School of Human Sciences  
HMS 232.001 Foundations in Human Sciences  
Spring 2018

Instructor: Nancy Shepherd, Ph.D., CFCS  
Course Time and Locations: T/R 9:30 – 10:45 AM EDAN 123  
Office: HMSS 102A  
Office Phone: 936-468-4502 or 468-1413  
Office Hours: M 1-2 am online, T/R 11:00-12:00 am, F 10-12 am, or by appt.  
Email: shepherdn@sfasu.edu  
Email course correspondence through D2L

Prerequisites: none

I. Course Description:  
A study of the evolution of fashion through the decades; emphasis on the relationship of clothing, people, and times. Course content includes: fashion of men, women, and children in each decade of the 20th century; political and social events, fashion leaders, and media influences which impacted fashion styles; study of key fashion designers in each decade who made a significant contribution to fashion design.

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

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

In the College of Education at Stephen F. Austin State University, we value and are committed to:  
- Academic excellence through critical, reflective, and creative thinking  
- Life-long learning  
- Collaborative and shared decision making  
- Openness to new ideas, culturally diverse people and innovation and change  
- Integrity, responsibility, diligence, and ethical behavior, and  
- Service that enriches the community
HMS 232, like all Human Sciences courses, also aligns with the Family & Consumer Sciences (FCS) Body of Knowledge—the following group of 11 commonalities which unify and provide a foundation for professional practice for all FCS specializations:

1. Human Ecosystems—emphasis on connections between people and their physical, human-built, social/behavior environment

2. Life Course Development—consideration of individuals and families across time (ages, generations, historical periods)

3. Basic Human Needs—focus on meeting people’s needs for food, clothing, shelter, and relationships

4. Individual Well-Being—promotion of physical, emotional, material, social, and spiritual well-being

5. Family Strengths—development of strong families

6. Community Vitality—consideration of the surrounding environment of individuals and families

7. Wellness—promotion of optimal functioning in every dimension of life

8. Appropriate Use of Technology—encouragement of balanced, safe & ethical use of technology to improve quality of life for individuals and families

9. Global Interdependence—consideration of impact of individual actions on well-being of others in the world

10. Resource Development and Sustainability—identification of ways to meet today’s needs without endangering future generations

11. Capacity Building—proactive development of solutions which help individuals and families meet their full potential (encouragement of critical thinking, good communication skills, appreciation for diversity, engagement in public policy)

**Program Learning Outcomes:**

“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”
The design of this course supports the **Merchandising Program Learning Outcomes (PLOs)** listed below:

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 or written form.
4. The student will be knowledgeable of the trends in merchandising.
5. The student will know the global issues facing merchandisers.

**Student Learning Outcomes:**
Upon completion of this course, students will be able to:

1. Be familiar with fashion styles of each decade of the 20th century and the influences of fashion including fashion leaders, fabrics, and political, societal, and world events.
2. Identify silhouettes from each fashion era.
3. Become familiar with fashion designers and their contributions to fashion.
4. Understand the relationship between past styles and forecasting future fashion.
5. Develop a vocabulary of correct fashion terms relating to 20th century fashion.
6. Learn to communicate information and exhibit vintage dress.

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

Method of Instruction: Lectures, interactive class discussions and activities, visual media (power point, internet, etc.) group and individual assignments.

Use of Technology: D2L (myCourses), internet readings and assignments, word processing. In-class activities and a design project will require hands-on application of course concepts by students.

Course content will be delivered via class lectures and discussions, and assigned readings. Assignment instructions will be delivered in class; instructions and rubrics may also be posted on the homepage. Neglecting to be present in class for instructions is not a valid excuse for missing an assignment due date.
IV. Evaluation and Assessments (Grading):

Class assignments: (total 750 pts)

Community Service
"Students are required to complete a total of six hours of community service documented by the facility at which the hours are completed. Merchandising faculty will assist in facilitating the connection between the student and the facility. The six hours of service will count for each class the student is enrolled during the current academic semester…not six hours per course enrolled."

The final course grade will be based on the percent of total possible points for the following:

1. Midterm Exam (1898-1958) 100 points
2. Final Exam (1959-2004) 100 points
3. Fashion Designer Presentations 200 points
4. Working individually, students will prepare 2 oral presentations on selected fashion designers
5. Costume Exhibition 150 points
   a. Working in groups, students will create 1 historic fashion exhibitions utilizing the costume collection and fashion gallery. Points will be earned through class attendance and participation.
6. Community service- 6 hours- see statement above 60 points
7. First Lady Fashion paper/visual 50 points
8. Historical Clothing Folder 50 points
9. Professionalism grade 40 points

Total Possible Points 750 points

Grade Percentage: Point Spread:
A – 90% and above 750-675
B – 89-80% 674-600
C – 79-70% 599-525
D – 69-60% 524-450
F – 59% and below 449 and below

Performance Evaluation

Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, student must go above and beyond basic requirements of the assignment.
A (Excellent)  Student's work is of exceptional quality, and the solutions show depth of understanding of the project requirements. Project is fully developed and presented well both orally and graphically. The full potential of the problem has been realized and demonstrated. An "A" indicates work that is exceptional, out of the ordinary, and **above and beyond what was required for the project.** Hard work does not always yield this. Several "all-nighters" does not always yield this.

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

C (Fair)  Student's work meets minimum objectives of course and solves major project requirements. Work shows normal understanding and effort. Quality of project, as well as the development of knowledge and skills is average. A "C" means you have done everything that was expected; you came to class, worked very hard, and generated a response to the problem that was average, acceptable. It does not mean you have failed. Completing a project and working hard does not guarantee satisfactory results.

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

F (Failure)  Student's work is unresolved, incomplete, and/or unclear. Minimum course objectives or project requirements are not met, and student's work shows lack of understanding and/or effort. Quality of project or performance is not acceptable. Merely completing a project does not mean it earns at least a passing grade.

Students should check their grade points at least once a week in the D2L course system. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings, Activities, and Exams</th>
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| 1    | MLK HOLIDAY  
Course Introduction, Syllabus review  
View costume closets (apparel, shoes, hats, accessories, etc.) |  |
| 2    | 1/22-1/26  
Chapter 1: 1898-1907  
Costume collection /Draw Designer names | Chapter 1: 20th Century Dress  |
| 3    | 1/29-2/2  
Chapter 2: 1908-1918  
Costume collection  
Historical Clothing Folder | Chapter 2: 20th Century Dress  |
| 4    | 2/5-2/9  
Chapter 3: 1919-1928  
The 1920’s  
Fashion exhibit planning/work day | Chapter 3: 20th Century Dress  
Complete Fashion Sourcebook: pp. 11-62  |
| 5    | 2/12-2/16  
Chapter 4: 1929-1938  
The 1930’s  
Fashion exhibit planning/work day | Chapter 4: 20th Century Dress  
Complete Fashion Sourcebook: pp. 65-116  |
| 6    | 2/19-2/23  
Chapter 5: 1939-1946  
The 1940’s  
Fashion exhibit planning/work day | Chapter 5: 20th Century Dress  
Complete Fashion Sourcebook pp. 119-170  |
| 7    | 2/26-3/2  
Chapter 6: 1947-1958  
The 1950’s  
Historical Clothing Folder | Chapter 6: 20th Century Dress  
Complete Fashion Sourcebook pp. 173-224  
Historical Clothing Folder  
Due  |
| 8    | 3/5-3/9  
Midterm Exam covering 1989-1958  
Designer Reports (1)  
Final prep for exhibit | Midterm Exam  |
| 9    | 3/12-3/16  
SPRING BREAK---SPRING BREAK---SPRING BREAK |  |
| 10   | 3/19-3/23  
Chapter 7: 1959-1968  
The 1960’s  
Fashion exhibit at Conference 3/22 | Chapter 7: 20th Century Dress  
Complete Fashion Sourcebook pp. 227-278  |
| 11   | 3/26-3/30  
Chapter 8: 1969-1978  
The 1970’s  
Easter Holiday begins- NO CLASS 3/29 | Chapter 8: 20th Century Dress  
Complete Fashion Sourcebook pp. 281-332  |
| 12   | 4/2-4/6  
Chapter 9: 1979-1988  
The 1980’s  
Designer Reports (2)  
Designer Reports (2) | Chapter 9: 20th Century Dress  
Complete Fashion Sourcebook pp. 335-386  
Designer Posters Due  |
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<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter 10: 1989-1999</th>
<th>Chapter 10: 20th Century Dress</th>
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<tbody>
<tr>
<td>4/9-4/13</td>
<td>The 1990’s</td>
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<td><strong>Designer Reports (2)</strong></td>
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<td><strong>Designer Reports (2)</strong></td>
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<tr>
<td>4/23-4/27</td>
<td><strong>Complete presentations</strong></td>
<td>First Lady Fashion Summary Due</td>
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<td><strong>First Lady Fashion Summary Due</strong></td>
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<tr>
<td>4/30-5/4</td>
<td><strong>GALLERY EXHIBIT IS READY FOR VIEW</strong></td>
<td>Review for final exam</td>
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<tr>
<td>5/7-5/11</td>
<td><strong>Thursday, May 10, 2018  8-10 am</strong></td>
<td>Exam covers 1959-2004</td>
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*** (This syllabus is subject to change. All changes will be announced in class and/or posted in D2L. It is your responsibility to note them).
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Required:**


Websites, articles and handouts will be available on D2L and in course assignments. Some readings will be provided,

**LiveText:**
This course collects 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, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA jacks email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. 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 LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.

Complete the *My Cultural Awareness Profile* (MCAP) found within their LiveText account under the HMS 100 course found in the forms tab. Students should complete the MCAP within the first month; if you have previously completed the profile, please provide documentation within the first month of class.

VII. Course Evaluations:

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

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

VIII. Student Ethics and Other Policy Information:

Course Expectations

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

Attendance:

Regular, punctual attendance, documented participation, and, if indicated in the
syllabus, submission of completed assignments are expected at all classes,
laboratories, and other activities for which the student is registered. Based on
university policy, failure of students to adhere to these requirements shall influence
the course grade, financial assistance, and/or enrollment status. The instructor shall
maintain an accurate record of each student’s attendance and participation as well
as note this information in required reports and in determining final grades. Students
may be excused from attendance for reasons such as health, family emergencies, or
student participation in approved university-sponsored events. However, students
are responsible for notifying their instructors in advance, when possible, for
excusable absences.

Attendance is critical to the course and will be taken; it is the student’s responsibility
to sign the roll sheet every class period. Attendance will be taken from the sign-in
sheet to be signed each class session Attendance is part of your daily grade - in
class activities cannot be made up. Students are encouraged to be punctual out of
courtesy for others, but also to ensure that they will not miss important
announcements or be late for class discussion, activities, or tests. In addition, **hard
copy assignments are due at the beginning of class.** Late work will not be
accepted. Should illness or other circumstances occur which prevents class
attendance; a doctor’s excuse should be presented. Three days will be allowed for
missed work; make-up work will not be accepted after that date.
Students are allowed three absences of any type. This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular functions). It is the student's responsibility to sign in personally. Do not sign the attendance sheet for another student nor ask someone else to sign in for you. Any student having a planned absence for an SFA university function must notify the instructor in writing prior to the absence. It is the responsibility of the student to make arrangements for missed assignments before the absence occurs.

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

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

Email Etiquette Policy (adapted from Dr. John Janowiak at UNC Chapel Hill)
a. When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.
   i. Even telephone conversations start with "Hello" and end with "Goodbye." Therefore, please use a formal salutation when e-mailing professors, such as: Dear Dr. Shepherd
b. When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore do not use informal language in your e-mails.
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c. If you have a request, say it politely. You can start with “I would like to…”, “I wonder if you can…,” “May I…,” “Is it possible to…,” “Do you mind….” DO NOT WRITE: “I want to know…,” “I want you to…,” “Send this to me…,” “Tell me when….” Just adding the word “please” does not mean that you are being polite.

d. Your identity is an important clue to the context of the message. Every semester I teach hundreds of students in numerous classes; therefore, identify yourself as a student in the class you are enrolled in, such as: “Dear Dr. Shepherd, I am a student enrolled in your on-line HMS 440 course.” Also, I will assume if you do not fill in the ‘Subject’ line that your communication is not very important. Please send complete emails.

e. Be concise.

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

g. When making an appointment, you can suggest a few time slots, but always say something like “If these times do not suit you, please feel free to let me know any other time that you prefer / that is convenient to you.” If you cannot make the date suggested, say, “I am sorry, but I cannot come to see you on [Monday]; however, I am available…” Do not say, “I am not available on [Monday].”

In conclusion, if you do not use a formal salutation and my name (Dr. Shepherd) or you are and what class you are enrolled/inquiring; your e-mail message will not be read or responded to.

Assignments---To receive points for an assignment, it must be submitted AS INSTRUCTED, through the D2L Drop Box or in class. To receive credit, any work must have the student name prominently displayed on the first page, or if in a folder or notebook, on the outside as well. Any work submitted to the instructor for grading must be neat and professional. Late work will be penalized at the discretion of the professor if it is accepted late. ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED AFTER THE LAST SCHEDULED MEETING TIME. In other words…no work may be submitted during final exam week or thereafter.

Exam Policy:
Exam dates and time are established by the university, and are not to be changed by the faculty. Please do not ask to change the exam dates or time. No caps or hats may be worn during the exam. Students must bring an NCS PEARSON ANSWER SHEET Form 30423 and number two lead pencil for each exam. Students are expected to be on-time to begin each exam. Those arriving late will not be granted additional exam-taking time. Those arriving after any other students have completed the exam and left the room will not be allowed to take the exam and will receive zero
points for the exam. To begin the exam and during the exam period, the student work area must be cleared of all materials except the scantron answer sheet and pencil. All books and papers must be closed and stored out of sight beneath the seat or table. Cell phones must be turned off and stored out of sight during exams. No caps or sunglasses should be worn during exams. No electronic listening devices of any kind may be used during exams. Students may not leave the room then return again to finish an exam. If a student must leave the room, the exam must be turned in prior to exiting. Students must read and follow directions in filling in the scantron answer sheet correctly. Failure to fill out the form correctly may result in a penalty of up to 10 points.

**Missing an Exam**---According to university policy, serious personal illness or death in one’s immediate family are acceptable reasons for an exam to be missed. Zero points will be recorded for an exam when missed for unacceptable reasons. When an acceptable reason arises, to receive points, the student must notify the instructor PRIOR TO THE EXAM and provide written documentation/proof for the reason upon returning to class. Only if these two requirements are met, the grade earned on the final exam will be counted twice to replace the missed exam grade. This procedure applies to missing one exam only. All students must take the final exam at the official university-scheduled final exam time. Any requests for other times for the final exam must be for legitimate reason and must be submitted in writing at least two weeks in advance to allow approval through appropriate university channels. NO MAKE_UP UNIT EXAMS ARE OFFERED. Any extenuating circumstances must be discussed individually with the instructor during office hours or by appointment.

**Laptop Computers and Tablets**---Laptops and tablets may be used in class for class purposes ONLY, except during exams. There may be times during which you are instructed to utilize laptops or tablets for in-class activities in order to enrich learning. However, the instructor has the right to ban computers for the remainder of the semester in the class if students are observed during any class meeting to be using devices for inappropriate purposes unrelated to class.

**Honors Contracts**---Any requests for honors contracts must be presented to the instructor, discussed, approved and submitted to the Honors office before the end of the third week of classes.

**Cell phones:**
Cell phones must be turned off and place out of sight during class. It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. Occasionally, cell phones may be used in class for an assignment, but you will be instructed when that will occur.
Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/). Location: Human Services Building, room 325. Phone: (936) 468-3004.

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).
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Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

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

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

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

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

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

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

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

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

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

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

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

**Counseling and Career Services** - this service assists students to develop positive self-image, discover career goals, develop a sense of self-direction and prepare for a career in their chosen field. Orientation is provided for transfer students, new freshman and their parents in the summer prior to enrollment. An orientation session for those not attending Summer Orientation is held each semester prior to registration. Counseling Services is confidential assistance by Licensed Professional Counselors to help students deal with personal adjustment and relationship problems as well as educational problems such as time management, study habits, and test anxiety. Other services provided by this office are alcohol services, testing services, career services, and student employment services. For more information call 936.468.3305 or visit them on the 3rd floor of the Rusk Building.

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

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

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

Library Hours
Steen Library 936.468.4636
Mon - Thurs 7:00 am - 1:00 am
Friday 7:00 am - 6:00 pm
Saturday 10:00 am - 8:00 pm
Sunday Noon - 1:00 am
*Hours vary during University holidays
Library web address: http://libweb.sfasu.edu

Computer Labs
The Ralph Steen Library provides general student academic computing support, manages a major student computing laboratory and provides electronic access to informational resources both within the and external to the library collections. Students can also use the computers in the Multicultural Center located in the Student Center 936.468.1073.
In addition, there is a small computer lab in HMS available for student use. Please bring you own paper.

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