Instructor: **Dr. Gina Fe G. Causin**  
Course Time & Location: TR: 4:00-5:15 pm; 102 HMSN & via Brightspace by D2L (Hybrid)

Office: **106A HMSN**  
Office Hours: M: 1:30-1:30 pm; TR: 12:00-1:30 pm or by appointment

Office Phone: **(936) 468-1411**  
Credits: **3 credit hours**

Other Contact Information: **4502**  
Email: causingf@sfasu.edu via D2L (preferred)

Prerequisites: Junior Standing

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.

**Course Justification:**  
This course will be taught 150 minutes per week for 15 weeks utilizing the face-to-face lecture platform and a 2-hour cumulative final exam in week 16. Students will have extensive assignments, quizzes, exams, event project and report, online assignments, in-class activities and service learning for 6 hours each week for 15 weeks.

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:

- Explain the importance of defining meeting goal and objectives.
- Develop a meeting budget and understand its elements.
- Identify the basic steps in selecting a site.
- Demonstrate integrated marketing strategies.
- Define and understand the roles of committees, volunteers, convention and visitors’ bureaus, suppliers and third-party vendors.
- Identify the legal and ethical responsibilities of a meeting planner.
- Analyze the elements of an effective learning environment.
- Explore the role of a meeting planner in the pre-event, onsite and post-event stage.
- Demonstrate the elements of effective exposition.
- Identify new meeting technology, trends and future enhancements.

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

**Course Participation**

Students will be required to attend each week’s class meetings; read the required readings and handouts; take four exams; complete quizzes and class assignments as directed; contribute to a group project and group paper; work on the online activities; prepare for the technology certification exam and write a final report. Participation and attendance are critical to the success of this class and will be used to help determine the final grade.

**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.

**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 (150 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 (150 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. Some of these activities are: attend SFA internships & expo, conference, write a post-event evaluation. 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.

**Event Projects & Report (200 points)**
You will be assigned to a team and your team will tackle two projects identified by the professor. The details for this team project will be posted in D2L. Check D2L for the project guidelines.

**Exams and Final Exam (250 points):**
Exams and Final exam will be given on the date indicated in the syllabus. 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.

Cell phones will not be allowed to be used as a calculator for the exams...please bring a 4-function calculator on exam days 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.

**NOTE:**
Since this is a senior-level course, it is 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>Attendance/Participation</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>In-Class Activities/Assignment</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Team Project and Report – 2 projects</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>Exams – 3 @ 50</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Service Learning</td>
<td>50</td>
<td>6.25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>12.50%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>800</td>
<td>100.00%</td>
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</tbody>
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**Grade Distribution**

- A = 720-800 points
- B = 640-719 points
- C = 560-639 points
- D = 480-559 points
- F = Less than 480 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>WEEK</th>
<th>TOPICS</th>
<th>Assignments and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Aug. 27: PCOE Faculty Reception, hosted by Mr. Perkins &amp; Citizen’s 1st Bank. This a mandatory event for the PCOE Faculty to attend. Dr. Causin will attend the event. Class will not meet physically but will complete an out-of-class assignment due in Brightspace Dropbox. Aug. 29: Course Introduction; Getting Started; Syllabus, Course Expectations; Team Assignment; Project Discussion</td>
<td>8/27: Out-of-Class Assignment: Read the syllabus and write a 500-word essay using Word Arial 12-point font. Assignment due in the Dropbox at 5:30 pm.</td>
</tr>
<tr>
<td>Two</td>
<td>Sept. 3: Overview of the MEET Industry Overview of Meeting Professions</td>
<td>Create an event venue list for Millard’s Crossing</td>
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<td>Sept. 5: Class Field Trip to Millard’s Crossing</td>
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<tr>
<td>Three</td>
<td>Sept. 10 &amp; 12: Faculty Engagement, IMEX America Convention, Sands Expo, Las Vegas, NV: Dr. Causin will travel with 5 HADM students to attend this event. Strategic Meetings: Aligning with the Organization</td>
<td>Out-of-Class Assignment: Millard’s Crossing Venue List. Out-of-Class Assignment due in the Dropbox on 9/12/19; 11:30 pm.</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Topics</td>
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| Four | Sept 17 & 19: Blending Project and Meeting Management  
Designing the Meeting Experience | Residential Life Project |
| Five | Sept. 24 & 26: Budgeting Basics for Meeting Professionals  
Site and Venue Selection | Residential Life Project  
9/26: Exam 1 |
| Six | Oct 1 & 3: Risk Management: Meeting Safety and Security  
Oct. 04: STEM Career & Internship Expo; 9-11:30 am; BPSC Grand Ballroom. Students are required to attend this event. | Risk Management Plan  
Present Millard’s Venue List to Ms. Jessi Pinkert |
| Seven | Oct. 8 & 10: Negotiations, Contracts, and Liability Work with  
Brainstorming/Meet with ID students to discuss the Residential Life Project | Contracts  
Residential Life Project: Hotel and Meeting Spaces Items |
| Eight | Oct. 15 & 17: Marketing the Meeting | Marketing Plan |
| Nine | Oct. 22 & 24: Housing and Registration  
The Art of the Show  
Oct 23: Fall Career & Internship Expo; 1-4 pm; BPSC Grand Ballroom. All students are required to attend the Expo | Submit in the Brightspace by D2L Dropbox contact information of three employers that you visited at the Expo. Due at 5:00 pm.  
10/24: Exam 2 |
| Ten | Oct. 29 & 31: The Art of the Show  
Exhibitions and the Role of Face-to-Face Marketing | Field trip to Nac Expo Center - TBD |
| Eleven | Nov. 5 & 7: Bring Meetings to Life: Event Technology  
Nov. 2-5: Hospitality Educators’ Association of Texas (HEAT) Conference; Glen Rose, Texas. Dr. Causin will present at the conference.  
Nov. 5: Out-of-Class Assignment. | Out-of-Class Assignment: Research the top 10 meeting technology trends for 2020. Submit typewritten assignment using Word Arial 12-point font. Due on 11/5 at 5:15 pm Brightspace Dropbox. |
| Twelve | Nov. 12 & 14: Food and Beverage Fundamentals | Residential Project Wrap up |
| Thirteen | Nov. 19 & 21: Onsite Management | Residential Life Project due |
| Fourteen | Nov 25-29: THANKSGIVING HOLIDAY - NO CLASSES | |
Fifteen

| Dec. 3 & 5: Post-Meeting Follow-up |
| Career Building in the Meetings Profession |
| Develop Post Event Survey |
| BLS Meeting/Event Careers |
| 12/5: Exam 3 |

Sixteen

| Dec 10: 4:15 pm – 6:45 pm: Final Exam |

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

**Textbook:**


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/](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/)

**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).

**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:**

**Code of Ethics for the Texas Educator:**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.


To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual’s self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.
You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

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.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.

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

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 policies in the General Bulletin.

Course Participation/Attendance—Attendance (logging in to Brightspace by D2L regularly) is critical for success in a hybrid/online course. Students are expected to login to Brightspace by D2L frequently to participate in course activities and receive course announcements and/or email. Do not wait until the deadline to submit course activities…if students experience any difficulty, waiting until the last minute to submit the assignment could result in a missed deadline and a grade of “0” for the assignment. All assignments must be submitted as directed in the course syllabus, whether during class (F2F) or in the Brightspace by D2L Dropbox. It is the student’s responsibility to check the Brightspace by D2L course for any announcements regarding necessary changes in due dates, assignment instructions/updates, class meetings, etc. Please do not wait until the last minute to ask questions about assignments that are due…emailing the instructor questions about an assignment at 8:00 pm for an 11:30 pm deadline will not result in having your questions answered. Self-discipline is a requirement and critical for success in an online/hybrid course. Students in an online
course should take the initiative to check the course calendar regularly for due dates and should always email the instructor if there are any personal issues that are affecting course participation. Students experiencing technical difficulty should contact SFA’s Office of Instructional Technology (OIT) immediately at 468-1919…computer issues are not an excuse for the failure to submit course assignments and activities, especially when you have a large window of time to complete them.

Assignments---To receive points for an assignment, it must be submitted AS INSTRUCTED, through the Brightspace by D2L Dropbox 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 professor for grading must be neat and professional. 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. MISSING WORK SUBMITTED MORE THAN ONE WEEK AFTER ITS 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 exam week or thereafter.

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.

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.

Use of Electronics (Cell Phones, Laptops, 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.