Instructor: Dr. Gina Fe G. Causin
Office: 106A HMSN
Office Phone: (936) 468-1411
Other Contact Information: 4502

Course Time & Location: MWF: 11:00-11:50 am; 123 EDAN
Office Hours: MWF: 8:00 am-9:00 am; 10:00 am-11:00 am
Credits: 3 credit hours
Email: causingf@sfasu.edu via D2L (preferred)

Prerequisites:

I. Course Description: (brief paragraph)

This course will introduce students to those concepts and topics necessary for the comprehensive understanding of the fundamentals of the meetings, events, expositions and event technology industries. The course will review the roles of the organizations and people involved in the businesses that comprise the MEET industry. In addition, this course will include topics that will prepare the students to be successful in getting their Meeting and Event Technology Certification. This certificate program has been developed for students who are currently practicing or anticipating careers in meeting or event management. The certificate is designed to provide both training and education in meeting and event technology, as well as meeting planning.

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

The mission of the College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development. The goals of this course support the goals of the COE by:

- Preparing leaders in the hospitality and tourism field. As one of the largest industries in Texas, the hospitality industry needs competent and skilled leaders. The students will become familiar with the different aspects of the Meetings, Events, Expositions and Technology (MEET) industry in the course.

- Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations. Students will be exposed to online resources such NBC Learn, webinars and others that are relevant to the course.

- Collaborate with external partners to enhance students’ knowledge, skills, and dispositions, and to influence the ongoing exchange of ideas for mutual benefit. Outside resources will be utilized to enhance the curriculum of this course through the utilization of guest speakers.
• Engage in outreach services. Each student will have an opportunity to contribute to the hospitality field through service learning component activities. Activities can be events around town and/or university where students are to work three 2-hour shifts to fulfill the requirements.

• Conduct research to advance knowledge and to contribute to the common good. This will be done through case studies, research and reflection papers.

Hospitality Administration Program Learning Outcomes

PLO 1 – Resource Development: The students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.

PLO 2 – Professional Behavior: The students 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 and Hospitality.

PLO 3 – Key Ratios: The student will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.

PLO 4 – Service Attitude: The student will demonstrate a positive service attitude.

Student Learning Outcomes

At the completion of this course students will be able to:

- Understand the scope and magnitude of the MEET industry.
- Know the various knowledge, skills, and abilities that are necessary to be a successful event professional.
- Know the tasks and activities involved in producing a meeting or event.
- Be familiar with the issues involved in producing a meeting or event.
- Explain who the suppliers to the industry are and how they service events.
- Plan a fundraising event including budget, sponsorships, marketing, and collateral materials.
- Explore how technology developed over time.
- Set objectives for your meeting and event.
- Select a technology solution to help you plan your event.
- Effectively create tasks.
- Maintain organizational best practices using planning software.
- Develop a budget process for your meeting or event.
- Use technology solutions to effectively track and manage your finances.
- Analyze the financial performance of your meeting or event.
- Explore site selection process steps.
- Leverage search engines to find your next meeting or event site.
- Design your physical meeting space.
- Explore Request for Proposals (RFPs) and contracts.
- Leverage technology to drive sponsorship revenue.
- Evaluate the return on Investment (ROI) for your sponsors.
Price and bundle technology sponsorships.
Identify marketing resources.
Create your website.
Get earned media impressions.
Explore SEO and SEM strategies.
Use automated marketing and tracking.
Select registration software.
Design a fully functioning registration site.
Use your registration site as a marketing tool.
Identify elements of data management.
Select data management systems.
Manage the human aspect of collaborative data management.
Identify security breaches and other threats.
Employ common practices for safeguarding your systems and data.
Protect event specific data.
Increase engagement onsite.
Differentiate between types of audience response systems (ARS).
Use gamification to engage your audience onsite.
Use social media to drive engagement with your event.
Create a feedback loop to refine your engagement strategy throughout the event.
Explore emerging technologies to leverage for your next meeting or event.
Connect with remote audiences using webcasts and video engagement.
Create a feedback loop to improve future events.
Create an event app.
Set up polls, surveys and session feedback.
Create an event game.
Explore alternative uses for the event app.
Convince your boss/stakeholders to use an event app.
Convince attendees to use the event app.
Communicate the steps for taking advantage of the technology provided.
Discuss the future of meeting and event technology.
Leverage quantitative and qualitative data.
Measure event success.
Select electronic resources to measure performance.
Become Meeting and Event Technology Certified.

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

Course Participation
It is the student’s responsibility to keep up with assignments, activities and online readings for the class.

Instructional Strategies:
Lectures, interactive open discussions, videos and guest speakers will comprise the presentation of course content. Students will be called on to answer questions, explain material and provide relevant examples. Students will also have a group project due during the semester that will take them through the planning of a proposed event and the presentation of that proposal.
**Desire2Learn**

D2L will be used for the content of the course, to post grades, to post notes and assignments, and to make any announcements/notifications. Your success in this course will depend upon your ability to check D2L regularly for any updates and announcements.

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**Meeting and Event Technology Certificate**

This certificate program shows students how they can use technology to bring more value to their organizations, improving the quality of their events and their resume. The content of this is accessible online via the link [https://academy.eventmobi.com](https://academy.eventmobi.com).

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**IV. Evaluation and Assessments (Grading):**

**Determination of Grade:**

In general, students can determine their standing in the course throughout the semester by keeping track of points on each assignment. Students can also access their grade and points for assignments by using their SFASU D2L account. If a student has questions regarding an earned grade on an assignment or need clarification regarding a grade, they should come to see the professor during office hours or should make an appointment to see the professor to discuss their questions. Grades will not be discussed during class hours.

If there is an opportunity to complete extra credit, the professor will announce it during class time to give opportunity to all students to be able to get an extra credit.

**Attendance/Participation (100 points):**

Attendance is expected and roll will be taken at any time during class. Attendance is important to your learning and to the learning of the others in the class. The professor will call the roll and students are required to sign the sign-up sheet provided. In case a sign-up sheet is not available, students are required to write their names in a piece of paper and the professor will count that as attendance.

A student who misses class for six (6) meetings will get zero (0) for attendance points. Note: A valid excuse is sickness (verified by a physician), death in the immediate family (must be verified), or on a case-by-case basis. Any absence other than university-approved absence will result in the loss of attendance points. It is in the best interest of the student to notify the professor of any unforeseen circumstances that would cause the student to miss class as soon as possible. Every time a student misses a class, the student will miss the attendance points for the class. There is no make-up for miss attendance points.

It is not enough to merely attend class, but participation in class activities, projects, and discussions are required. Participation is expected of all students in this class. And, it is expected to be active, enthusiastic, regular, intelligent, and with a highly visible role by the student. This is a major course which will require you to get-involved, analyze cases, work in small groups, regularly challenge others around you, and constructively make event operations “come to life.” Everyone is expected to pull his or her weight in terms of class
participation. Excessive absences, lack of participation in class, lack of regular contribution to in-class discussions based on readings in advance, etc. will all negatively affect your participation grade.

Getting to class on time is also important for a positive classroom environment. Please note that disruptive behavior, tardiness, tone and positive/negative comments will be a component of your attendance/participation grade. It is not enough to "come to class" - be involved and help yourself and others to learn.

**In-Class Activity & Assignments (50 points).**
During class time, students may be required to conduct class activities related to the topic discussed in class. Activities can be done individually or by team. This can be in or out-of-class activities. Unannounced class activities will be conducted. There is no make-up for missed class activities.

Homework assignments may be assigned as required by the professor. Homework assignments may be online, paper-based or both. Pay attention to the due dates as specified by the professor. Late assignments will not be accepted, except in case of extreme emergency pre-approved by the professor. Assignments are due at the beginning of the class period on which they are due.

**Team Project: Events (100 points)**
You will be assigned to a team and your team will plan and implement 3 events identified by the professor. The details for this team project will be posted in D2L. Check D2L for the project guidelines.

**Exams (200 points):**
Students’ performance will be evaluated through 3 exams. Paper-based or Internet-based Exams will be given on the date on the syllabus unless prior approval is received by the professor due to emergency situations. No make-up exams will be given with the exception of serious illness or emergency. The professor must be contacted regarding such an emergency prior to the exam, and will follow SFASU policies regarding if the situation was indeed of a warranted, serious nature. All situations will be subject to proof of acceptable documentation from the student to the professor.

A make-up exam is not guaranteed and is subject to the above-mentioned review by the professor and, if necessary, the administration. If an exam is not taken, the student will receive a zero on that particular exam. There will be no make-up exams given for unexcused absences. Excused make-up exams will be given on the day scheduled by both professor and student right after the student comes back to class.

There will be three exams. All exams may be multiple choice, true/false, or short answer in format. Cell phones will not be allowed to be used as a calculator for the exams...please bring a 4-function calculator on exam days in order to use it for the exam, in case it is needed.

**Service Learning Component (must complete 6 hours of volunteer work to fulfill requirement (50 points)**
To prepare competent professionals for a global society, the faculty of the hospitality program had implemented a service learning component across multiple courses. Students are required to sign up for APPROVED events outside of class time to fulfill this component. Hours will be documented by both the student and the approved site supervisor. Failure to complete six hours of service learning will result in no points awarded. This is an “all or nothing” assignment.

Students must document all the hours that they have completed, verified and signed by the supervisor using the log sheet provided by the professor in D2L. Once the students have completed 6 hours of service learning activities, scan the completed log sheet and submit it to D2L Dropbox.

Additional information will be given in class for specific event times and dates. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.

**EventMobi Meeting and Event Technology Certification (200 points)**
This certificate program has been developed for students who are currently practicing or anticipating careers in meeting or event management. The certificate is designed to provide both training and education in meeting and event technology, as well as meeting planning. The content of this is accessible online via the link [https://academy.eventmobi.com](https://academy.eventmobi.com).

**NOTE:**
Since this is a senior-level course, it assumed that you are to write in the professional manner with correct grammar, sentence usage and spelling. For every paper/project that you submit, points will be deducted for any violations.

Tutors are available for assistance through academic Assistance and Resource Center (AARC) located in the Steen Library.

**Netiquette:** All work, including emails, assignments, and discussion boards must abide by “netiquette” rules. Professional and appropriate language, grammar, spelling and syntax must be used in all communications. Be respectful to your classmates and professor. **Do not use “IM-style” writing at ANYTIME.** Grades will reflect your level of professionalism.

ALL e-mails must contain grammar, spelling, and sentence structure. No ALL CAPS, run-on sentences, texting-type or IM-type of writing will be accepted. Improper e-mails will be returned, unanswered. This is a university-level course and students must use professional emails in preparation for future management positions.

**Grading Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Exams &amp; Quizzes (4 x 50 points)</td>
<td>200</td>
<td>29.0%</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>100</td>
<td>14.0%</td>
</tr>
<tr>
<td>Service Learning</td>
<td>50</td>
<td>7.0%</td>
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<tr>
<td>In-Class Activities/Assignment</td>
<td>50</td>
<td>7.0%</td>
</tr>
</tbody>
</table>

Revised July 26, 2017
Team Project | 100 points | 14.0%
METC | 200 points | 29.0%
TOTAL | 700 points | 100.0%

Grade Distribution

A = 630-700 points
B = 560-629 points
C = 490-559 points
D = 420-489 points
F = Less than 420 points

There are enough assignment and exam points to GREATLY impact your grade. The grade you receive is the grade you will have earned. This is a university course and will be graded as such.

Guidelines for Evaluating Students in the Hospitality Administration Program

What is an “A” Student?

- Consistently goes above and beyond what is required in the experience
- Displays initiative
- Looks up information on own before asking questions of staff
- Contributes meaningfully to the faculty
- ACTS enthusiastic, even if he/she does not feel that way at the time
- Is open to criticism without getting defensive
- Does not like a “know it all”
- Displays maturity
- Is proactive – does not wait to be told to do everything; takes care of things before they become problems.
- Has good verbal and written communication skills
- Is willing to risk failure in order to learn something new
- Displays common sense
- Has strong “people skills”
- Is flexible
- Stays until the job is done – is NOT a “clock watcher”

Every student should not expect an “A”! It is the people who display the above characteristics, AS WELL AS HAVING SOUND TECHNICAL ABILITY AND THE THEORETICAL KNOWLEDGE who receives the “excellent” grade.

A grade of “B” or “C” should not be perceived as failure.
A grade of “B” means “good” and a grade of “C” means “average”. Not everyone is an “outstanding” student.
A grade of “D” or “F” is appropriate when a student does not perform, does not know basic information or display basic skills, or if a student has a “real” attitude problem.

V. Tentative Course Outline/Calendar: *Note: Changes in the course outline are possible with the discretion of the professor.*

Readings, lectures, and/or assignments of this class addresses the influence of diversity within the overall focus of this course. Example: Discussion on the different types of customer preferences on food, space, destinations, etc. In addition, the discussion about international events will focus about cultures.

<table>
<thead>
<tr>
<th>MEETING DATES</th>
<th>TOPICS AND ASSIGNMENTS</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Review of Syllabus; Team Assignment &amp; Project Discussion&lt;br&gt;Virtual METC Overview&lt;br&gt;Students will sign up from the following link&lt;br&gt;<a href="http://get.eventmobi.com/Meeting_and_Event_Tech_Enroll.html">http://get.eventmobi.com/Meeting_and_Event_Tech_Enroll.html</a>&lt;br&gt;Part I: INTRODUCTION&lt;br&gt;Introduction to the MEET Industry&lt;br&gt;MEETING AND EVENT TECHNOLOGY CERTIFICATION OVERVIEW&lt;br&gt;Virtual EventMobi Demo</td>
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<tr>
<td>Aug 28-Sept 01</td>
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<tr>
<td>Week 2</td>
<td>Introduction to the MEET Industry Continues&lt;br&gt;Define Success – EventMobi ONLINE&lt;br&gt;MEET Organizers and Sponsors&lt;br&gt;Class Activity: Organizers &amp; Sponsors&lt;br&gt;TOPIC: The Role of Nacogdoches CVB in the Meeting Industry&lt;br&gt;Guest Speaker – Mr. Tony Guidroz, Interim Executive Director, NCVB; email: <a href="mailto:tony@visitnacogdoches.org">tony@visitnacogdoches.org</a> – Confirmed via phone call and he is bringing the whole staff.</td>
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<td>Sept 04-08</td>
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<tr>
<td>Week 3</td>
<td>Part II: KEY PLAYERS IN MEET&lt;br&gt;Destination Marketing Organizations (DMOs)&lt;br&gt;Note: CVB homework discussion&lt;br&gt;Project Management – EventMobi ONLINE</td>
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<td>Sept 11-13</td>
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<tr>
<td>Fri, Sept 15</td>
<td>PCOE Data Day – No Class</td>
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<td>Week 4</td>
<td>Meeting and Convention Venues&lt;br&gt;Class Activity: List venues in Nacogdoches that can accommodate 500 people, how much they charge? What is the size of their meeting space?&lt;br&gt;Financial Planning for Your Meeting or Event – EventMobi ONLINE&lt;br&gt;Site Selection and Physical Design – EventMobi ONLINE</td>
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<tr>
<td>Sept 18-22</td>
<td></td>
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</tbody>
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| Week 5  | Sept 25-29 | Exhibitions  
Technology Sponsorship – EventMobi ONLINE  
9/27: Marriott Campus Visit: Internship and Career Interviews  
EXAM 1 (Chapters 1-5) - ONLINE |
|---------|------------|---------------------------------------------------------------|
| Week 6  | Oct 02-06  | Service Contractors Destination Management Companies  
Effective Marketing for your Meeting or Event – EventMobi ONLINE  
Part III: IMPORTANT ELEMENTS IN MEEC PLANNING  
Planning & Producing MEEC Gatherings  
Registration and Ticketing - ONLINE  
10/06: Guest Speaker: Amy Mehaffey (To be confirmed)  
Topic: Tips in Planning Special Events |
| Week 7  | Oct 09-13  | Food and Beverage  
Class Activity: Banquet Event Order (BEO)  
10/11-13: IMEX America Convention, Sands Expo, Las Vegas, NV  
Out-of-Class Assignment: Registration and Ticketing – EventMobi ONLINE;  
Dr. Runnels will cover |
| Week 8  | Oct 16-20  | 10/16: EXAM 2 (Chapters 6-10) - ONLINE  
Legal Issues in the MEEC Industry  
Class Activity: Dissecting a Contract  
Data Management – EventMobi ONLINE |
| Week 9  | Oct 23-27  | 10/23: Guest Speaker: Ryan Russell (TBD)  
TOPIC: Catering for Meetings, Conventions and Special Events  
Emailed Ryan at ryan@thefredonia.com and he confirmed via email. Class meets at the Fredonia during class time.  
Data Privacy and Security – EventMobi ONLINE  
Technology and the Meeting Professional |
| Week 10 | Oct 30-Nov 03 | Green Meetings and Social Responsibility  
Onsite Engagement – EventMobi ONLINE |
| Week 11 | Nov 06-10 | International Aspects in MEEC  
Emerging Technologies – EventMobi ONLINE  
Event App Design and Best Practices – EventMobi ONLINE |
Week 12
Nov 13-17

11/13: Hospitality Educators’ Association of Texas (HEAT) Conference
Embassy Suites Convention Center and Spa, Frisco, Texas

Out-of-Class Assignment: Adopt and Promote Technology – EventMobi ONLINE

Evaluate Event Success – EventMobi ONLINE

Putting It All Together

Week 13
Nov 18-26

THANKSGIVING HOLIDAY: NO CLASS

Week 14
Nov 27-Dec 01

11/27: EXAM 3 (Chapters 11-15) - ONLINE

12/01: EventMobi Virtual Follow-up

Team Project Recap

Week 15
Dec 04-08

Team Project Post Event Evaluation

Team Project Report Submission in the D2L Dropbox

Week 16
Mon, Dec 11

10:30 AM – 12:30 PM: FINAL EXAM/METC EXAM (EventMobi Content) – ONLINE

METC Certificate must be downloaded in the e-Portfolio in LiveText and D2L Dropbox to get the full credit.

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Textbook:

FEM Statement:
This course does NOT use FEM. 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 does use LiveText e-Portfolio. LiveText data management system is used 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.

Meeting and Event Technology Certificate

Event management students are the future of the events industry, and we want to ensure our future event leaders are armed with the tools they need to not only be successful in the events industry but to use their tech savviness to their benefit. That’s why we’ve partnered with Queen Margaret University and Professor Joe Goldblatt, the founding president of the International Special Events Society (ISES) -- now called the International Live Events Association (ILEA) -- to develop the Meeting and Event Technology Certificate. Working with event tech evangelists from across the world, we’ve developed a highly sought-after program that covers the full scope of event management.

This certificate program shows students how they can use technology to bring more value to their organizations, improving the quality of their events and their resume. Here’s to the future of events!

Next steps

1. We will confirm time and date for the virtual METC overview, the virtual demo, and the follow-up call, and send out the meeting invites.

2. Provide the students with the signup link http://get.eventmobi.com/Meeting_and_Event_Tech_Enroll.html ideally during the first lecture to increase sign-up rates. After sign-up, students will receive an email from academy@eventmobi.com with their login information and will be able to start taking the learning modules right away.

3. Within 1-2 weeks, students will also get access to a complimentary event app. An activation code will be sent from support@eventmobi.com. The app needs to be activated within one week, even if the students don’t start working in the app right away.

4. Please distribute the FAQ documents to your students in the first week of the semester (we will send updated FAQ documents beginning of August).

5. Students will receive access to their complimentary 12 months EventMobi Education App 1-2 weeks after sign-up.

A weekly report on student progress and completion will be furnished to the professor.

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:
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 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 will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at [https://www.sfasu.edu/policies](https://www.sfasu.edu/policies)

**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. 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.

**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/disabilitiyservices/](http://www.sfasu.edu/disabilitiyservices/).

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

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- 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 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).

**Withheld Grades: 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.

**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 [http://www.sfasu.edu/judicial/earlyalert.asp](http://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**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 www.texes.ets.org/registrationBulletin/ <http://www.texes.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 Martin at 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information: