Instructor: Lynsey Cortines, M.S.  
Office: EDAN 119B  
Office Phone: 936-468-2449  
Course Time & Location: HMS 146 is an online course  
Office Hours: T, 9:00-11:00; W, 9:00-11:00; F, 9:30-10:30  
Credits: 3 hours

Other Contact Information:  
Email: Only through Desire 2 Learn (D2L) Email tool. To send an email, click Communication Tools in the purple navigation bar above, then select Email. Do not use text format; all e-mails should include a greeting (instructor’s title and name), proper grammar, correct spelling, and end with your name.

Prerequisite: None

I. Course Description

This course serves as an introduction to the history and development of the profession, with particular emphasis on exploring the diversity of job opportunities in the field of family and child studies.

II. Intended Learning Outcomes/Goals/Objectives

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.

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
- Collaboration 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

This course enhances student learning in the area of human development and family studies and serves as one of the foundation courses in the Human Development and Family Studies (HDFS) program in the School of Human Sciences. HMS 146 aligns with the standards of the National Council on Family Relations and the National Association for the Education of Young Children to promote learning and understanding of human development and family relationships.
Program Learning Outcomes

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

Student Learning Outcomes

Upon successful completion of the course, the student will be able to:

- Identify the major theories regarding human development and family life.
- Describe various career opportunities for working with families and children.
- Identify professional publications, organizations, and service agencies in the field.
- Identify and discuss research methods and APA (American Psychological Association) referencing format utilized in professional publications.
- Identify the sequencing of courses in the Human Development and Family Studies (HDFS) program.

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

1. HMS 146 is an online course. Class attendance and participation are crucial as students are expected to log into the course daily to stay current with course assignments, quizzes, discussions and course information. Students experiencing technical difficulties accessing the course homepage, assignments, discussions, or quizzes should call SFA’s D2L Support Team at (936) 468-1919. The D2L Support Team is available Monday–Friday, 8 a.m.–5 p.m.

2. Information notices for all assignments, discussion questions, and quizzes will be posted on the course homepage. The homepage includes tools for class assignments, discussion board questions, quizzes and grades, which will be posted in D2L. All quizzes will be accessible online. Students may also contact the instructor and/or other students via e-mail tool.

3. Course content is delivered via D2L, which includes: instructor content notes, assignments, quizzes and discussion board questions directly relevant to the course content. Students are responsible for reading assigned content and completing all posted assignments, discussion questions, and quizzes by the due dates/times.
IV. Evaluation and Assessments (Grading)

The course is graded on a letter grade basis (A-F). There are tentatively 510 required points for the course. Final grade will be determined by a percentage of total required points for the course. A=90-100%; B=80-89%; C= 70-79%; D=60-69%; F=0-59%. If necessary, revised required course points will be posted before the final examination time period.

Students are responsible for all notices posted on the homepage and all messages sent via e-mail. Late work will not be accepted unless there is a compelling reason (written documentation must be provided). Having problems with the computer and/or printer or failing to view the assignments/discussions/quizzes are unacceptable reasons for failing to complete coursework by the due date/time. Do not request to turn in an assignment/discussion/quiz late for any of these reasons.

Course points are earned through:

- **Quizzes = 200 total points.** All quizzes will be accessible online and will relate to course content, such as; theoretical frameworks, professional organizations, professional publications, professional research articles, and use of APA reference format. Failure to access and complete the quizzes online by due date/time will result in a grade of zero points. Students must contact the instructor prior to the quiz date if rescheduling is necessary for a compelling reason with documentation.
- **Discussion Board = 60 points.** Discussion questions will relate to course content, such as; theoretical frameworks, professional organizations, professional publications, professional research articles, and use of APA reference format. Students must post responses directly to the discussion board by due date/time for credit. No credit will be given for responses sent through e-mail or posted incorrectly.
- **Class Assignments = 240 points.** Assignments will be posted during the semester and will relate to course content, such as; theoretical frameworks, professional organizations, professional publications, professional research articles, and use of APA reference format. All assignments must be submitted in the Dropbox as Word .doc or .docx files by the due date/time. No credit will be given for assignments posted incorrectly.
- **Student Introduction = 10 points.** Students must post introductions to the class through the discussion board by due date/time for credit. No credit will be given for responses sent through e-mail or posted incorrectly.
- **Extra Credit (optional):** Opportunities to earn extra credit will be given during the semester. These assignments cannot be made up if missed.

V. Tentative Course Schedule

Dates may change at the discretion of the instructor. Should a date change be required, it will be announced on the course homepage.

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<tr>
<th>Dates</th>
<th>Content/Assignments</th>
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<tr>
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<tr>
<td>Week of January 16th</td>
<td>Review Syllabus</td>
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<td><strong>Student Introductions due January 19th by 11 p.m.</strong></td>
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<td>Week of January 22nd</td>
<td>Begin Module 1</td>
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<td><strong>Discussion 1 due January 26th by 11 p.m.</strong></td>
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<td>Week of January 29th</td>
<td>Continue Module 1</td>
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<td><strong>HDFS Degree Plan Assignment due February 2nd by 11 p.m.</strong></td>
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<td>Week of February 5th</td>
<td>Continue Module 1</td>
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<td><strong>Career Investigation Assignment due February 9th by 11 p.m.</strong></td>
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<td>Week of February 12th</td>
<td>Continue Module 1</td>
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<td><strong>Quiz 1 due February 16th by 11 p.m.</strong></td>
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<tr>
<td>Week of February 19th</td>
<td>Begin Module 2</td>
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<td><strong>Discussion 2 due February 23rd by 11 p.m.</strong></td>
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<tr>
<td>Week of February 26th</td>
<td>Continue Module 2</td>
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<td><strong>CFLE Assignment due March 2nd by 11 p.m.</strong></td>
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<tr>
<td>Week of March 5th</td>
<td>Continue Module 2</td>
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<td>Week of March 12th</td>
<td><strong>SPRING BREAK!!!</strong></td>
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<tr>
<td>Week of March 19th</td>
<td>Continue Module 2</td>
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<td><strong>Scholarly Research Journal Assignment due March 23rd by 11 p.m.</strong></td>
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<tr>
<td>Week of March 26th</td>
<td>Continue Module 2</td>
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<td><strong>Easter Break (March 29-30th)</strong></td>
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| Week of April 2nd | Quiz 2 due April 2nd by 11 p.m.  
 Begin Module 3  
 Discussion 3 due April 6th by 11 p.m. |
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| Week of April 9th | Continue Module 3  
 Theoretical Frameworks Assignment due April 13th by 11 p.m. |
| Week of April 16th | Continue Module 3  
 Quiz 3 due April 20th by 11 p.m. |
| Week of April 23rd | Begin Module 4  
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| Week of April 30th | Continue Module 4  
 APA Assignment due May 2nd by 11 p.m. |
| Week of May 7th | Continue Module 4  
 Quiz 4 due May 8th by 11 p.m. |

VI. Readings

There is no required textbook for this course.


**FEM Statement: (FOR TEACHER EDUCATION STUDENTS ONLY)**

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 $20.00.
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.

*There are no required LiveText submission assignments for this course.*

VII. Course Evaluations

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes such as course and program improvement, planning, and accreditation, and instruction evaluation purposes. 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 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: These policies may be found at www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

Daily login to the course is vital for success in this course and is expected from all students. 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. Students missing classes, other than university-sponsored trips, may contact the Office of Student Rights and Responsibilities (OSRR) and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by OSRR. The notification is only
provided as a courtesy to the student and the student's instructor(s). Students remain responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory. If participating in university-sponsored events, announcements in mySFA constitute official notification. 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/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**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 https://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 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information

Students are responsible for checking the course homepage on a regular basis; recommendation is at least once a day to stay current with all class work and information. All class assignments, discussions, and quizzes must be completed and submitted by the due date/time for credit. Missed assignments cannot be made up and no extra credit assignments will be given at the end of the semester after the final exam date.