School of Human Sciences
HMS 119.001 INTRODUCTION TO MERCHANDISING
Fall 2019

Instructor: Jamie Cupit, M.S.  Course Time & Location: MWF 9-9:50 HMS S 103
Office: EDAN 131  Office Hours: MW 11-1, TR 9-10
Office Phone: 468-2238  Credits: 3
Other Contact Information: D2L course email  Email: jrcupit@sfasu.edu

Prerequisites: None

I. Course Description:

The fundamentals of merchandising from concept to consumer; an exploratory study of careers in fashion and interior merchandising. HMS 119: Introduction to Merchandising is a 3 hour credit course. This course will typically be taught three days a week for 150 minutes for 15 weeks culminating with a 2-hour final exam during week 16. Students have weekly vocabulary quizzes, 2 minor projects, 1 major project, 2 comprehensive writing assignments, a midterm and final examination. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours. There is a $135 course fee assessed so that each student may participate in a mandatory course field trip to Dallas. That fee is used to pay for an SFA charter bus, meals, and any other activities on the day of the field trip. This course specifically addresses a Program Learning Outcome and contains a critical assessment of the student’s professional disposition and behavior.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes): The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

The objectives of this course support the University Mission to be a “comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.”

The objectives of this course support the James I. Perkins College of Education (PCOE) Mission to “prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society.”

Student learning outcomes for Merchandising courses are aligned with the International Textile and Apparel Association (ITAA) Four-Year Baccalaureate Program Meta Goals—Industry Processes; Appearance and Human Behavior; Aesthetics and the Design Process; Global Interdependence; Ethics, Social Responsibility, and Sustainability; Critical, Creative, and Quantitative Thinking; and Professional Development.

Program Learning Outcomes:
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 Merchandising.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, good work ethic, and adequate preparation for employment) expected in the field of Merchandising.
3. The student will demonstrate competence in his/her field using oral, written, and visual communication.
4. The student will be knowledgeable of global issues in the field of Merchandising.
Student Learning Outcomes:
Upon completion of this course, the student will have the opportunity to:

1. Develop a basic understanding of Merchandising.
2. Analyze the interrelationships between segments of the industry in both fashion and interiors.
3. Learn the sequence of produce development from raw materials to finished product to consumer.
4. Gain knowledge of industry terminology.
5. Develop and understanding of the scope of careers in the Merchandising of fashion and interiors products.

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

Methods of instruction will include lecture and discussion, in combination with individual assignments and projects. Students will complete weekly vocabulary quizzes after the chapter has been covered. Students apply content and theories to various activities and projects, including a fashion notebook of media clippings, a trends journal that requires students to keep a diary of a current trend, and a review of the trade publication *Women’s Wear Daily*. In addition, the office of Career and Professional Development will make three presentations to students, after which students complete a reflection paper. Students also attend a mandatory field trip to Dallas and complete a reflection paper. Because career preparation and exploration is a component of this course, students will attend the Fall Career and Internship Expo where they will interact with employers and complete a corresponding assignment. There are two exams in this course – a midterm and final exam.

Students are required to complete a total of six hours of community service documented by the facility at which the hours were completed. Merchandising faculty will assist in facilitating the connection between the student and the location of service to be completed. The six hours of service will count for each course the student is enrolled during the current academic semester…not six hours per course enrolled. It is the student’s responsibility to complete the hours, fill in the service learning log, and submit it to the D2L Dropbox.

IV. Evaluation and Assessments (Grading):

Evaluation and grading will be based upon the assignments and exams listed below. There are a total of 829 points to earn in the course, and students should strive to earn as many points as possible.

1. Weekly vocabulary quizzes (varying point values) 174 points
2. Midterm Exam covering Chapters 1-6 100 points
3. Final Exam covering Chapters 7-12 100 points
4. Career and Professional Development Presentations and Reflections 60 points
5. Field trip to Dallas and Reflections 100 points
6. Fall Career and Internship Expo and Assignment 50 points
7. Learning the Trade Press 35 points
8. Fashion in the News Notebook 50 points
9. Trends Journal 100 points
10. Service Learning Log 60 points

**TOTAL POSSIBLE POINTS** 829 points

**Grade Percentage:**

- A: 90% and above
- B: 89% to 80%
- C: 79% to 70%
- D: 69% to 60%
- F: 59% and below

**Point Spread:**

- A: 829 – 746
- B: 745 – 663
- C: 662 – 580
- D: 579 – 497
- F: 496 and below
## V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Date</th>
<th>Readings/Topics</th>
<th>Activities/Due Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>August 26-August 30</td>
<td>Course/program overview and introduction</td>
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<td>Student introductions and career aspirations</td>
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<td>2</td>
<td>September 2-September 6</td>
<td>Chapter 1: The Nature of Fashion</td>
<td>Chapter 1 Vocabulary Quiz, September 6 (25 points)</td>
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<td>• Trends Journal Assignment</td>
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<td>3</td>
<td>September 9-September 13</td>
<td>Chapter 2: The Environment of Fashion</td>
<td>Chapter 2 Vocabulary Quiz, September 13 (14 points)</td>
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<td>• Fashion in the News Notebook Assignment</td>
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<td>4</td>
<td>September 16-September 20</td>
<td>Chapter 3: The Movement of Fashion</td>
<td>Chapter 3 Vocabulary Quiz, September 18 (8 points)</td>
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<td>NO CLASS Friday, 9/20...PCOE Data Day...out of class activity</td>
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<td>5</td>
<td>September 23-September 27</td>
<td>Chapter 4: The Business of Fashion</td>
<td>Chapter 4 Vocabulary Quiz, September 27 (13 points)</td>
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<td>• Career and Professional Development Presentations and Reflections</td>
<td>Career and Professional Development presentation on Professionalism, September 25 (10 points attendance)</td>
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<td>6</td>
<td>September 30-October 4</td>
<td>Chapter 5: Textiles-Fibers and Fabrics</td>
<td>Chapter 5 Vocabulary Quiz, October 4 (23 points)</td>
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<td>Career and Professional Development presentation on First Impressions and Personal Branding, October 2 (10 points attendance)</td>
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<td>7</td>
<td>October 7-October 11</td>
<td>Chapter 6: Leather and Fur</td>
<td>Chapter 6 Vocabulary Quiz, October 11 (9 points)</td>
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<td>• Fall Career and Internship Assignment</td>
<td>Career and Professional Development presentation on Social Media and Your Career Development, October 9 (10 points attendance)</td>
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<td>8</td>
<td>October 14-October 18</td>
<td>MIDTERM EXAM Taken online in D2L Access from 9 am to 11:30 pm</td>
<td>CHAPTERS 1-6, October 14 (100 points)</td>
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<td>Career and Professional Development Reflections due in D2L DropBox, October 18 by 12:00 pm (30 points)</td>
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<td>Week</td>
<td>Dates</td>
<td>Assignments</td>
<td>Notes</td>
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| 9    | October 21-October 25 | Chapter 7: Product Development | Chapter 7 Vocabulary Quiz, October 25 (18 points)  
Attend Fall Career and Internship Expo, October 23, 1-4 pm, BPSC Grand Ballroom (25 points attendance)  
Fall Career and Internship Expo Assignment due in D2L Dropbox by October 25, 12 pm (25 points) |
| 10   | October 28-November 1 | Chapter 8: Fashion Apparel-Women’s, Men’s, Children’s | NO CLASS Monday, 10/28  
Cupit attending Conference…out of class reading/assignment  
Chapter 8 Vocabulary Quiz, November 1 (8 points)  
Field Trip Prep  
Trends Journal Assignment due in class November 1 (100 points) |
| 11   | November 4-November 8 | Chapter 9: Accessories  
Field Trip to Dallas, tentatively scheduled this week | Chapter 9 Vocabulary Quiz, November 8 (7 points)  
Field Trip Reflections due in D2L DropBox November 8 by 12:00 pm |
| 12   | November 11-November 15 | Chapter 10: Global Sourcing and Merchandising | Chapter 10 Vocabulary Quiz, November 15 (23 points) |
| 13   | November 18-November 22 | Chapter 11: Fashion Retailing  
• Learning the Trade Press Assignment | Chapter 11 Vocabulary Quiz, November 22 (18 points)  
Fashion in the News Notebook due in class November 15 (50 points) |
| 14   | November 25-November 29 | THANKSGIVING HOLIDAY | THANKSGIVING HOLIDAY |
| 15   | December 2-December 6 | Chapter 12: Fashion Auxiliary Services | Chapter 12 Vocabulary Quiz, December 6 (8 points)  
Learning the Trade Press Assignment due in D2L Dropbox, December 6 by 12:00 pm (35 points) |
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Required:
ISBN: 978-1-5013-1075-1

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 http://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 (including the first 12 day attendance report) 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/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

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**Student Academic Dishonesty: Policy 4.1**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**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;
- 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;
- 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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**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 Early Alert Program at SFA.
IX. Other Relevant Course Information:

**University Policies and Information**---This class will adhere to all applicable university policies. Students should read and be familiar with these policies, found in the course syllabus and on the SFASU website.

**Course Participation and Attendance**---Attendance and logging into D2L regularly is critical for success in a face-to-face, hybrid, or online course. Students are expected to come to class to participate in discussions and presentations. Likewise, students are expected to login to D2L to receive course announcements and email, retrieve posted documents, and check course grades. All assignments must be submitted as directed in the course syllabus, whether during class (F2F) or in the D2L Dropbox. Please do not wait until the last minute to ask questions about assignments that are due…emailing the instructor questions at the last minute could result in questions being unanswered and a missed deadline or poor grade.

**Assignments**---To receive points for an assignment, it must be submitted as instructed, through the D2L Dropbox or in class. To receive credit, any work must have the student name prominently displayed. Any work submitted to the instructor for grading must be neat and professionally done, whether instructed to complete it by hand or digitally. Late work will automatically be penalized 5 points, even if it is only minutes late. It is your responsibility to submit your assignments on time…you are allowed adequate time to complete them. Missing work submitted more than one week after its original due date or during dead week will only be eligible for half credit. Absolutely no student work will be accepted after the last scheduled meeting time. In other words…no work may be submitted during finals week.

**Exams**---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/or instructor provided answer sheet and pencil or pen. 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. For exams taken electronically in D2L---you must complete the exam/quiz during the time which it is available in D2L. Please note that all exams/quizzes in D2L are timed and once the time expires, you will not be allowed to finish the exam or make any changes. Once the exam/quiz closes, you will no longer have access to it. If you fail to complete the exam during that window of time, you will receive a “0” for the exam/quiz grade.

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.
Use of Electronics (Laptops, Cell phones, Tablets)---Cell phone use is not allowed during class or exam time, unless otherwise instructed. Cell phones must be turned off and stored out of sight when class begins and remain off and out of sight until class is dismisses at each class meeting. Cell phones are a distraction to the instructor and to other students in the course...please be mindful of that! 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. This is the student's responsibility, not the instructor's.