Interior Design Certification Program (288 clock hours of instruction)

This 12-week or 18-week course will introduce students to 14 learning units in residential interior design, consisting of theories, concepts and application, preparing them with the knowledge and skills required to work in this widely varied field. Design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals are included. Completion must occur within 1 year from the start date of the course.

UNIT 1	Introduction to Interior Design
UNIT 2	Drawing Tools & Techniques
UNIT 3	Construction Documents
UNIT 4	3D Modeling
UNIT 5	Color Theory
UNIT 6	Materials Terminology & Specification
UNIT 7	Design History & Styles
UNIT 8	Lighting
UNIT 9	Design Process
UNIT 10	Business Process
UNIT 11	Presentation & Critique Guidelines
UNIT 12	Socially Responsible/Universal/Green Design
UNIT 13	Architectural Terminology & Construction Terms
UNIT 14	Installation

Professional Certification Program (442 clock hours of instruction)

The Professional Certification Program requires completion of at least 8 supplemental courses in addition to the Fundamentals of Interior Design Certification. It is the highest level of certification available at Heritage School of Interior Design and provides students with a very comprehensive skill set necessary to obtain a job in the interior design field. Completion is recommended within 6-9 months and must occur within 2 years of enrollment.

UNIT 1	Fundamentals of Interior Design Program
UNIT 2	AutoCAD
UNIT 3	Hand Rendering
UNIT 4	Photoshop, Illustrator & InDesign
UNIT 5	SketchUp
UNIT 6	Kitchen & Bath Design
UNIT 7	Home Staging
UNIT 8	Intro to Commercial Design
UNIT 9	Business & Entrepreneurship

COURSE DESCRIPTIONS

Please refer to our website for current course dates and times.

AutoCAD (12 clock hours of instruction)

This 6-week AutoCAD course orients the student to the fundamentals and use of AutoCAD in the field of Interior Design. By the completion of the course, students should have a working

knowledge of creating floor plans, elevations, lighting plans, electrical plans, furniture plans, and sheet layouts in AutoCAD. This class is strongly recommended for any Interior Design career.

Hand Rendering (24 clock hours of instruction)

This 8-week course will give students the knowledge they need to confidently hand render their designs for client presentations or on-the spot requests and revisions. Students learn quick-hatch methods in addition to classic and realistic full renderings, utilizing everything from graphite and pen and ink to color pencil, watercolor, Prisma marker and mixed media. All renderings will be relevant to the field of interior design. Each class is hands-on with instructor demonstration followed by student implementation.

Photoshop, Illustrator & InDesign (21 clock hours of instruction)

In this 7-week introduction course, students will develop the skills to create professional visual presentations. Students will develop a layout containing graphics, text, material and product images that will help them professionally convey their design ideas to clients.

SketchUp (20 clock hours of instruction)

This 8-week course teaches the basics of 3D modeling. Students learn shortcuts, various ways to use basic tools, and techniques that will make 3D modeling much more efficient. Students create 2D and 3D plans and elevations, textures, and get practice with advanced built-in rendering techniques to create photo-realistic images for professional projects.

Kitchen & Bath Design (15 clock hours of instruction)

This 6-week Introduction to Kitchen & Bath Design course will give students an overview of the elements of kitchen and bath design through a combination of lectures and hands on activities. The lessons will cover planning and layout, cabinets, fixtures, appliances, materials and lighting. At the completion of the course students will have the basic knowledge to guide a client through the process of remodeling a kitchen or bathroom.

Home Staging (24 clock hours of instruction)

This 3-day intensive course provides students with the business framework required to get their staging business started and the hands-on skills needed to be successful. Time will be spent both in the classroom and in the field, visiting successful staging business warehouses. Get ready to roll up your sleeves and try staging on for size.

Intro to Commercial Design (24 clock hours of instruction)

This 8-week course prepares students with the introductory knowledge and skills required to work on various commercial design projects for select industries and facility types. The course will span commercial interior design theory and process, select codes and key construction documents, contract products, sourcing and presentation.

Business & Entrepreneurship (14 clock hours of instruction)

This 7-week course covers the fundamentals of starting and running your own design business that is uniquely tailored to define and meet your personal goals. In this course, you will create a strategic plan that is based on your unique capabilities and helps you to define and measure your goals culminating in the development and presentation of a business plan for your first year of business.

CRITERIA FOR ENROLLMENT

Heritage School of Interior Design accommodates a wide variety of students. Students must be 18 years of age or older and must possess a high school diploma, GED or equivalent. Previous experience is not necessary. The Student Relations Director meets with applicants to determine their career interests, skills, attitude and motivation. Heritage criteria are based upon demonstrated maturity and the desire to complete and further one's career goals in interior design. Applicants fill out an application which is reviewed prior to acceptance. Heritage School of Interior Design admits only those whom it believes will benefit from the education.



ENROLLMENT PROCESS

The first step of the enrollment process is to arrange a personal interview with the Student Relations Director to discuss mutual goals and expectations. Information will be made available regarding fees for education, registration procedures and payment options. Enrollment papers are completed and accepted prior to the first day of school. Enrollment may occur up until the day the course begins, space permitting.

REAPPLICATION PROCESS

If an applicant is denied enrollment, they may apply again once circumstances that may have interfered have changed and been discussed to the Student Relations Director's satisfaction.

ADMISSION OF PHYSICALLY OR MENTALLY CHALLENGED STUDENT

Handicapped or physically challenged persons who meet the "criteria for enrollment" (described in the Criteria for Enrollment section above) are eligible for education.

TRANSFER OF CREDITS

Heritage School of Interior Design's program is based on clock hours, not credits. The school does not guarantee the transferability of its credits to a college, university, or institution unless there is a written agreement with another institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

PRIOR CREDITS AND/OR EXPERIENCE

Prior educational credits or past experience is not transferable to Heritage School of Interior Design due to the unique nature of our program.

REFRESHER COURSES

Graduates of the program may attend segments of the coursework at no additional cost as space permits. Students may retake the entire course at any time for half of the then current published rates.

GRADUATION

The graduation ceremony and celebration is held at the school on the last day of class.

THE SCHOOL

FACILITIES

Heritage School of Interior Design is located at 4039 N. Mississippi Ave in the heart of the Mississippi arts and cultural district. Parking is available on the street and Wi-Fi internet connectivity is provided for students. There are several restaurants and coffee shops nearby. The space has a small kitchenette equipped with a microwave, refrigerator, sink, filtered water and coffee maker, which are all available for student use.

INSTRUCTIONAL AIDS

The classroom has a large flat screen monitor for displaying visual aids and Power Point slides. The school provides a variety of samples for school projects including fabric, rugs, window coverings, paint, hard surfaces, design books, magazines, and product catalogs. Students are required to provide their own laptop or tablet. Wi-Fi internet connectivity is provided. Drafting boards and student software for technical courses is provided when it is available.



ADVISORY BOARD

The advisory board meets annually to provide input and guidance to the Interior Design Program. The board consists of 3 or more industry specialists that review and update the curriculum with the instructors.

ABOUT THE OWNER

Heritage School of Interior Design is owned and operated by Stephanie Plymale, a design industry leader and experienced entrepreneur. In February 2014 she purchased the school and has utilized the rich history and success of Heritage to transform the program. She has integrated the artistic and creative elements and principles of design and its history with the business and technology of design. To support this transformation, she has developed several new courses, which provide students with the well-rounded education they need to succeed in the industry.

Her professional background includes 18 years as an independent interior designer with experience in commercial design, residential design, staging for realtors, and custom window treatments and furnishings. The knowledge she gained helped her to grow not only as a designer, but also as a leader and business owner.

After a successful design career, and a thorough understanding of the value of hard work, her passion turned from working as an Interior Designer to empowering and inspiring others. It was soon after this realization that she was given the opportunity to purchase Heritage School of Interior Design, and the timing couldn't have been more perfect. Stephanie is committed to continuously enhancing the program and providing ongoing support and career opportunities for students and alumni.

STUDENT POLICIES AND RESPONSIBILITIES

ATTENDANCE

Attendance and punctuality is critical to success. If for any reason a student will be late to class or absent, we require notification. Tardiness and absence are recorded in the student file and discussed with the students personally. Students can miss a total of 3 days of the Fundamentals of Interior Design course (not consecutive days) and a total of 1 day of each elective course and still qualify to graduate. Allowances are made for absences resulting from emergency situations and are evaluated on a case by case basis. Students may be terminated and pick up in next class session for extenuating circumstances such as personal or family illness. If unexcused absences become excessive and prove detrimental to their education, termination may be required. Students are required to request an excused absence for personal reasons with the instructor. If a student is tardy to class (more than 15 minutes) 3 times, it is considered an unexcused absence for one full class day. After 3 tardies, a written warning will follow. If late arrival to class continues after the written warning the student will be put on probation.

MAKEUP WORK

Daily handouts and assignments are available on our online platform, Moodle. Instructors will provide further instruction on how to get caught up as needed.

APPEARANCE AND CONDUCT

Students are expected to dress for class and offsite visits in business casual attire, as they would for a meeting with a prospective client. Students are expected to treat instructors and each other with respect and consideration. Any student who violates policies or procedures or the spirit and purpose of the school is subject to probation and dismissal. 3 verbal and 1 written warning from staff could result in probation and/or dismissal. Infractions are noted in the student file.

LEAVE OF ABSENCE

Only 1 leave of absence may be granted to a student at the discretion of the CEO for medical or serious personal reasons. Certification from a doctor is required for medical leave. Leave of absence will be evaluated on a case by case basis. A leave of absence results in rescheduling and any/all tuition fees paid will be honored.

WITHDRAWAL

Students are encouraged to seek counsel from the Student Relations Director before making the decision to withdraw. Withdrawal must be made in writing to the school. The official date of withdrawal is the last date of recorded attendance.

PERSONAL PROPERTY

Heritage School of Interior Design will not be responsible for the loss of or damage to personal property. All notebooks and personal property should be labeled for identification.

PLACEMENT ASSISTANCE & CAREER GUIDANCE

Career guidance and counseling are an integral part of our program. Specific job search/interview methods are taught and examples provided in class. Students prepare in class for employment and/or self-employment through their independent business based on a series of work-specific studies. Graduates of the Professional Certification Program receive priority consideration for jobs and client leads as opportunities arise. The school maintains employment opportunities in the design industry for graduates through email.

Heritage School of Interior Design cannot guarantee graduate employment.

TERMINATION

Heritage School of Interior Design reserves the right to terminate a student for failure or inability to conform within the general spirit, policies, and rules of the school or conduct detrimental to the reputation of the school or education of other students. Also, student's failure to demonstrate satisfactory academic progress as assessed based on the student's progress report and/or instructor feedback on the student's academic progress, attendance requirements or financial obligations due to the school, can result in termination. In the event of withdrawal or termination, a student's financial responsibility re: tuition, fees, etc. are described under cancellation and refund policy in the school catalog. A terminated student may not reapply for admission.

PROBATION

A student may be put on probation if they fail to demonstrate satisfactory academic progress as assessed based on the student's progress report and/or instructor feedback on the student's academic progress and attendance or other infractions (listed above). The Instructor/Director begins with 3 verbal warnings (recorded in student file), followed by 1 written warning. If issues are not resolved at that time, a student may be placed on probation for 3 days of class (student will continue to attend class to keep pace with the program). If issues are not resolved during the 3 days, the student will be terminated. Students are allowed 1 probation only.

APPEALS

Students may appeal their termination in writing to the School Director within one week. The Director will review the circumstances and either reinstate the student or confirm the termination.

READMISSION

Students who withdraw in good standing and demonstrate that the factors inhibiting the attendance or academic progress have been addressed (financial obligations, current issues resolved personally or with the school) may re-enroll provided space is available.

GRIEVANCE POLICY

If a student has an internal grievance, the school shall following steps in attempt to reconcile their concerns with the school:

1. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors. Should this step fail go to step number 2.
2. Student shall contact school CEO, Stephanie Thornton Plymale at the following phone number 877-726-1158. If this step should fail, the student must go to step 3.
3. The student shall submit a written internal grievance to the following email: steph@heritageschoolofinteriordesign.com. The email shall be labeled, "Student Grievance". Other methods to submit an internal grievance include: certified US mail attn: school director OR the student can submit their internal grievance via school form labeled, "Student Grievance". The school will provide the student a time-stamped copy of this grievance.
4. Once the school receives the time stamped student grievance, the school will have 10 days to do an investigation and provide the student their determination.
5. The school's determination is final.

Should this procedure fail, students may contact:

The Oregon Higher Education Coordinating Commission
Private Career Schools
255 Capitol Street NE Salem, Oregon 97310
Phone: 503-947-5716

After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

STUDENT RECORDS

Students may examine their files, records or documents maintained by Heritage School of Interior Design which pertain to them. Please submit a written request and copies will be furnished upon payment of cost of reproduction. Heritage School of Interior Design complies with applicable requirements of the "Family Educational Rights and Privacy Act (FERPA).

COURSE INCOMPLETES/REPETITIONS

Students that do not complete the Interior Custom Design curriculum as scheduled with their enrollment agreement and because of withdrawal for personal circumstances should refer to the published Readmission Policy.

PROGRAM INVESTMENT

Financial information including tuition fees and registration fees are listed below.

The registration fee secures your place in class and is required at the time of application acceptance. Tuition fees include online access to the material, access to our resource library, and instruction. A Supply Kit is available for purchase through the school, which includes the textbooks all of the necessary supplies needed for the Fundamentals of Interior Design Program.

	Fundamentals Certificate	Professional Certificate	Course Tuition
Fundamentals of Interior Design	x	x	\$7,995
AutoCAD		x	\$599
Hand Rendering		x	\$699
SketchUp		x	\$699
Adobe Photoshop, InDesign & Illustrator		x	\$699
Kitchen & Bath		x	\$599
Staging Design		x	\$1,995
Business & Entrepreneurship		x	\$599
Intro to Commercial Design		x	\$1,995
Revit		Optional Elective	\$799
Branding & Technology		Optional Elective	\$599
Elective Course Information	Students may choose to enroll in elective courses. Tuition for each elective is in addition to the total below.	Electives marked with an 'x' are included. Tuition for optional electives are in addition to the total below.	
Master Program Discount	N/A	\$1,194	
Total Tuition (w/o registration fee)	\$7,995	\$14,685	
Registration Fee	\$150	\$150	
Total Tuition (w/ registration fee)	\$8,145	\$14,835	
Books & Supplies	\$385	\$385	

PAYMENT PLAN

Heritage offers tuition payment options that include: a one-time payment due by the start date of the Fundamentals of Interior Design course; three equal installment payments over the course of the term, with the first installment due by the start date of the Fundamentals of Interior Design course and the final payment due before the term ends. Tuition must be satisfied prior to graduation from the Fundamentals of Interior Design course. Extended payment plans may be available upon request on an as needed basis.

SCHOLARSHIPS

The vision of Heritage is to empower the creativity of aspiring designers with a quality, hands-on education to achieve personal growth and professional success. With our vision in mind, scholarships may be awarded to students who have a strong passion for interior design and a desire to learn, but have financial restrictions that inhibit the opportunity to pursue an education. Scholarships are awarded up to twice a year as long as the funds are available. The value of the scholarship varies and is customized to the needs of the individual.

To apply for a scholarship, please contact our Student Relations Director, Cara Murray to schedule a meeting with our Finance Officer, Jim Plymale. At this meeting we will assess your eligibility and discuss your financial obligations in addition to the scholarship.

Upon receiving a scholarship from Heritage, you are asked to write a letter to the scholarship committee which outlines your academic plans, career goals and what this scholarship means to you. To maintain scholarship status, you are expected to show excellence in all Heritage courses. This includes submitting all assignments, projects and exams on time, and achieving above average grades (C+ or better). It is also expected that you meet the requirements of our attendance policy, which states that you can not miss more than 3 days of the Fundamentals of Interior Design course and no more than 1 day of each elective course. More information is outlined in our School Catalog on page 10.

If these expectations are not met, students will be placed on Academic Probation. Details about Academic Probation can be found in the Heritage School of Interior Design School Catalog on page 11.

The scholarship will be applied to your student account on hold status awaiting the arrival of your thank you letter. Upon receiving your letter, the value of your scholarship will be applied to your tuition balance and payments will begin to process according to the payment schedule you have established with our Finance Officer, Jim Plymale.

CANCELLATION AND REFUND POLICY

The school's cancellation and refund policy is based on, and complies with Oregon law. It applies to all terminations for any reason by the student or the school.

1. If an applicant is not accepted, all monies paid will be refunded.
2. If the school discontinues a program, all monies paid will be refunded.
3. An applicant may cancel enrollment prior to entering classes by providing written notice via email to jim@heritageschoolofinteriordesign.com
 1. If cancellation occurs within 5 business days, you will receive a 100% refund.

2. If cancellation occurs after 5 business days, the \$150 registration fee is not refundable. Registration fees are honored for 1 full year from original enrollment date.
4. If education is terminated by a student or the school after beginning instruction (unless the school has discontinued the program of instruction), the student is financially obligated to the school for the registration fee and any tuition and supply fees according to the following schedule:
 1. If a student withdraws prior to completion of 50% of the contracted instructional program, the student shall be entitled to a pro-rata refund of the tuition charged and paid for such instructional program, less registration fee, supply fees and any other legitimate charges owed by the student.
 2. For elective courses, a \$150 withdrawal fee is charged for all students who cancel registration less than two weeks before class starts, otherwise tuition is full refundable.
 3. Students who enroll in the professional program, and subsequently drop courses will be charged the elective price of the courses they attend. Any cancellations less than two weeks before the commencement of an elective will be charged \$150 per elective class dropped.
 4. If a student withdraws upon completion of 50% or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
 5. Pro-rata refund means a refund of tuition paid for that portion of the program not received by the student. The date determining that portion shall be the published course schedule start date and the last recorded date of attendance by the student.

ADMINISTRATIVE POLICIES

CALENDAR, SCHOOL HOURS AND HOLIDAYS

Heritage School of Interior Design observes the following holidays:

- New Year's Eve Day and New Year's Day
- Spring Break (as published by the Portland Public School District)
- Independence Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day

Heritage School is open from 9:00AM to 5:00PM Monday - Friday. When the Saturday course is in session, the school is open 9:00AM to 5:00PM on Saturday. When the Evening course is in session, the school is open until 9:00PM on Wednesdays and Thursday.

Please check our website www.heritageschoolofinteriordesign.com or contact our administrative offices for current start dates of class sessions.

Occasionally, classes will be scheduled at alternate times to accommodate seminars, holidays, illnesses, etc. Notice of such changes shall be provided to students.

CONSUMER INFORMATION

NON-DISCRIMINATION POLICY

Heritage School of Interior Design does not discriminate with regard to race, national origin, age, sex, sexual orientation, religion or handicap in its education program. Any person unlawfully discriminated against as described in in ORS 345.240 may file a complaint under ORS 659A.820 with the commissioner of the Bureau of Labor and Industries. A staff member of Heritage that exhibits discrimination in any form will be terminated. Students are protected against discrimination as defined in ORS 659.850

RIGHT TO TERMINATE

Heritage School of Interior Design reserves the right to terminate a student at any time during the program or individual class for violation of school standards and policies (academic, attendance and conduct). Registration fee and tuition policy fee is stated in the Cancellation and Refund Policy section of this catalog.

REVISION POLICY

Heritage School of Interior Design reserves the right to make changes in instructors, guest speakers and charges without prior notice. No change in curriculum, class scheduling, registration or tuition and fees will apply to currently registered or enrolled students.

WEATHER CONDITIONS/SCHOOL CANCELLATIONS

Classes at Heritage School of Interior Design will be cancelled when weather conditions are considered unsafe. For school closure/delayed start information, please refer to the Portland Public School District website.

ACADEMIC POLICIES

TRANSCRIPTS

Students receive a copy of their program transcript after graduation. The school may require the student to have their tuition and supplies fees paid in full prior to receiving their transcript from the school.

GRADING/PROGRESS REPORTS

Each course assignment, quiz, exam, and final project/presentation is weighted on an overall percentage scale, as outlined in the course syllabus. It is the basis for the final grade. Students receive progress reports from the instructor or executive director at mid-term based on academic performance.

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

STUDENT FINAL DESIGN PROJECT RECEIVES A GRADE

Grading criteria is based on a written checklist for the digital portfolio and final presentation boards. Students are provided with complete instructions and expected outcomes.

GRADUATION REQUIREMENTS FOR FUNDAMENTALS OF INTERIOR DESIGN CERTIFICATE

1. Attend the required class sessions.
2. Complete the final project which includes a digital binder and final project design boards with a grade of B or better.
3. Complete I.C.D. Exam with 80% or better accuracy.

Students earning less than 80% may retake the exam two more times. Student failure on I.C.D. retests will be encouraged to refer back to course materials and may try again once they are more prepared. Students may take the test as many times as necessary to pass within three months from their course completion date.

GRADUATION CERTIFICATE

Graduates of the Fundamentals program will receive their I.C.D. Certificate for Interior Custom Design. The certificate is based on 288 clock hours of instruction. There are additional hours of home study and showroom visits.

NOTE: Design projects/boards may be re-worked with instructor's input and suggestions (to meet the grade level graduation requirements) and returned within 15 days in order to receive their graduation certificate.

Graduates of the Professional Interior Custom Design Program will receive their Professional I.C.D. Certificate. The certificate is based on the completion of the 288 clock hour of instruction Fundamentals program and completion of the Professional Certificate classes which includes at least 8 electives for a total of 442 clock hours of instruction. Students must pass each course with a C (70%) or higher average grade based on assignments, tests and projects. Instructors provide criteria for the grades of each class.

Upon completion of the Professional Certificate Program courses, students present a digital portfolio of their final projects from at least 6 of their courses to the Executive Director, guest reviewers, and fellow Professional Certificate Program graduates. Graduates then receive the following:

- Professional Certificate
- Final Transcript
- High Honors Award for a GPA of 3.5 or above
- Letter of Recommendation from the Executive Director
- Priority considerations for internship opportunities

HERITAGE TEAM PROFILES

STEPHANIE THORNTON PLYMALE, CHIEF EXECUTIVE OFFICER



Stephanie Thornton Plymale is the owner and CEO of Heritage School of Interior Design. Heritage is headquartered in Portland, OR, and also operates in Denver, CO and most recently expanded to Seattle, WA. Heritage School of Interior Design is an intensive program designed to fully equip students for a career in interior design by combining a hands-on education with a full complement of technical courses. Stephanie is the author of *American Daughter*, her memoir, which became an **Instant Amazon Best Seller!**

Stephanie owned an independent design firm for eighteen years, serving hundreds of residential and commercial clients, prior to taking over Heritage School of Interior Design. Stephanie is also a mother of three and has been married for thirty years to her high school sweetheart.

Stephanie's greatest joy in owning and operating Heritage is fostering and promoting the success of its students. Heritage graduates over 100 students each year and these students have gone on to win prestigious awards and start wildly successful businesses and careers. A key reason for our success is the broader community support we've received for Heritage and its students.

JIM PLYMALE, PRESIDENT



Jim has over 25 years of startup and growth stage company leadership experience. He is currently the CEO of Machine Research, a cloud-based software company in Portland that helps custom manufacturers win more profitable business by improving their quoting and manufacturing business processes. In 2014 he helped his wife, Stephanie, launch Heritage School of Interior Design leveraging experience from her 20+ year successful interior design career. In addition to supporting Heritage School of Interior Design, he is an active member and leader of Vistage Portland, an organization that works with leaders and CEO's to grow and transform companies.

Jim truly enjoys coaching and development of startup phase companies and is excited to share his knowledge with students at Heritage School of Interior Design. In 2003 Jim founded Clinicient and pioneered cloud based services to outpatient therapy practices. He led Clinicient through years of revenue growth and raised more than \$25M in capital from local and national investors. Clinicient now employs more than 120 people in Portland, OR.

Prior to Clinicient, Jim held senior marketing and management roles at several Oregon based companies including OrCAD, where he helped lead the company to a successful IPO in 1996. Jim has extensive experience in all aspects of building and growing businesses through innovative sales and marketing programs including educational marketing, online/digital marketing, social media marketing and traditional marketing.

AMY WHITE, DIRECTOR OF OPERATIONS



Amy graduated from Portland State University with a Bachelor's of Arts in Marketing & Advertising but always had a passion for Interior Design. After graduating she worked as a Marketing Assistant for two years in a cubicle environment, which made her crave creativity more than ever. Thanks to advice from local Interior Designer Amy Troute, Amy enrolled at Heritage in 2014 to explore Interior Design as a potential career path. Amy's education at Heritage quickly launched her into the design industry. She interned at Garrison Hullinger Interior Design as a Marketing Assistant, was the Social Media Coordinator for award winning builder Westlake Development Group LLC., and worked as a Design Consultant for an independent design firm.

Amy feels fortunate to have found her dream job where she can combine her background in business with her love for Interior Design. She also feels thankful to have a career where she can make a positive impact on peoples lives. It's rewarding for her to see how student's lives transform during the time they are in school and after school. Outside of work, Amy enjoys spending time outside with her husband and Mini Australian Shepherd, baking, and traveling.

CARA MURRAY, STUDENT RELATIONS DIRECTOR



Cara Murray joined Heritage in 2018 as our Student Relations Director. Cara has a Bachelor of Fine Arts in Product Design from University of Oregon with a focus in textiles and home furnishings. She also studied jacquard weaving at the Fondazione Lisio in Florence Italy, where she gained an appreciation for fine craftsmanship and textile construction. Before joining the Heritage team, Cara worked at a Digital Textile Printing Startup in Portland where she collaborated with local interior designers and other small businesses to bring their designs to life on custom printed fabric. She loved being a part of Portland's diverse and supportive community of small businesses, makers, and designers.

Cara's role at Heritage includes building connections and relationships with students, the industry, and design professionals.

ANGIE MORSE, INSTRUCTOR



Angie Morse is an award winning interior designer and home stager based in SW Portland. As a sixth generation Oregonian, Angie grew up in Bend with parents who were "house flippers" long before it was mainstream. Living in ever evolving homes, she experienced first hand the possibilities within each home and saw that transformations were only limited by ones imagination, a creative budget, and how far Dad could test Mom's patience. Angie holds a BA in Journalism/Public Relations from the University of Oregon and is a graduate of the Heritage School of Interior Design. She is also a certified consultant with Dewey Color and Color with Confidence and has won awards for interior design, professional organization, color usage, home staging, redesign, and has been named Interior Design Society's Designer of the Year nationally for window treatments and holiday design.

Angie is a proponent of sharing knowledge, giving back to peers, and inspiring new designers. She believes that the profession is much stronger by fostering a community of camaraderie versus competition and that is reflected in her involvement with various design related associations. Angie is recognized as a RESA-Pro by the Real Estate Staging Association and has also served on the Portland RESA Chapter Board and the IRIS (Interior Redesign Industry

Specialists) National Board of Directors. She is currently serving her sixth year on the Board of Directors of the Portland Chapter of the Interior Design Society (IDS) as immediate Past President and Chair of the **Swatched** event committee.

A familiar face in the halls of Heritage, Angie has been educating our students in the craft of Professional Home Staging for the past few years. She is excited for her expanded role as an integral part of the Heritage team. She is continually impressed by the School's progressive approach to education, focused learning, and spirited collaboration among staff.

In her spare time, she can be seen in the stands at University of Portland baseball games watching her youngest nephew, traveling with her husband of 20+ years, or hanging out with family and friends.

JANIS HOWARD, INSTRUCTOR



Janis is a 1997 graduate of the Heritage School of Interior Design. After graduation, Janis was hired by a major furniture showroom as their lead designer. Currently she works with clients through her independent design business and is part of the teaching team at Heritage School of Interior Design. Janis has been instructing students for 12 years at Heritage and continues to motivate and inspire students with her love of interior design. Her previous experience includes over 20 years in training and customer service with 1st Interstate Bank. Janis was actively involved with the 2000 Street of Dreams working with Macadam Floor and Furniture which completely furnished two of the show homes. She was also part of the team that decorated the Galaxy Show Home which took first place for interior design in the Street of New Beginnings show.

JOSEPH NGUYEN, INSTRUCTOR



An award-winning interior designer of residential and commercial spaces, Joseph strives to design unique interiors that will have a positive impact on his clients' lives. With many years of extensive and considerable experience, he possesses an innate desire to design and construct experiences that exceed clients' expectations. With an eye for quality, a superior sense of style, and a client-centered/ownership mentality approach to business, Joseph has proven himself as an innovative designer. He offers a balance of creativity, collaboration and efficiency. Joseph works with a passionate, organized and detailed energy; enabling him to deliver focused development, project management and completion to diverse sizes of projects and budgets.

In his previous roles at companies such as Forever 21 Corporate, Hirsch Bedner & Associates, and a number of smaller firms- Joseph has led large-scale residential and commercial projects and partnered on projects for the multi-billion dollar retail industry. During this time, Joseph also led and partnered on smaller but equally exciting residential kitchen and bathroom remodel projects of differing scale and depth of involvement. Joseph is a licensed contractor and developer, he is an advocate of the design-build model and works with his clients from the initial consult, through construction and to final permitting and occupancy. He is always interested in new clients and is currently consulting on the development of several high rises in Vietnam.

Born and raised in Portland, Joseph's ultimate passion embraces an entrepreneurial spirit, and helped him found his own multidisciplinary firm. His inspiration is to transform ideas into realities. Partnering with clients to anticipate and shape the future, Joseph strives to transform organizations and homes to advance the human experience. His passion often transcends the built environment and reaches across specialties to deliver expertise and insight to his clients'

toughest design problems. His passion embraces not only interior design and construction but also disciplines such as product manufacturing, graphic design and beyond.

In his spare time, Joseph enjoys spending time with his wife Jelena and their French Bulldog-Emi. They love exploring cultural, art, and food scenes, as well as traveling worldwide for experiences and inspiration.

AMY TROUTE, ADVISORY BOARD MEMBER



Amy Troute is a 2008 graduate of Heritage and a top Interior Designer in Portland. She's always had an eye for color and design and a passion for the comforts of home. Amy earned a Bachelor's Degree in Communications and enjoyed a successful decade-long career in Marketing and Advertising. When Amy found out she was expecting twins in 2003, she knew she would continue to work after they were born but wanted to love what she was doing while she was away from them. She decided to pursue her passion for interior design. She built her portfolio over the first three years of her daughters' lives with referrals from friends, and eventually met Jennifer Adams, an established designer and Heritage graduate. Jennifer hired Amy to work with her Portland clients and recommended she attend Heritage to gain the education she was missing.

After graduating from Heritage, Amy moved her design firm from home to a small studio in the Pearl District and the fledgeling "Design for Home" became Amy Troute *Inspired* Interior Design, a full service residential and commercial interior design firm working throughout northwest Oregon and southwest Washington. Her services range from furnishings design to specification and selection of surfaces and finishes for new construction and renovations. Amy was listed among the area's "Top 15 Interior Designers" on BuildDirect.com in 2014 and was featured in Oregon Home Magazine in 2016, completing a Dream Bedroom Makeover for a lucky client in Washington. Amy Troute *Inspired* Interior Design has been recognized as "[Best of Houzz](#)" for 2014, 2015 and 2016. Amy is truly inspiring and continuously supports the school by coming in each term to speak to new students and is always happy to provide insight to our graduates who reach out to her.

MICHAEL REPER, ADVISORY BOARD MEMBER



Michael is the owner of Nest Showroom in Portland, Oregon which carries 10,000 fabrics and 50 other lines of products including upholstery goods, lighting, rugs and more. He is well-known throughout the design community and is a true expert in the field. He values long-term relationships and trust with his clients, which is apparent in the way he runs his business. He has been extremely supportive of the school and provides our students with invaluable knowledge. Michael's advice for aspiring interior designers is to let your personality and style shine, be confident, work hard, listen to your clients, ask for help, do it right the first time, clean up mistakes and thank your clients.

NATHANAEL CHOWN, ADVISORY BOARD MEMBER



Nathanael Chown grew up with design all around him and it is in his blood. Nathanael is a fifth-generation member of the Chown Hardware family. He studied at the Art Institute and Portland Bible College, where he graduated with a Bachelor's degree. Nathanael has been active in Chown Hardware for 15 years, most of the time working as a decorative plumbing, hardware and lighting consultant. He has worked on countless projects for hundreds of customers. Today he is the Marketing Manager for Chown Hardware, finding new ways to tell the Chown story to the world.

He has a passion for design and quality and enjoys helping people find the look that excites them. His creative side is fulfilled by working with creative people and telling others about all things Chown. He loves his family and the values they have lived by for 140 years in the Pacific Northwest.

IRENE TOKSTAD, ADVISORY BOARD MEMBER



As a passionate advocate for family and community, Irene Tokstad believes a happy home begins with a solid foundation where owners feel at peace and guests always feel welcome. After moving to Portland in 2013, Irene was inspired to pursue her passion for interior design and Design Allure was born.

Further strengthening her credentials during her studies at Heritage School of Interior Design, Irene received her certification in interior design and home staging in 2017. Further validating her love for space planning, Irene's experience at the Heritage School of Interior Design allowed her to connect with countless local vendors who are masters in their trade; connections she now uses to her client's benefit.

Irene is committed to serving and supporting fellow community families of all shapes and sizes by helping them realize their home vision with innovation, integrity and passion.

HANNAH HACKER, ADVISORY BOARD MEMBER



Hannah has been helping people in the Portland area improve their homes since 2005. After graduating from Oregon State University with a degree in Interior Design, Hannah spent 6 years as a design associate for a large design/build firm in Portland. Out of a desire for a smaller, more flexible business structure Hannah took the leap to occupational independence and started Adapt Design in 2011. In addition to working with clients to design their homes Hannah enjoys working with students. She is on the Advisory Board at Heritage School of Interior Design and often acts as an industry mentor/advisor to interior design students from Portland Community College and George Fox University. When she is not designing, drafting and running a company Hannah loves to travel the world, grow vegetables in her backyard and play volleyball.

KRISTEN SIEFKIN, ADVISORY BOARD MEMBER



For nearly 20 years, Kristen has been in the business of using her unique brand of verbal and visual creativity to bring her clients' visions to life. Kristen has a long history of storytelling beginning with her marketing position with McMenamins hotels, pubs, and breweries where she learned about vision, historic preservation and the importance of infusing a little whimsy into everything she does. Later, as vice president of a bi-coastal communications agency, Kristen designed hundreds of successful campaigns for major international consumer brands. In 2012, Kristen went on to open the neighborhood restaurant, Tabor Tavern and three years later, Swift and Union. It was in process of designing those restaurants that Kristen caught the interior design bug and in 2017, formalized her interest as a student at Heritage. Today, Kristen leverages her integrative background to support a variety of commercial and residential interior design projects as a senior designer at Chancellor Designs.



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4039 N Mississippi, Suite 208 Portland, OR 97227 phone. 503.292.3343
steph@heritageschoolofinteriordesign.com | heritageschoolofinteriordesign.com