

CREATIVE COMPONENT

INTERNSHIP:

Interior Design Consultant
for the Office of
Student Services

By

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Creative components are sometimes characterized by "hands on" experiences for students. This creative component consists of brief project descriptions, requirements, experiences, and personal and professional growth for six projects accomplished while doing an Interior Design internship for the Office of Student Services at Oklahoma State University. Included in the component are supplementary projects done for the Department of Residential Life at Oklahoma State University.

The internship consisted of approximately four hundred and forty hours of working experience for the Student Union at Oklahoma State University. The Student Union is under renovation in two main areas, the Hotel and the Bookstore. In addition to the major areas of renovations was the adding of "finishing touches" to already renovated facilities. To supplement the time spent with the Student Union, the department of Residential Life was also served by the intern. T-shirt designs, Homecoming decorations, and various logos are a few of the many designing services offered.

The professional growth awarded the intern for practical "hands on" experiences and enriched the classroom instruction received. The communication skills learned are invaluable now, as in the future. Knowledge of the Interior Design business has helped the intern put all of the pieces of the designing puzzle together. All of the experiences and knowledge gained from this internship will be that extra plus that will give the intern that extra edge in business.

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September 1, 1985 thru July 18, 1986

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INTRODUCTION

The importance of "hands on" training for a student fresh out of a college environment is crucial for success. Even the most astute student lacks this type of experience. The "hands on" gives the opportunity for growth in using those concepts learned in a classroom, with actual application. The "hands on" experience has many times been termed an internship. Webster's dictionary defines only the word intern. This could be interpreted in such a way as to suggest that there is no real way to define the "internship". It gives different experiences, challenges, frustrations and learning to those who have had an "internship."

The internship described in the following pages was done for the Vice President of Student Services at Oklahoma State University. This department has a staff position for an Interior Designer. The hours worked and the specialization of areas are flexible. This past year the position was divided between two graduate students. The two specific areas of responsibility were for renovations to be done to the Student Union and Residential Life (Residence Halls). The following projects deal only with the Student Union renovation plans. This internship consisted of ten hours a week for eleven months, approximately 440 hours. With the complexity of the two largest projects, the Hotel and the Bookstore, there are only three projects that have been completed; The Minority Student Counseling office, the Student Government offices, and the Counselling Discover and Disabled Students complex. The Hotel and the Bookstore are scheduled for completion before the 1986 Fall Semester begins. The Business office has been put on the back burner until Willard is ready for habitation.

An Interior Design position internship is the perfect ending to an education. It reaffirms all classroom instruction and has given the intern a chance to cope

with the "real world" and with "real world" problems. Budgets are real things that have to be respected. There can be no more custom built chairs or desks just because the designer can't find something that matches. Concern for public safety is another concept that suddenly becomes true reality. The wrong fabric used for the wrong function could cause excessive expenditures or even as drastic a problem as human deaths.

These things are just thought about in the classroom not seen as essential elements. It becomes much different when it is for real. That is the greatest gift from an internship: reality.

PROJECT 1

DESCRIPTION OF PROJECT:

Select a fabric that can be used to cover new wall sections for 040 Student Union.

REQUIREMENTS:

- A) Fabric must be sturdy enough to withstand having things tacked on it.
- B) Should have a pattern.
- C) Color should be neutral.
- D) Needs to be something that can be ordered and received quickly.
- E) Needs to meet safety standards.

EXPERIENCE:

I began my search for this fabric by calling the upholster, Calvin, at Single Student Housing Maintenance. I set up an appointment with him to look at some samples. I knew from a previous tour at the maintenance facility that he had some current samples and also had the ability to order them quickly. After going through the samples I found two or three that would do just fine. I then submitted the choices along with my recommendation to the Assistant Director. He then agreed with the choice and I was given the go ahead to order the fabric. No measuring was needed and the maintenance shop did the official ordering.

PERSONAL AND PROFESSIONAL GROWTH:

This project was my first attempt at being an interior designer, and it ended in success. This gave me the feeling that I really could do the job and I had gone through all the right channels. Learning where to find resources was the biggest lesson learned from this project. Designers must know where the best selection can be found and know who can order them fastest.

SEE APPENDIX A: PICTURES

PROJECT 2

DESCRIPTION OF PROJECT:

The office of Minority Student Counseling on the third floor of the Student Union, under the direction of Dr. Howard Ship was in need of window treatments for a window and two doors in their office.

REQUIREMENTS:

- A) They wanted a similar window treatment that was used in the accounting office.
- B) They wanted a see-through fabric for visibility, and yet at the same time wanted to achieve privacy.
- C) The color choice needed to be in compliance with the decor colors of grey and charcoal.

EXPERIENCE:

I began my window treatment project by looking at several different ways of approaching this problem. I explored the possibility of mini-blinds, transparent mini-blinds, and draperies. The blinds were fairly simple. I called the manufacturer of the transparent blinds company and received price quotes. I also started looking through sample books for drapery fabric. I began with some samples in my office and came up with nothing even close. My next step was to go to McColloms in Stillwater and look through their selection. I finally found some samples that would work. I was not comfortable with the fabrics that I had chosen but I was running out of time and places to look.

One of the things I have always tried to do in my designing is to do what the customer wants, not what I want. I can make suggestions but the customer should have the final say. To ensure that I was fair to the office staff I chose three different fabrics to give them a choice. After presenting the three different types of alternatives, it was decided that draperies would be more of what they wanted. As happens sometimes, the fabric that I thought would be the least

effective treatment was chosen. To ensure that the fabric was what the whole office wanted, I left the samples in the office for a week allowing everyone to see them. After a week I returned and the verdict was still the same. I then took the fabric samples back to McColloms and asked for a price quotation. The quotation was under the \$750 bid limit and so the go ahead was given by the Director. McCollom's came out and measured the areas. I explained to Virginia what would be needed. McCollom's then measured, ordered, made and installed the draperies. Once the draperies were installed I went up to see them and to make sure that the work was satisfactory.

The installer had put the rod too low and the fabric didn't look like they had invisioned it. I had to remind them that they had all agreed that the fabric and it was what they wanted. The rod could be fixed, but the draperies were there to stay.

PERSONAL AND PROFESSIONAL GROWTH:

I learned that my concept of pleasing the customer is correct. The only thing I did wrong was I should have only submitted the choices that I felt would be best suitable for the job. If I had only submitted the two different weaves instead of the three, everyone might have been happier. I think that the whole office agreeing on the sample was a smart step on my part because, I was able to recall to them that they had selected the fabric.

SEE APPENDIX B: PICTURES

PROJECT 3

DESCRIPTION OF PROJECT:

To select wallcovering, upholstery, window treatment and carpeting for the Business Office located on the third floor of the Student Union.

REQUIREMENTS:

- A) Find samples of office furniture.
- B) Select carpet.
- C) Select wallcovering.
- D) Select upholstery.
- E) Select window treatment.

EXPERIENCE:

I met with the Director of the Business Office Department to get a feel for what was wanted. Alice described what she and her workers had envisioned their offices to look like to me. The basic concept was to make the offices look nicer and get new office furniture. One of the major components of this office is the collections of art that hang in every office and in the lobby area. I found two wallcovering books that had nice, moderately priced paper in them. The designs were sophisticated and yet comfortable looking. I had Alice ask her workers what colors they wanted in their offices. I went home and found patterns that matched the colors given to me. I took the book up to the office and let the group get together and select what they wanted. They all liked what I had picked out for them. So we had settled on the wallcoverings in a fairly short period of time.

The next step was to select the window treatment. The Assistant Director had been sent some samples of opaque mini-blinds. These offices are located just above the gardens attached to the Food Mart. The terrazzo flooring causes an

incredible glare which concentrates itself into their offices. To combat the problem of the glare we decided that we should try these blinds. I called the manufacturer and inquired on sizes and prices. The blinds would run approximately four hundred and fifty dollars per window. We figured that if we went out on bid that the price would significantly decrease. The beauty of these blinds is their ability to reduce glare and yet increase the visibility of the beautiful garden terrace below. We decided to go with the "Smoke" color.

The carpet was another facet of the project that had already been decided upon. The color was basically the only thing left to decide. This also was fairly simple to accomplish. Since the color of dirt is a clay color, we decided to go with the basic rust/clay color. To add variety, the patterned sample would be put in the main office and the solid in the individual offices.

Alice's office was the only office that required any reupholstering. She has a chair and a sofa that are in fairly bad shape. I had some sample books in my office and so I let her look at them. Her office has several Indian paintings and one fairly modern painting in it. So we went with contemporary fabrics. I think the "arrow" design fabric will look nice under the Indian art. I didn't care for the dark green fabric but she really liked it.

To help with the selection of furniture the Assistant Director and I sent for manufacturer's booklets on furniture. We had just begun the process of getting ready to start specifying furniture when we were told that a hold had to be placed on the project. As soon as Willard is inhabitable and the exact placement of the office is known the plans will continue.

PERSONAL AND PROFESSIONAL GROWTH:

I learned how to handle the strain of putting a good project together and then having it placed on hold. The ability to locate resources was another plus

that helped me on this one. It was fun meeting the people and looking at their offices. Then to take that information and pick out the wallcoverings that they might like was a great lesson in attentiveness. These ladies were wonderful to work with. They gave me the freedom to help them redesign their environment.

SEE APPENDIX C: BOARD

PROJECT 4

DESCRIPTION OF PROJECT:

To redesign the offices 326 and 328 of the Student Union to fit the needs of the Counseling Discover and Disabled Program Student Office Complex.

REQUIREMENTS:

- A) Relocate walls.
- B) Relocate electricity and telephone lines.
- C) Redesign offices.
- D) Specify paint and carpet color.

EXPERIENCE:

I was asked to redesign the offices in 326 and 328 of the Student Union. These offices had been occupied by the Residential Life Department. Upon consolidation of their offices the 326 complex became available for reutilization. The Counseling Discover Office and the Disabled Student Offices needed relocation and so this complex was given to them. I set up a meeting with Martha Jordan to discuss what was wanted. After my meeting with Martha I went in and measured all of the walls and windows. I mapped out exactly where all electrical, telephone and computer outlets already existed. I then got together again with Martha and we discussed the new additions to be made. We taped on the floor where the new walls needed to be built. The design of the two offices had to be very precise to accommodate for a disabled student. We borrowed a gentleman who was in a wheelchair to make sure that there was enough room to maneuver. I then went back to the drafting table and did a plan of the electrical outlets and a plan showing the removal an addition of walls. I also at that time drafted a memo outlining the steps to be followed for reconstruction. I selected the carpet from University stock. I chose the cinnamon color because it is darker, and I was

hoping it would not show dirt as easily. The project was completed and the facility is being used.

PERSONAL AND PROFESSIONAL GROWTH:

I enjoyed doing this project. I was already familiar with this office complex. Basically, most of the mental work came when I tried to relocate the electrical. This is the third really tangible project that I did. I was able to use both my drafting and my writing skills. Total control of this project was given to me. It gave me confidence too, to know that I had designed it and it was functional. I also used my meeting and communication skills. I feel the best about this project.

SEE APPENDIX D: MEMO AND PLANS

PROJECT 5

DESCRIPTION OF PROJECT:

To help redesign the Student Union Bookstore and Student Store.

REQUIREMENTS:

- A) Increase floor selling space.
- B) Use innovative ideas.

EXPERIENCE:

This project began with a meeting of "big wigs". In this meeting we discussed the renovation of the Book and Student Stores. The budget was discussed and some preliminary time guidelines laid out. Each department represented at this meeting left with a mission and a deadline. I left with a feeling of, "Oh great, what have I done to myself." In the months to come there were more sub-committee meetings and also meetings of the main committee. Our subcommittee consisted of the Assistant Director, the Bookstore Director, the Bookstore Floor Manager, and myself. From these meetings we would emerge victorious with plans to the point that Architectual Services could take over. We brainstormed and created a very functional and somewhat stunning new Bookstore. After we had designed the Bookstore we began working on the Student Store. Both stores are owned by the University and have some of the same things in them. We decided to make them as much alike as possible. I think this likeness will help people remember them. After the architectural plans were completed, we began the search for a fixtures dealer. I was only able to listen to one presentation. They decided to specify a contractor that had done the Texas A & M Store. Evidently, he was very impressive. The bookstore should be finished by the fall semester. The Student Store will follow shortly after that. One interesting thing to look for

when you go visit the new facilities will be the carpet. I think it will catch your eye.

PERSONAL AND PROFESSIONAL GROWTH:

I really enjoyed using what I have learned about sticking to one concept. When designing, take one concept and stick with it, then embellish it. It was a challenge to keep the people working on this project focused. The architect and I both would sometimes become very impatient with them when they would not stick to the one plan. It was such a revelation because usually I am the one that has to be told to get back on the right track. Meeting with the fixture representatives was also an eye opening experience. They really push their products. I am only sorry that I did not get to do more with this project.

SEE APPENDIX E: PLANS AND PICTURES

PROJECT 6

DESCRIPTION OF PROJECT:

Do renovation of the Student Union Hotel.

REQUIREMENTS:

- A) Do a room-by-room inventory.
- B) Do a finish schedule for each room.
- C) Do furniture selection for each room.
- D) Select a style of furnishings to be used.

EXPERIENCE:

PART A: The Assistant Director and I did a room-by-room inventory in which we recorded all the furniture in the room. We drew a rough sketch and put the new furniture layouts in the room. Color of bathroom tile was also recorded. Each room was looked at closely for major cracks and water damages. The room-by-room inventories were then given to Architectural Services to be compiled onto the plans.

PART B: I took the room-by-room inventories and developed a room-by-room finish schedule. This schedule has furniture, accessories, and lavatory needs represented. A dot represents each item needing to be ordered for each room.

PART C: The construction on the hotel will mainly encompass fixing cracks and water damage. This also includes bringing the building up to fire standards and to improve the heating and air conditioning. We have created two different sets of suites so that the Alumni crowd can be served better. The suites consist of connected bedrooms, as well as a room for small dining and entertainment. To facilitate and bring in more conferences, a hospitality room with the flexibilities

to become a bar, a video component room and a conference room is being constructed from old linen closets. Another eye sore tackled was the front desk lobby. We had just begun working on this area when I moved on to another project.

PART D: This stage of the hotel renovation was in Phase II and was not going to be started until later on in the year. However, the Assistant Director came in contact with a representative in Oklahoma City that could give a good deal on fabrics, furniture and lighting. The Director then used his influence to raise the additional money so that we could go ahead and redesign each room. The pressure was then on to find just what kind of furniture we would use. After hearing a presentation by Mr. Caldwell and seeing the different lines that he carried, we decided to begin the plans. In order to get a feel for what exactly was wanted by the Director, I spent some time talking to him about going with a more modern grouping. He suggested that we try to present two totally different styles. I decided to stick with the contemporary grouping and the Assistant Director, with the help of the Architectural Services Designer, began working on the traditional grouping. We had a meeting in which the two groupings were presented. The Student Union Hotel will have traditional furnishings when it reopens.

PERSONAL AND PROFESSIONAL GROWTH:

I learned several things through the course of this project. I learned that sometimes one does not get to reap the fruits of one's labor. I worked very hard on this project. I learned how to be more observant and thorough. I learned how to ask questions and bring up new ideas in a diplomatic way. I learned that sometimes the cards are not stacked in your favor, no matter how hard you might try. As long as you have been honest about how you feel and you have done everything that you can, no one can fault you. Projects are not worth making

yourself sick or despondent. I finally decided to pick myself up, dust off my pride, and try something new. Even though I may sound somewhat negative about this project, I grew from learning how to fight for what I believe.

**SEE APPENDIX F: ROOM-BY-ROOM INVENTORIES, FINISHING SCHEDULE,
AND BOARDS**

PROJECT 7

DESCRIPTION OF PROJECT:

To design, measure, research and present monument proposal for Bennett Complex.

REQUIREMENTS:

- A) Take student input and design a brick wall with lettering and incorporate three flag poles.
- B) Do all measuring and preliminary drawings for this project.
- C) Help Hall Maintenance Renovations Management Committee (HMRMC) research possible vendors for parts needed.
- D) Help HMRMC present project to Bennett Council and get money appropriated for expenditures.

EXPERIENCE:

We began this project as a "Thirty-fifth Anniversary Present" to Bennett Complex. Bennett Complex is hard to locate and university signage is inconspicuous. Bennett Complex Hall Council had designed their own flag for this occasion, and we needed somewhere to fly it. After gathering student input I began formulating a concept and visual picture as to how this should look. I decided that a red brick wall with a stucco inset would look the best. Bronze lettering would then be applied onto the stucco inset. The signage would read "Bennett Complex". My task was then to measure the front lawn and do placement of this wall and flag pole. One problem arose immediately, which was the fire hydrants. I met with Rex Demaree, who will be doing most of the construction, and he said that we could move the hydrants. He then informed me that the structure could not stick out further than the edge of the building. I went back to the drawing board and compensated for the recession. My next task was to sell the students on the idea. I began work on a perspective watercoloring of the poles and sign on the front lawn. When finished with the perspective, the HMRMC

Committee and I presented the project to the Hall Council. The price tag on this project was six thousand, six hundred dollars and some fancy footwork had to be done to convince the Complex to spend that much money. After a long debate the bill went to a vote and won by a small majority. I was very proud of the HMRMC Committee because they handled themselves very professionally. Hopefully, construction will begin in August.

PERSONAL AND PROFESSIONAL GROWTH:

This project was really fun. There were some anxious moments for awhile. I think the Complex needed the beautification and it was a good effort for the students. I had a hard time trying to get that perspective to look right and I am not overjoyed at the job that I did. I learned about masonry from this project. In trying to draw the preliminary sketches, I got out my Architectural Graphic Standards and learned about brick patterns, size and color. I specified all of the patterns and colors to Rex. He also explained how they anchor the flag poles and the brick. I learned technical knowledge from this project. I also received more practice in motivating students. Overall it has been a success and I can come back for years and hopefully say, "I did that , . . . with a little help from my friends."

SEE APPENDIX G: BOARD AND DRAWINGS

CONCLUSION

The end of this internship on many occasions was prayed diligently for. However, I can say that I would not be the professional that I am now, if not for the experience. The lessons learned on a day to day basis equaled that of the previous five years of classroom study. The fascination of seeing actual concepts, especially my own, in action was somehow humbling. I have grown greatly from my experiences this past year.

I think the greatest lesson that I learned was written by Shakespeare hundreds of years ago, ". . . and above all else to thine own self be true." The public trusts Interior Designers with their lives essentially. They let us come into their homes and offices and shape their environments. We have the "power" to make them feel sad or happy just by using certain colors. We also can change their sense of security simply by rearranging the furniture. Our whole existence is for the sole purpose of redesigning our imperfect environment to be better utilized by the population. I see designers as having a big responsibility to the people that we design for. One must stand up for what is right and ethical. This may not always win in the short run, but in the long run things usually work out. Even if your concepts do not ever win, you can at least live with your conscience. That is worth more than all the money in the world. Being honest and truly having the customer in mind is the difference between a good designer and a bad designer.

Time management is a fundamental skill that I really had not learned. Learning to balance all facets of my life was difficult. Several important engagements and deadlines were missed through the course of time, and I finally began assigning times for all activities. Each day had one or two meetings, possibly class time, errand time and most important, personal time. I can honestly say that I cheated myself on the personal and school time the most. I found that if

I would schedule the majority of my day and part of my nights, there was still room for my needed spontaneity.

Another valuable personal growth lesson obtained from these past few months, was the realization that one cannot communicate with all people. Incorporated in communication is the ability to relate to all types of people. I see myself as a fairly good communicator and the more confident I become in myself the better I become at communication. There are those individuals that just cannot be reached. Through the words of wisdom from my employer, I learned that sometimes break down in communication between two people can be inevitable. In my case, the problem arose when I was not seen as a fellow professional. Partly because of my age and also because I did not agree with the project planner. I was seen as having no "power" to influence anyone. I learned how to exercise my diplomatic abilities when trying to impart the breakdown in the lines of communication to my employer. Through these diplomatic encounters I learned to be open, honest, and to present all sides of the conflict in question. After all, was said and done I did not emerge the victor in the short run. The skills that I acquired will probably benefit me more than winning the war itself.

To put all of the personal growth into perspective, we must look at the professional growth. The successful completion of a project is seeing something that you have made with your own mind turn into something that you can actually see. The Bookstore is already constructed in my mind. I cannot wait to see what it will actually come out looking like.

This successful completion of projects has given me confidence in my professional ability. It has also reaffirmed for me that I want to teach other Interior Design students how "real world" projects are carried out. I am going to try to devise realistic projects for my students and support the internship part of their education. I think this internship would have been much harder had I not

had some undergraduate experience. I did my undergraduate internship with the same department.

Another important aspect that I learned through this experience was how to handle myself in a man's world. The only other female that I worked with was another Interior Designer. The majority of the people I worked with were men. Working in a "man's world" is somewhat different from living in a "college world". Men expect you to handle yourself professionally and act as a lady. The funny thing about what they expect is that they do not always treat you professionally or as a lady. Sometimes they are late to meetings, or they forget to tell you about them all together. Other times, they act as if they are sailors fresh off a boat that has been at sea for months. The ambiguity is really quite humorous. Handling one's self in all kinds of circumstances is a great lesson. I particularly enjoyed the meetings over lunch or coffee. Salesmen suddenly become human in the presence of a meal or coffee. I had a chance to visit the supplier that we used for the hotel. I saw his samples and I learned from his delivery of his subject. That was truly fascinating.

I am sure that I have left some aspects of this internship out, but to the best of my ability, I have taken the key concepts and expanded upon them. I also feel that I will not know the full impact of all that I have learned for years. I appreciate the good fortune of being able to hold this position this past year. I can honestly say that it did not turn out quite the way I had viewed it, but I benefited greatly from it and hopefully others did also.

Please continue to the next section where you will find a brief description of several projects that were done to supplement some of the hours not worked for the Student Union.

SUPPLEMENTAL PROJECTS

As a supplemental part of my internship I have compiled descriptions of several projects that I have done for the Residential Life Department. These projects range from T-shirt designs to button designs. These projects, with only one exception, were done free of charge for the person or persons requesting assistance. My talents are well utilized by this department. One of the major problems with this utilization is that unreal time demands are usually placed upon me. If there had been more forewarning on some projects, they would have been of much better quality. Time management is something that I have benefited greatly from these projects. Balancing all demands, from all directions has taught me to plan ahead and to stick to a schedule. A major asset that I have received from the "pressure" associated with most of these projects is the ability to formulate ideas quickly and thoroughly. Organization is a trait somehow left out of my make-up. I have also learned how to organize my thoughts, look for details forgotten and to follow through to completion on projects. A sense of pride has also come from these little extras. I am proud of what I can do and I hope that it has benefited students. I've enjoyed being able to help these groups and they also have helped me in practice time, and a creative outlet. The formulation of thought is a talent that most people have but it is one that takes practice.

PROJECT: Design logo and button for R.A. Conference to be held at Oklahoma State University (OSU) in April. This logo was part of the package used to win the bid for the conference. All publications, communications and T-shirts will have this logo on them. The logo was also used for a booklet for current R.A.'s. I tried to make this logo as fun and eye-catching as possible. If I had been given more time, I would have done a much better job on centering the rub-on letters.

SEE APPENDIX H: LOGO DESIGN AND BOOKLET

PROJECT: Design logo for Oklahoma Housing Conference held at OSU in June. The logo was designed for use on a scratch pad to be put in the packets, which were given to the delegates. The logo was also later used as the design on the booklet cover. The theme for this conference was "Expanding New Horizons". I designed this logo to symbolize a positive search for knowledge. The open hands presenting a type of sun shaped sphere, was in my mind, the offering of expanding of new ideas. If I had been given more time I would have looked for a different type of style lettering. Also, the layout would have been straighter.

SEE APPENDIX I: SCRATCH PAD, BOOKLET AND PRELIMINARY DRAWINGS

PROJECT: Do layout for a Resume'. Michelle wanted a resume' to fit her major and her personality. She wanted something catchy but not too flashy. She selected several resume' styles that she liked. We met together and critiqued each resume' that she had selected. I designed a resume' that would incorporate her name and her major with the needed information being the substance of the resume'. I was happy with the way it all turned out, and so was she.

SEE APPENDIX J: RESUME'

PROJECT: Design Bennett Hall's Staff shirt. We had kicked around several ideas and finally we decided on, "We are staff, Bennett 85-86". I took the album "We are the World" and used it for the basis of design. Taking the letters for "Staff" from other letters in "We are the World." I made Bennett with block letters and for an added touch put a fan in the holes in the "B". I did the 85-86 free hand. To give the shirts that special sentimental value, we had everyone sign a piece of paper so

we could put everyone's signature on the right the sleeve. I really like this T-shirt design.

SEE APPENDIX K: SHIRT

PROJECT: Design Homecoming shirts. This to me, was one of my greatest triumphs. I asked the Bennett Executives what they wanted, and they decided to go with a Birthday theme since it was our thirty-fifth Birthday. I got out my rub on letters and did the lay out of Bennett Birthday Bash. All lettering and art work in this design was done free hand. We sold over two hundred and fifty sweatshirts and T-shirts. There were two things that I would do differently. I would use the Aqua Blue shirts in stead of the black and brighten the pink a little.

SEE APPENDIX L: SHIRT

PROJECT: Design Summer Staff shirts. This design was a real blast to do. For some strange reason while I was in class one day I decided that the sun from "Raisin Brand" cereal would be great for this design. I went to the store and bought a box of cereal so that I could see what I needed to draw. Back in my memory I could remember this little guy with sunglasses on and so I added them to the design. What could I put in his hand? A book or maybe or a bottle of sun tan lotion might be what I was looking for. Then it came to me, an eskimo Joe's cup would be just great. I decided to give him that "Joe Cool" look, by putting his other hand on his glasses. The lettering needed to be free and so I just made the letters simple. I think it is fun and everyone else liked it too.

SEE APPENDIX M: MEMO AND SHIRT

PROJECT: Design a shirt logo to be used for "Alpha". This design was not hard to do, I just wasn't motivated to do it. It took me four months from start to finish. I like the design and it was very hard to design the word "fans". I think that if I were doing it again, I would sit down and finish it in one night.

SEE APPENDIX N: PHOTO COPY OF DESIGN

PROJECT: Design a cover for the "School of the Year" presentation for the Residence Halls Association. This was as usual, a rush job. I looked at the cover design from the previous year and decided that we needed to spice the design up a little. The office has all kinds of rub-on letters. I took some rub-on letters and a grid and cut the grid by using the rub-on letters as a pattern. Then I used other rub-ons to provide most of the information. It must have worked because OSU was awarded school of the year for the SWACURH district. (Somehow I doubt it was just the cover.) I wish they had given me more time. I think I could have done a much better job.

SEE APPENDIX O: PRESENTATION BOOKLET

PROJECT: Design a cover and the lay-out of Bennett Complex scrapbook. The design for the cover was fairly easy to come up with. I just used the theme that we had used all year long, the thirty-fifth anniversary. I wanted to do a watercolor because it would better achieve the smooth look that I wanted. It only took me five hours from start to finish and I was very pleased with the cover.

The lay-out design was a little more difficult. I am big on colors and so I decided to color code the various sections. The lay-out of each page needed to be neat and tidy. I designed a logo to go on each page and it also related back to the thirty-fifth theme. We also color coded each page. Rub-on letters were used to fit

whatever subject was at hand. After completion I designed the construction of the book. Needless to say, that wasn't quite as successful as the book itself. I do not think that I would do anything different. It was good practice for me and I got to "dust off" my yearbook talents from the past.

SEE APPENDIX D: SCRAPBOOK

PROJECT: Homecoming: Design, draw, and paint sign for Library lawn; Help design the house decoration; Paint "Fire and Safety sign".

Once again I used the thirty-fifth anniversary theme for the design on the board. I took a 5 X 9 piece of plywood and chose my colors from oil base enamel paints. I made a transparency from the T-shirt design and drew the design on the board. I made the mistake of using a green magic marker to trace the letters and it bled through when the painting began. If you had just been a spectator, you would have thought that this sign was like my first born because I wouldn't let anyone else work on it. It took me three days to complete and was great once it was finished.

The design for the house decoration had already been decided and construction on it had begun early. We decided to go with a big birthday cake. Fortunately, several years back the gentlemen of Stout Hall taught me how to mold chicken wire into shapes. This became my main job. I designed the 3-D figures of the football players that were on the cake. I was pleasantly surprised at how they turned out. I also designed Pistol Pete and the wild cat that were the mechanics on top of the cake. I was pleased with Pistol Pete but the wild cat looked pitiful. The designing of the cat was very hard. After construction was complete, we bought balloons and streamers and attached them to the cake. All in all, it looked very impressive.

Also included in my duties, was the painting of two more signs. I drew and painted the "Explanation sign" which accompanied the cake. This sign was not difficult to complete, I just could not keep the letters straight. I also designed and drew the "Fire and Safety" board that accompanied the entire project.

The final project for homecoming that I had a direct part in, was the creation of a banner to be hung in front of Bennett Complex. The Head Resident and myself came up with the idea, "Bennett, Where the Fans Are," because of all the fans in the windows. We purchased some muslin and later sewed it together. We painted the muslin and then drew the design onto the painted surface. I did the design, lettering, and some painting of the banner. The banner was a true success and I am proud of it.

SEE APPENDIX Q: PICTURES

PROJECT: Design a T-shirt design for a contest for Smith's bookstore. One day I went into my office at Bennett and my Head Resident commented about a T-shirt design contest for Smith's Bookstore. After lunch we both sat down and began designing. The prize was fifty dollars for first place. We decided to submit our designs with both names on them. That way we would have a better chance of winning. She put my name on her design and I put her name on my design. My design was an OSU done in computerized lettering with Cowboys in the center of the S. We submitted both of our designs and about a week later my design was in the O'Collegian as the winner. Suzanne and I split the money as earlier agreed. Twenty-five dollars for ten minutes of work.

SEE APPENDIX R: O'COLLEGIAN ARTICLE

PROJECT: Design a button to be sold for the OU football game. Proceeds were used to send delegates to NACURH (a national RHA conference). I tried to think of a catchy saying about OU. I decided to go with "Bury Switzer." My next task was to decide on how I was going to get "Bury Switzer" across to the purchasing public. After sketching a little bit, I came up with the concept that to "Bury Switzer" a bulldozer was needed. The bulldozer was driven by a OSU football player and a load of dirt was used to "Bury" Switzer. I am not sure how many were sold, but I saw quite a few buttons around campus.

SEE APPENDIX S: BUTTON

PROJECT: Design a new layout and logo for the RHA Newsletter. One of my friends had the position of Graduate Assistant for RHA. One of his main responsibilities was to publish a newsletter every two weeks. The "Scope" had been the name of the newsletter in the previous years. I decided to make this newsletter more like a paper. The writing would be put in approximately three, 2 1/4" columns. A small box for the index called "Inside" was put in the format to also give it a paper look.

To offer different types of shapes I make the area for the logo and the "Inside" simple boxes with rounded corners. The first issue was published with no name. After which a campaign was kicked off to select a new name. "For the Record" was the name selected. We then brain-stormed and came up with the idea of using the "RCA dog and phonograph." I found a picture of the dog and proceeded to draw the logo. This new format gave a new and more professional look to the newsletter.

SEE APPENDIX T: NEWSLETTER

PROJECT: Create a wreath for Christmas decoration for Bennett Complex. I had not intended to make this wreath myself, but after several hours in search of a wreath it became apparent that we were not going to find what I wanted. For our money, I could make the wreath much cheaper. I started with 1/2" copper tubing, and measured about 3' 6" in circumference. I went to Hobby Lobby, and bought greenery and decorations. After constructing the circle and putting the initial greenery on, I began to "decorate". With the use of a glue gun I designed a very beautiful wreath. After construction, white Christmas lights were added. I am very proud of this wreath. I think it could be sold for at least two-hundred and fifty dollars.

SEE APPENDIX U: PICTURES