Instructor: Mrs. Mary Olle  
Course Time and Locations: MWF 10:00 – 810:50 EDAN 127  
Office: HMS 106 B  
Office Phone: 936-468-4502 or 468-1873  
Office Hours: MW 3:30 – 4:30  
Email: ollemary@sfasu.edu  
Office Hours: T/TR 12:30 – 1:30  
Email course correspondence through D2L  
F 12:00 – 1:00 online  
Prerequisites: none

I. Course Description:

Introduction to human sciences professions, knowledge base, concepts in human sciences, and related career opportunities. As a part of the James I. Perkins College of Education accountability and accreditation process it is critical to complete the Cultural Awareness Assessment in LiveText.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The Conceptual Framework and the Vision, Mission, and Goals of the James I. Perkins College of Education describe a shared vision and purpose for the SFASU College of Education. It provides coherence for our curriculum, clinical experiences, and assessments. It is linked to the University vision and values, and describes how those values translate into knowledge, skills, and dispositions in the College of Education. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions. This course supports the vision, mission, and core values of the College of Education whose mission is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership and continued professional intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:
- Academic excellence through critical, reflective, and creative thinking
- Life-long learning
- Collaborative and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community

Program Learning Outcomes:

Learning Outcome #1: The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

Learning Outcome #2: The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences

Learning Outcome #3: The student will demonstrate competence in his/her specific discipline using oral and written forms.

“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes:
After successful completion of this class, the student will have the opportunity to:
- Comprehend and communicate a knowledge base in Human Sciences
- Apply an understanding of concepts related to family and child development, resource management, food, nutrition, and dietetics, fashion merchandising, interior design, hospitality administration, and family and consumer sciences
- Identify career opportunities in Human Sciences
- Synthesize an understanding of the standards expected for presentations, writing assignments, and class participation in Human Sciences
- Evaluate current and future trends that impact work and the near environment

Course Content:
1. Knowledge concepts and common body of knowledge for careers and professional issues related to and a part of the following areas:
   a. Child and family development
   b. Resource Management
   c. Food, Nutrition, and Dietetics
   d. Fashion Merchandising
   e. Interior Design/Interior Merchandising
   f. Family and Consumer Sciences
   g. Hospitality
2. Integration of the issues and trends impacting all of the professionals and careers in Human Sciences Professions.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Method of Instruction: Lectures, interactive class discussions and activities, visual media (power point, internet, etc.) group and individual assignments.
Use of Technology: D2L (myCourses), internet readings and assignments, word processing. Course content will be delivered via class lectures and discussions, and assigned readings. Assignment instructions will be delivered in class; instructions and rubrics will be posted on the homepage. Neglecting to check the homepage is not a valid excuse for missing an assignment due date.

IV. Evaluation and Assessments (Grading):

A = 450 – 405
B = 404 – 360
C = 359 – 315
D = 314 – 270
F = 269 and below

Midterm/Finals
History of HMS/Body of Knowledge  Guest Speakers
School of Human Sciences  Readings
Searching Journal Articles  Ethics
Family/Environmental Trends  Diversity
Public Policy  APA Format
Professional Organizations

Class assignments: (total 300 pts) Assignments include in class discussions; points on assignments include in class discussions of assignments.
Chapter 3 Current FCS Concepts Discussion Post – 30 points
Chapter 2 Discussion Post- 30 points
Who Am I – 30 pts
Eco Map Assignment – 30 pts
Ethics Class Discussion Assignment – 30 pts
Your Personal Brand/Logo - 30 points
Professional Image, Code of Conduct – 20 points
Ruby Payne/Poverty Discussion Assignment – 30 pts
Public Policy Assignment – 30 pts
Research Article Assignment – 40 pts

Attendance – 50 points
Midterm Exam – 50 points
Final Exam – 50 points

Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, student must go above and beyond basic requirements of the assignment.

A (Excellent) Student's work is of exceptional quality, and the solutions show depth of understanding of the project requirements. Project is fully developed and presented well both orally and graphically. The full potential of the problem has been realized and demonstrated. An "A" indicates work that is exceptional, out of the ordinary, and above and beyond what was required for the project.

B (Good) Student's work shows above average understanding and clear potential. All project requirements are fulfilled or exceeded and clearly and concisely presented. Being in class every day does not always yield this.

C (Fair) Student's work meets minimum objectives of course and solves major project requirements. Work shows normal understanding and effort. Quality of project, as well as the development of knowledge and skills is average.

D (Poor) Student's work shows limited understanding and/or effort. Minimum problem requirements have not been met. Quality of project or performance as well as development and skills are below average.

F (Failure) Student's work is unresolved, incomplete, and/or unclear. Minimum course objectives or project requirements are not met, and student's work shows lack of understanding and/or effort. Quality of project or performance is not acceptable.

Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.

Extra-credit: Opportunities to earn extra-credit may be given during the semester. These opportunities will be announced in class and cannot be made up if missed.

V. Tentative Course Outline/Calendar:

(This syllabus is subject to change. All changes will be announced in class and it is your responsibility to note them).
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28 – 30 – 1</td>
<td>Course expectations, textbook, assignments, assessments, attendance, etc.</td>
<td>Assignment Explanation, Due Dates, Assignments in Dropbox</td>
<td>School of Human Sciences Stephanie Youngblood</td>
</tr>
<tr>
<td>September 4 – 6 – 8</td>
<td>Research in FCS APA format Explanation of Research Assign</td>
<td>Guest Speaker Dr. Lynda Martin – Director School of Human Sciences</td>
<td>Class Does Not Meet Read Chapter 3 – Current FCS Concepts for Monday Key Concepts</td>
</tr>
<tr>
<td>September 11 – 13 – 15</td>
<td>GUEST SPEAKER Library</td>
<td>Life and Legacy of Ellen Swallow Richards Ch. 1 Birth of a Discipline</td>
<td>Class Does Not Meet DUE: Livetext Cultural Awareness Survey Data Day</td>
</tr>
<tr>
<td>September 18 – 20 – 22</td>
<td>Chapter 3 Body of Knowledge Key Concept Class Discussion DUE: Discussion post by 11:00 AM (30 pts)</td>
<td>Chapter 2 Family Improving Quality of Life</td>
<td>Ch 4 Environmental Trends Affecting Individuals, Families, and Communities Discussion Post by 11:30 pm Specific questions 1, 3,</td>
</tr>
<tr>
<td>September 25 – 27 – 29</td>
<td>Chapter 4 Environmental Trends Class Discussion</td>
<td>Eco Map Assignment explained</td>
<td>Chapter 14 Self-Assessment “Who Am I” assignment Kiersey Temperament Sorter</td>
</tr>
<tr>
<td>October 2 – 4 – 6</td>
<td>Chapter 15 Research Career Options Article pg 113 Viable Careers</td>
<td>Chapters 5 – 13 Know your neighbor and Exploring Careers Select two questions from your specific major.</td>
<td>Career Questions class Discussion (30 pts) DUE: Eco Map (30 pts)</td>
</tr>
<tr>
<td>October 9 – 11 – 13</td>
<td>SPEAKER Career and Professional Services</td>
<td>Professionalism and Ethics/Academic Integrity</td>
<td>Professional Ethics Discuss Academic Integrity Quiz Ethics Scenarios In class Discussion (30 pts)Personal Ethics DUE: Who Am I/Kiersey Results</td>
</tr>
<tr>
<td>October 16 – 18 – 20</td>
<td>Personal Portfolio Your Professional Brand - video</td>
<td>Present your personal brand (20 pts)</td>
<td>MIDTERM EXAM (50 pts)</td>
</tr>
<tr>
<td>October 23 – 25 – 27</td>
<td>Ambassadors Presentation</td>
<td>Professional Etiquette</td>
<td>Professional Dress</td>
</tr>
<tr>
<td>October 30 Nov 1 – 3</td>
<td>Research Professional Image Etiquette, dress, communication, codes of conduct for your industry/career What is the corporate culture of your industry?</td>
<td>Discuss Professional Image (20 pts)</td>
<td>Discuss Professional Image</td>
</tr>
<tr>
<td>November 6 – 8 – 10</td>
<td>Ch 5 Public Policy in Family and Consumer Sciences</td>
<td>Research Public Policy issue related to your major</td>
<td>Public Policy Present (30 pts)</td>
</tr>
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</table>
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

If there is a required accreditation assignment/assessment in this course, include the following statement.

Required:


Websites, articles and handouts.

FEM Statement: FEM is not required in this course.
In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $18.00 for a multiple year subscription.

LiveText Statement:
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical
questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

VII. Course Evaluations:

“Near the conclusion of each semester, students in the James I. Perkins College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the James I. Perkins College of Education, the course evaluation process has been simplified and is completed electronically through mySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Course Expectations

- Assignments must be turned in on the due date. No credit will be given for late work.
- No make-up assignments or examinations will be allowed except if advance arrangements have been made.
- Participation in all discussions and group activities is required.
- All papers will follow APA, 6th edition format.
- Clear, convincing, and effective writing is expected in this course.
- All sources must be documented. Plagiarism will result in a zero on the assignment and can lead to a failing grade in the course.
- Ask questions if you are not sure of assignments or expectations.

Attendance:

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Learning is reciprocal; your participation in the class is essential to the instructional process and will be a factor in the determination of your final grade. Regular and punctual attendance at all scheduled classes is expected.
Attendance is critical to the course and will be taken during class; it is the student’s responsibility to personally sign the roll sheet every class period. Do not sign the attendance sheet for another student nor ask someone else to sign in for you.

Attendance is worth 50 points of your total grade. You are allowed 1 (one) “unexcused” absence for the semester. This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular functions – documentation is required). For an absence to be considered “excused”, the instructor must receive documentation from the Office of Student Rights & Responsibilities. If additional absences are incurred without official documentation from the Office of Student Rights & Responsibilities, 5 points will be deducted from your attendance points total for each day you are not in attendance. If you exhaust your 50 points from unexcused absences, and continue to miss class, you will continue to lose points from your total points accrued in the class. In-class activities cannot be made up.

Tardiness will result in total point deductions. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for class discussion, activities, or tests.

Assignments are due at the beginning of class. Late work will not be accepted. Should illness or other circumstances occur which prevents class attendance; the instructor must receive documentation from the Office of Student Rights & Responsibilities. Three weeks will be allowed for missed work; make-up work will not be accepted after that date. Absolutely no work or documentation of previous absences will be accepted during dead week or final exam week.

Any student having a planned absence for an SFA university function must notify the instructor in writing prior to the absence. It is the responsibility of the student to make arrangements for missed assignments before the absence occurs.

Class participation:
Class participation promotes a valuable learning environment and is therefore encouraged and expected. Participation includes asking questions (for clarification and better understanding), discussing current or controversial issues related to course content, exploring ideas or concepts, problem solving, and other exchanges of ideas. It is the student’s responsibility to read the material assigned in the class schedule prior to the class period to be able to participate effectively in class discussions and/or activities.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see Student Code of Conduct, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Exam Policy:
Exam dates and time are established by the university, and are not to be changed by the faculty. Please do not ask to change the exam dates or time. No caps or hats may be worn during the exam. Late student(s) will not be allowed to take the exam if a student has completed the test and left the room.
Cell phones:
Cell phones must be turned off and placed out of sight during class. It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. Occasionally, cell phones may be used in class for an assignment, but you will be instructed when that will occur.

Email Etiquette Policy (adapted from Dr. John Janowiak at UNC Chapel Hill)

a. When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor, you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.

b. Even telephone conversations start with “Hello” and end with “Goodbye.” Therefore, please use a formal salutation when e-mailing professors, such as: Dear Dr. Jones.

c. When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore do not use informal language in your e-mails.

d. If you have a request, say it politely. You can start with “I would like to ...”, “I wonder if you can ...,” “May I ...,” “Is it possible to ...,” “Do you mind ...,” DO NOT WRITE: “I want to know ...,” “I want you to...,” “Send this to me ...,” “Tell me when ...”. Just adding the word “please” does not mean that you are being polite.

e. Your identity is an important clue to the context of the message; identify yourself as a student in the class you are enrolled in, such as: “Dear Dr. Jones, I am a student enrolled in your online HMS 100 course.” It is important to include the purpose of your email in the Subject line.

f. Be concise.

g. Always, re-read your e-mails and check for spelling and grammatical mistakes before sending them. (Also, recommended for the assignments you submit).

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/. Location: Human Services Building, room 325. Phone: (936) 468-3004.

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.
Please read the complete policy at [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf)

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3). [http://www.sfasu.edu/policies/academic-appeals-by-students-6.3.pdf](http://www.sfasu.edu/policies/academic-appeals-by-students-6.3.pdf)

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which the WH is assigned, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:**
1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check; the completed information form is due __________________________. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [www.texas.ets.org/registrationBulletin/](http://www.texas.ets.org/registrationBulletin/)). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

**IX. Other Relevant Course Information:**
In today's society, informational technologies including communication via e-mail have become routine tools for learning. It is imperative that you learn to use, email, Internet, and general computing (word-processing, graphics, etc.) as part of your college education. I will be communicating with you
via email for delivering assignments and handouts by way of the course homepage; therefore, please check your email regularly. If you have questions, please email me through the course.

University Policies and Information:
This class will adhere to all applicable university policies. Students should read and be familiar with policies in the General Bulletin.

Assignments:
Assignments must be turned in to the instructor within D2L or in class, depending on instructions. It is your responsibility to keep copies of your work should something occur where student work is lost (such as a technology issue). ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED DURING FINAL EXAM WEEK.

Dress:
Modest, comfortable dress is expected for regular classes. For class presentations, professional dress is required. In general, professional dress includes: a jacket or jacket substitute such as a vest or cardigan, modest full-length pant or knee-to-calf length skirt, modest shirt with sleeves, and closed-toe shoes. Hair of shoulder-length or longer should be pulled back. Common professional dress errors to avoid are denim clothing, tennis shoes, flip-flops, sleeveless clothing, underwear that shows, tight-form-fitting clothing, bare midriffs, and low-cut tops with reveal male chest or female cleavage, low-rise pants which reveal navel, abdomen or upper hip.

Where to Go for Help
The Division of Academic Affairs offers numerous programs designed to foster student success. These include:

Academic Advising Center - this center serves as the principal advising center for students who have not declared an academic major. Full-time advisors are available to assist students with course selection and with materials to help them explore career options. The center also has information and literature on all academic majors offered at SFA. Students who have earned fewer than 45 semester hours, as well as first-semester transfer students who have not yet declared a major, will be advised in the Academic Advising Center. The center also functions as the administrator of the Texas Success Initiative (TSI), formerly TASP. Students who have questions and concerns about TSI should consult with the center's staff.
The Academic Center is located in the Steen library, 2nd floor; phone: 464.5803; email: advising@sfasu.edu, website: www.sfasu.edu

Academic Assistance & Resource Center (AARC) - The AARC offers free services for students who want to improve their chances of academic success by providing peer tutoring and supplemental instruction in most of the lower division, core curriculum and high-risk courses. Assistance is offered through one-on-one tutoring and small study groups, as well as through a supplementary leader who has previously taken the course and made an “A”.
The AARC also provides tutorial assistance for the THEA test preparation and offers assistance service to aid students with disabilities in accessing library resources and materials.
AARC in locate on the first floor of the Steen Library. For additional information on how to register for services, stop by the AARC reception desk or call 468.4108 or visit the web page at http://libweb.sfasu.edu/aarc. Students may register for a tutorial appointment online.

International Student Support Services - The Office of International Studies and Programs and the Multicultural Center provide international student support services. Services include an SFA orientation, cultural adjustment, assistance with visa issues, banking assistance, social opportunities, resources for assistance, and initial transportation from regional airports to Nacogdoches upon arrival in Texas. In addition, the American English Language Institute is a safety net for students who encounter difficulties with the use of the English language. Also available is a 12-month residence hall, open year-around, which allows uninterrupted living for any student who might be unable to
return home during holidays or vacation periods or semester breaks. Call 936.468.6631 for more information.

**Counseling and Career Services** - this service assists students to develop positive self-image, discover career goals, develop a sense of self-direction and prepare for a career in their chosen field. Orientation is provided for transfer students, new freshman and their parents in the summer prior to enrollment. An orientation session for those not attending Summer Orientation is held each semester prior to registration.

Counseling Services is confidential assistance by Licensed Professional Counselors to help students deal with personal adjustment and relationship problems as well as educational problems such as time management, study habits, and test anxiety.

Other services provided by this office are alcohol services, testing services, career services, and student employment services. For more information call 936.468.3305 or visit them on the 3rd floor of the Rusk Building.

**Student Government Association** - this body serves as the representative voice of the student body to the faculty and administration. Concerns and issues important to the students can be made known through legislation passed by the SGA. For more information call 936.468.3500.

**Student Organizations** - getting the most out of one's experience at SFA means getting involved. There are more than 200 student organizations on campus that play a vital role in making campus life more enjoyable and educational. Students can form new organizations if the cannot find a current group that meets their needs. Information about current registered student organizations and help for organization leaders is available through Student Organization Services in the Office of Student Affairs. Information is also available on the Student Affairs website (www.osa.sfasu.edu).

**Student Health Services** - provide primary health care to the university students. Currently enrolled students are eligible for most clinic services without additional costs, including consultation, diagnosis and treatment provided by the clinic staff. In addition, some optional services are provided at low cost. There are no facilities on campus for X-rays, overnight stays, dental, optometric, or pharmacy services. These may be obtained locally. The clinic hours are 8:00 am - 5:00 pm, Monday through Friday. Appointments can be made by calling 936.468.4008. Walk-in patients are accepted.

Library Hours
Steen Library 936.468.4636
Mon - Thurs 7:00 am - 1:00 am
Friday 7:00 am - 6:00 pm
Saturday 10:00 am - 8:00 pm
Sunday Noon - 1:00 am
*Hours vary during University holidays
Library web address https://library.sfasu.edu/#/?_k=o3ozqq

**Computer Labs**
The Ralph Steen Library provides general student academic computing support, manages a major student computing laboratory and provides electronic access to informational resources both within the and external to the library collections. Students can also use the computers in the Multicultural Center located in the Student Center 936.468.1073.

In addition, there is a small computer lab in HMS available for student use. Please bring you own paper.

**General Expectations of Students**
A student enrolling in the university assume an obligation to conduct himself/herself in a manner with the university's function as an educational institution. Misconduct for which students and student organizations are subject to discipline falls into several categories that are described in detail in the online Student Handbook at www.osa.sfasu.edu/handbook/index.html. Two acts which are strictly prohibited and result in specific disciplinary action are hazing and illegal drugs.