QUESTIONS: Please first check this syllabus. Then check the Announcements and the Course Questions in D2L. If you ask a question that can be answered through one of these sources, you will be re-directed to them. If you can't find answers to your questions, then email me via D2L. Thank you! ☺

*This syllabus and the content and dates therein may be modified at the instructor’s discretion.*

*Any changes will be announced in class and in D2L.*

Instructor Information:
Instructor: Dr. Flora Farago
College: James I. Perkins College of Education (PCOE)
Department: Human Sciences
Program: Human Development and Family Studies (HDFS)
Office: EDAN 119C
Office Hours: TTh 9:30-11:00 & 1:30-2:30 or by appointment
Office Phone: 936-468-2192
E-mail: Email via D2L (please use this!); alternative if D2L is down: faragof@sfasu.edu

Course Time and Location*:
Where: EDAN (Education Annex bldg.) 126
When: TTh: 12:30-1:20
*Although the majority of the course will be delivered face-to-face, there will be some classes delivered online, in D2L (please see the course schedule).

Prerequisites: None. However, the course must be taken concurrently with HMS 236: Child Development. You need to sign up for HMS 236 and 236P with the same instructor!

1. **Course Description:**
Child Development I Practicum - One semester hour (two contact hours lab per week). Observation and participation in the Head Start pre-school laboratory setting. Content relates specifically to HMS 236 and must be taken concurrently with HMS 236. Fee required.

**To be successful in this course you should do the following:**

- Have a positive attitude and begin the course with a desire to learn! :)
- Understand that you need 15 observation hours to have a chance of passing the course!
- Read the syllabus and make a note of course policies and all due dates.
- Check your D2L email and announcements *daily* for updates in course information, schedule changes, etc.
- Take responsibility for your actions pertaining to this course and the consequences that ensue from them.
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- **Behave in a professional manner.**
  1. You are representing SFA at Head Start therefore it is critical that you follow all policies outlined by the Head Start Directors and Teachers.
  2. You have to wear you name badge at all times.
  3. You have to follow the dress code and other policies outlined by Head Start.
  4. Remain courteous to all children, parents, and HS staff – remember that your behavior and disposition can enhance or jeopardize SFA’s relationship with Head Start.
- Come to office hours to discuss your performance in the class, career goals, or any other course or professional development related topic. Take advantage of office hours to build professional relationships with your professors. You never know when you’ll need a recommendation letter from them -- it is a lot easier to write a letter for a student who has done well AND we know well😊

**Communication:**

**Office Hours:** Please come visit me during office hours if you have any questions or just want to chat about career goals, your grade, study tips, or more. My office hours are on **T Th 9:30-11** &
1:30-2:30 or by appointment. In the rare case that any office hours need to be rescheduled, this will be announced in-class as well as via D2L.

**E-mail:** Please **only email** me via D2L mail: Click on the e-mail icon (upper right-hand corner) on the Home Page Toolbar (For future reference or only if D2L is down: faragof@sfasu.edu or florafarago300@gmail.com). Please keep in mind that your correspondence with me is in the context of a professional environment. Please be courteous and respectful in the tone and content of your emails, as I will be in my emails to you. Emails will be answered within 24 hours during the week (M-F). If you email me on Friday afternoon, or during weekends, or holidays, you may not receive a response until the next business day. If you email me outside of business hours (8pm-5pm) you may not receive a response until the following business day.

**II. Intended Learning Outcomes:**
This course supports the vision, mission, and core values of the Perkins College of Education (PCOE) to prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society. Additionally, reflecting the core values of PCOE, the course encourages critical thinking, collaboration, openness to new ideas and to culturally diverse people, and service that enriches the community.

The course enhances student learning in the area of child development and serves as one of the foundation courses in the Human Development and Family Studies (HDFS) Program in the Department of Human Sciences, and aligns with the standards of the National Council on Family Relations (NCFR) and the National Association for the Education of Young Children (NAEYC) to promote learning and understanding of child development and family relationships.

The course prepares students seeking certification in Family & Consumer Sciences to meet TExES (Texas Examination of Educators Standards) Standard III as outlined by TEA (Texas Education Agency): The family and consumer sciences teacher understands human growth and development, parent/guardian/educator roles and responsibilities, and career opportunities in human development, education, and services.

**Program Learning Outcomes:**
1. Learners will identify social & cultural influences affecting family life and children.
2. Learners will recognize healthy and unhealthy characteristics pertaining to family relationships and children.
3. Learners will apply appropriate practices based on theories of human growth and development to individuals and families.
4. Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.
5. Learners will develop culturally-competent educational materials and learning experiences.
6. Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.

**Student Learning Outcomes:**
Upon successful completion of the course, students will:
1. Be able to identify and describe developmentally appropriate individual and group learning experiences for infants, toddlers, and preschool age children.
2. Be able to identify and provide developmentally appropriate examples of children’s use of language for toddlers and preschool age children.
3. Be able to identify skills and play behaviors that are characteristics of infants, toddlers, and preschool age children which includes physical development, cognitive development, language development, and social/ emotional development.

**III. Course Assignments, Activities, Instructional Strategies, Use of Technology:**

**Course Assignments & Activities:**

**GOOD NEWS:** No exams or quizzes in HMS 236P! 😊

1) Observation Hours at Head Start *(1902 Old Tyler Road, Nacogdoches)*: You are required to complete **15 observation hours** (1 hr = 50 minutes) in this course. This will be worth 150 points. **Failure to complete 15 hours will result in an automatic failing grade – absolutely no exceptions will be made.** 14 hours = failing grade. You are required to spread out your observation hours throughout the semester and do at least 1 hour of observation every week and no more than 2/week (unless Head Start is closed or SFA is on break). If more than one week of observation is missed, the instructor is to be notified. Without prior notification and documentation, missing multiple weeks of observation will result in an automatic grade deduction (1 letter grade). You are also responsible for stamping your time card and properly filling it out according to the example time card/instructions that will be provided in class and on D2L. Finally, to earn credit, you will need 15 IN and 15 OUT stamps, each pair of stamps for each observation hour (in other words, 15, 50-minute observation chunks with corresponding stamps).

**Students will be assigned a classroom and time/days by the instructor. We can observe 8-12 and 2-3 Monday-Friday. However, you are no permitted to schedule observation hours during HMS 236 class time (TTh 11-1:20) OR during class time that conflicts with your other SFA courses. Everyone will select a two hour window and sign up. Rescheduling of observation hours will be limited to special circumstances and is at the discretion of the instructor.**

Students must conduct observations at the scheduled time each week unless otherwise notified. The times and days you sign up for are when you are expected to be in the Head Start classroom. You also have to observe in your assigned classroom, and cannot switch to another classroom. Any schedule changes must be approved by the instructor. If your time
punch card indicates that you were doing observations during HMS 236 class time or at a time when you were not scheduled to be there, you will receive a zero for that observation and need to re-do it. Everyone will sign up for 2 hrs of observation/week, however you only need 15 hours for the class. Therefore, manage your time accordingly, so if you miss an observation, you still have enough “slots” in the semester to get your hours in.

There are other sections of the course being taught, so you cannot arbitrarily change the time/date of your observations or schedule make-up sessions. We are not allowed to have more than 2 people observing in each Head Start classroom per time slot. Please review your class and work schedules so that classroom assignments, day/s and times may be determined the first week of class.

Lab observation rooms are located at the GETCAP Head Start Child Development Center, 1902 Old Tyler Road, Nacogdoches. Phone: 936-564-1142. Observations must be completed at this location and this location only.

There will be a mandatory orientation at Head Start from 11-12 on September 12th. You will not be permitted to begin observations without attending orientation.

Observation Policies:
You are required to follow all Head Start policies (e.g., Dress Code, sign-in protocol) and wear your name badge at all times. If policies are not followed, and you are sent home, you will be asked to re-schedule your observation and/or may receive a zero for the observation. Remember, you are representing You and SFA!

Dress Code:
Dress and act professionally at all times. Please Review the Dress Code Policy in the Getting Started Content Link. Failure to follow the Dress Policy will result in a Student’s withdrawal from Head Start and the Student will not be able to pass HMS 236P.

Do NOT wear:
- Hats
- Work-out clothes
- Open-toed shoes
- Tank tops
- Shorts

DO wear:
- Your name badge at all times with your SFA ID in it

Name badges:
Students will be given a name badge holder at the beginning of the semester. Name badges must be worn in Head Start at all times. Students will sign that they have received it and will be required to turn in the name badge holder to the instructor when requested at the end of the semester.
Final course grade will not be posted until name badge holder is returned as directed. If you lose, rip, etc. your name badge, you need to purchase a replacement one.

**Time Cards:**
Students must use a lab observation time-card to clock-in and -out for each hour on a separate line. One hour = 50 minutes. Number each hour of observation. You will need 15 hours; each hour = 2 stamps (1 in/1 out stamp). If you do two 50-minute observations back-to-back, you will sign in TWICE, and sign out TWICE, sign in and sign out for each hour. All lab cards must remain in the designated card holder next to the time clock in Building 4. Do not remove cards from the holder. Class instructor will review and collect the cards.

Below is the information that your time card should have at Head Start:

1. You need to sign your name initials next to each stamp.
2. You need to write the time (e.g., 50 min., 52 min.) next to each pair of stamps. You must clock-in and clock-out for each observation hour. **You need at least 50 minutes for each hour for it to count.**
3. Don’t circle or put squares around your hours.
4. Number each hour and clock in vertically all going in the same direction.
5. You need to write your observation day and time at the top of your card.

You will see an example punch card in class and will need to structure your punch card accordingly. You will need to indicate the number of minutes you were in the lab room for each 50 minute observation session and need the cards punched twice for each 50 minute session.

You are responsible for stamping your time card and properly filling it out according to the example time card instructions that will be provided in class and on D2L.

Stamping someone else’s time-card, signing in then leaving (or texting, getting back in your car, etc.) are considered to be academic dishonesty. **It is assumed that you were present for the entirety of the observation period, including at the stamped times and dates, that is reflected on your time-card.** See pg. 11-12 for academic dishonesty policies.

**Clocking-in on the Head Start computer:**
You are required to clock in and out on the Head Start computer in addition to stamping your time card. Instructions will be provided at orientation.

**Phones & Pictures:**
All cell phones must be turned off and not visible in Head Start classrooms. No lap top computers allowed when making lab observations. Do not take any photos of children, classrooms, or teachers at Head Start.
Background check:
Students must complete the permission form for criminal background check the first day of class. Lab observations may not begin until background check has been cleared. Students must have a social security number and a driver’s license number to complete the form. A Texas State I.D. card number is acceptable if student does not have a driver’s license.

2) Observation mid-point check in: On October 27th I will be checking to see if you have at least 7 hours of observation completed by the end of the day AND if you have correctly been stamping/filling out your timecard. The hours will be worth 25 points and the time-card will be worth 25, for a total of 50 points for the Mid-point Check-in. Check the previous page to review how to fill out your timecard.

3) Observation Notes: You will be required to take notes each time you observe in Head Start. You need to write the time and date for each observation and have a minimum of 1 paragraph of notes for each hour of observation. Your observation notes should be related to the content we are covering in the course (cognitive development, motor development, etc.). You need to cite pages from the textbook for each paragraph and explicitly state how your observation for each day relates to the current course content. Notes need to be legible in order to get credit. You will scan and submit your observation notes on Friday, 11.30.17 by 11:59 pm in D2L. Your notes will be worth 150 points (10 points X 15 observation hours).

Course Format/Instructional Strategies: HMS 236P is a 1 credit course that must be taken concurrently with HMS 236. Both HMS 236 and HMS 236P are web-enhanced courses. All assignments, discussion questions, and other course-related information will be posted via the D2L home page. Students should check the HMS 236 class AND the HMS 236P practicum home pages frequently (at least once a day) for notices, assignments, and messages. Failure to check homepage and complete assignments on due date will result in a grade of zero for that assignment. Students may contact the instructor and/or other students by clicking in the mail tool and selecting individual’s name or clicking on an instructor’s name or all instructors to send e-mail.

What is Head Start?

In 1964, President Lyndon B. Johnson created Head Start — a program to help meet the emotional, mental, social, health, nutritional, and psychological needs of preschool-aged children from low-income families (Early HS serves children below 3; HS serves 3-5 year-olds). Three- and 4-year-olds made up over 80 percent of the children served by Head Start last year. Head Start promotes the school readiness of young children through agencies in their local community. In addition to education services, programs provide children and their families with health, nutrition, social, and other services. Head Start services are responsive to
each child and family's ethnic, cultural, and linguistic heritage. Some of the foundational principles of HS are: community partnerships, family engagement, cultural responsiveness, and comprehensive services.

Head Start grants are administered by the federal government to local community agencies: By the U.S. Department of Health and Human Services (HHS) and within that by the Office of the Administration for Children and Families (ACF), by the Office of Head Start (OHS).

GETCAP (Greater East Texas Community Action Program) Head Start is one of the nation's most comprehensive child development programs. This program provides services in the Piney Woods of East Texas. GETCAP Head Start/Early Head Start started in 1968 in Nacogdoches County with 90 children and has expanded to five countries with 652 children including infants, toddlers, and expectant mothers.

IV. Evaluation and Assessments (Grading):
Establishment of a grading scale is up to each instructor. Instructors in your other classes might be using different scales. Remember, your final grade is up to you - you will receive the grade you earn, not necessarily the one you want. A point system will be used to determine the final grade for this course. Standard rounding rules apply (e.g., 89.5% rounded up to an A, 89.4% rounded down to a B).

Grades for HMS 236P will be determined by completion of required observation hours and grades on assignments. Students must complete all assignments in addition to completing the required observation hours. **Students who fail to complete the required lab observation hours will automatically receive a failing grade for the course.**

Breakdown of Points Possible in this Course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>SLO (pg. 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Hours</td>
<td>150 (15hr X 10)</td>
<td>ALL</td>
</tr>
<tr>
<td>Observation mid-point Check in</td>
<td>50</td>
<td>ALL</td>
</tr>
<tr>
<td>Observation Notes:</td>
<td>150 (15hr X 10)</td>
<td>ALL</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>350 points</strong></td>
<td></td>
</tr>
</tbody>
</table>
Extra Credit: Extra Credit points or assignments may be offered throughout the course. The Extra Credit opportunities will most often be announced in class. No extra credit points or special assignments will be offered to individual students. If you are enrolled in more than one of my courses (or other HMS courses), you can only use an extra credit event to earn extra credit for one course at a time (you can choose which one).

Grading Scale:

**Reminder: Even if you have enough points to technically pass the class, if you do not complete 15 hours of observations, you will fail.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Needed</th>
<th>Percentage Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>314-350</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>279-313</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>244-278</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>209-243</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>208 or less</td>
<td>Less than 59.5%</td>
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</tbody>
</table>

HMS 236 Practicum is a separate grade. Practicum information, grading, and assignments are accessible on the HMS 236 Practicum home page. All information stated in III and IV are the same for practicum assignments, including the grading scale. There are no exams in the practicum sections.

Grade Questions: 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. I do not allow students to revise/resubmit or retake coursework, but can clarify why you missed points. I recommend that you check your grade points regularly. I will not review grades retroactively at the end of the semester.

Re-grading Policy: I am happy to review and/or re-grade assignments within a week of the score being posted. However, please realize that if you request that I review/re-grade something, my
grading and the associated revised score will be the final score. My re-grading may result in you earning any of the following: a lower score, the same score, or a higher score. You will be required to agree to this regarding policy via email prior to my regarding of the assignment.

**Attendance Policy:** You are expected to arrive on time and participate in class for the entire period. If you need to be absent, please notify the instructor in advance. You are responsible for course information whether you are in attendance or not. If you miss any classes, it is your responsibility to get the notes and announcements from your classmates. **You will have to complete 15 hours of observations and no make-up observations will be scheduled.**

*On the days we have online class, you are expected to log in and participate in the course during regularly scheduled class times.*

**DEADLINES AND EXTENSIONS**

**Time Zone Differences**

All due dates reflect CDT/CST (Texas) time zones, 11:59 pm. Late assignments or extensions will not be considered due to difference in time zones. If you reside outside of Texas or outside of the United States while taking this course, you are responsible for taking into consideration the time-zone differences. No deadline extensions will be given for students who miss a deadline because of time zone differences.

**Late Work**

Late work may be accepted given proper documentation (up to instructor’s discretion) however will automatically lose 25% credit every 24 hrs.

**Policy on Missed Deadlines**

Plan ahead to get to an alternate, reliable computer and internet to complete scheduled assignments, discussion forums, and exams, especially if you have a computer or internet that is less than reliable. Last minute internet- and computer–related issues are not valid excuses for a missed assignment. Technological difficulties, lack of internet or computer access, failing to check D2L reminders and announcements, inability to access or use D2L, misremembering or mishearing exam deadlines will NOT be considered as valid excuses for missing assignments or exams.

Should you experience some type of emergency (personal, medical, weather-related) during the week an assessment is due, you will need to provide the instructor documentation prior to the deadline in order to be considered eligible for an extension. Given that appropriate documentation is provided, any decision for an extension is at the discretion of the instructor.
Absolutely no exceptions will be made AFTER a deadline has passed. Examples of unacceptable excuses include: traveling, vacations, helping a friend in crisis, break ups, work conflicts, etc. If you are having emotional issues that are affecting your work, a campus-based resource is SFA Counseling Services: [www.sfasu.edu/counselingservices/](http://www.sfasu.edu/counselingservices/)

V. Tentative Course Calendar:
A tentative course schedule is outlined below. Please note that this is a tentative schedule that may change at any time. I will notify the class of any changes, but if students do not check D2L for information or miss class when a change is announced, no accommodations will be made on their behalf. I will not seek out students to update their syllabus or initiate reminders.

We live in a diverse world: As part of this course, we will frequently discuss how children’s and adults’ identities around race, gender, culture, sexual orientation, socio-economic background, immigration status, and other demographic variables shape children’s well-being, development, as well as disparities that exist in our world (and what we can do to alleviate these). I will ask you to reflect on your own identity and beliefs around these issues, and you may be asked to share your thoughts with your classmates. While diverse, even opposing opinions are welcome, under no circumstances will discrimination or harassment be tolerated on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, or disability.

All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones. Online classes are noted in italics.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Tentative Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08.29</td>
<td>Review of course syllabus. Introduction to the course.</td>
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<tr>
<td></td>
<td>08.31</td>
<td>Head Start Paperwork; Room assignment and observation schedule</td>
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<td></td>
<td></td>
<td>Background check form: SS#, Address, Driver’s license #</td>
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<tr>
<td>2</td>
<td>09.05</td>
<td>Information about Head Start (History etc.); hand out badges, timecards</td>
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<td></td>
<td>09.07 (Online)</td>
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<tr>
<td>3</td>
<td>09.12</td>
<td>Mandatory Head Start Orientation 11-12 at GETCAP Head Start – at 1902 Old Tyler Road, Nacogdoches</td>
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<tr>
<td></td>
<td>09.14</td>
<td>You can begin observation hours as soon as 9.13.16!</td>
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<tr>
<td>4</td>
<td>09.19</td>
<td>You HAVE to begin observation hours by 9.18.16!</td>
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<td></td>
<td>09.21 (Online)</td>
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<tr>
<td>5</td>
<td>09.26</td>
<td>Observations and in-class discussions about observations</td>
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<td></td>
<td>09.28</td>
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<tr>
<td>6</td>
<td>10.03</td>
<td>Observations and in-class discussions about observations</td>
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<td></td>
<td>10.05 (Online)</td>
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<tr>
<td>Date</td>
<td>Observations and in-class discussions about observations</td>
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<td>10.19</td>
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<tr>
<td>10.24 (Online)</td>
<td>Observation check in- at least 7 hrs of observation due Fri 10.27.17</td>
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<td>10.26 (Online)</td>
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<td>10.31</td>
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<td>11.02</td>
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<tr>
<td>11.07 (Online)</td>
<td>Observations and in-class discussions about observations</td>
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<td>11.09</td>
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<td>11.14</td>
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<tr>
<td>11.16 (Online)</td>
<td>Observations and in-class discussions about observations</td>
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<tr>
<td>11.21</td>
<td>THANKSGIVING BREAK – NO CLASS</td>
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<tr>
<td>11.23</td>
<td>THANKSGIVING BREAK – NO CLASS</td>
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<tr>
<td>11.28</td>
<td>Observation notes due in D2L/Timecards due Fri 11.30.17</td>
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<td>11.30</td>
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<td>12.05</td>
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<tr>
<td>12.07</td>
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<tr>
<td>12.14 (Online)</td>
<td>HMS 236 Exam 3: 10:30-12:30</td>
<td></td>
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</tbody>
</table>

**Important University Drop/Withdrawal Deadlines:**

- **August 31**th: Last day to change schedules other than to drop courses. Last day to register.
- **October 25**th: Last day to drop courses and to withdraw from the university without WP/WF.
- **November 27**th: Last day to withdraw from the university.

**Other deadlines/dates:**

- **October 23**th – Midterm grades posted
- **December 19**th – Final grades posted

**VI. Readings:**

No separate textbook is required for the lab. HMS 236 course textbook content pages relevant to lab assignments will be stated in assignment guidelines.

**Supplemental reading:** Additional optional readings, articles, blogs etc. will be provided through D2L.

**VII. Course Evaluations:**

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: Course and program improvement, planning, and accreditation, and
instructor/instructor evaluation purposes (e.g., pay, retention, promotion). As you evaluate this course, please be thoughtful and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! In the 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 the summary of the evaluations will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:
Found at www.sfasu.edu/policies

1. Class Attendance and Excused Absence: Policy 6.7
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. 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.

2. Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
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, 936-468-3004 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/disabiilityservices/.

3. Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Forms of Academic Misconduct/Dishonesty:
   1. Cheating: Using unauthorized noted or study aids, allowing another party to do one's work exam and turning in that work exam as one's own; submitting the same or similar work in more than one course without permission from the course instructors; deception in which a student misrepresents that he/she has mastered information on
an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on the assignments or examinations.

2. **Aid of academic dishonesty**: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. **Fabrication**: Falsification of creation of data, research, or resources, or altering a graded work without the prior consent of the course instructor.

4. **Plagiarism**: Portrayal of another's work or ideas as one's own. Examples include unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism. You will earn Zero for each assignment, discussion, any other materials for grade if it is considered as Plagiarism. Submitting a work that has been purchased or otherwise obtained from the Internet or another source. Note about **self-plagiarism**: You are expected to turn in original work for each course you are taking. This means that if you have turned in an assignment in another course, you are not allowed to turn in the identical assignment in this course. This applies even if you are re-taking the current course because you dropped/failed it previously. Each time you take a class, original work is expected. **To avoid issues, and to make sure I can support your success, if you are re-taking this course, please email me and let me know.**

5. **Lying**: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission. Inventing information including citations.

6. **Bribery**: Providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

7. **Threat**: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code Violation.

**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).

**4. Withheld Grades (Incompletes): Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, 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 they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same
course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

5. Student Code of Conduct: Policy 10.4
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. 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 policy 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 iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

6. Additional Information:
To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, 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. 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, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at cms.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.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.