**I. Course Description:** Individualized instruction. Supervised on-the-job training program in the field. **Course Fee:** None.

**II. Course Justification:**
“HMS 475 is a 2 hour credit course. This course is an independent study course. Students in this section of 400 will be doing 200 hours of on-the-job training. Assignments include a detailed daily/weekly time log, flyer on the internship site, checklist of duties performed, positive employer evaluation, thank you letter to supervisor.

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

Faculty, staff, alumni and students of Stephen F. Austin State University believe in doing things "The SFA Way," by expecting the best from ourselves and from each other. We hold each other accountable when we fail to maintain these standards. Five “root principles” upon which the SFA Way are grounded, and that the members of the SFA community use to strive for personal excellence in all that we do are: respect, caring, responsibility, unity, and integrity. More information about these principles can be found at [http://www.sfasu.edu/universityaffairs/182.asp](http://www.sfasu.edu/universityaffairs/182.asp)

The objectives of this course support the **University Vision** to be "a high quality, student-focused, comprehensive university whose graduates are productive citizens and successful leaders" and the **University Mission** to "provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship." Understanding the global nature of the fashion industry is particularly important for professionals in fashion merchandising to develop commitment to responsible global citizenship.

The objectives of this course support the **James I. Perkins College of Education (PCOE) Vision, Mission, Goals and Core Values** to "prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development." The PCOE values and goals are: 1) Academic excellence through critical, reflective, and creative thinking, 2) Lifelong learning, 3) Collaboration and shared decision-making, 4) Openness to new ideas, to cultural diverse people, and to innovation and change, 5) Integrity, responsibility, diligence, and ethical behavior, and 6) Service that enriches the community.

Student learning outcomes for fashion merchandising courses are aligned with **International Textiles 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.

* Asterisks indicate the goals addressed specifically by this course.

**Program Learning Outcomes**

This course enhances student learning and serves as one of the foundation courses in the Merchandising program in the School of Human Sciences. No specific program learning outcomes for this major are addressed in this course.

This course supports **Merchandising Program Learning Outcomes (PLOs)** listed below:
The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity and service) relative to the field of Human Sciences.

- 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.*
- The student will demonstrate competence in his/her discipline (using oral and written forms.)
- The student will be knowledgeable of the trends in fashion/interior merchandising.
- The student will know the global issues facing the merchandising industry.

### Student Learning Outcomes

Students enrolled in the class will have a diverse work experience and may complete some or all of the following objectives. Upon successfully completing the course, the student will have had the opportunity to:

- Increase general knowledge concerning the operation of fashion and interior merchandising businesses through the example of the store to which assigned.
- Understand factors which contribute to successful management of a store and its departments, including but not limited to, merchandising methods, sales promotion, activities, personnel, management and training, operational procedures, and financial control techniques.
- Gain a realistic view of retailing as a possible career choice through actual work experience.
- Become aware of the importance of human relations as they apply to customers, co-workers, and supervisory personnel.
- Develop through personal experience and interaction an understanding of the characteristics, needs and wants of the customers the employer serves and how the business strives to satisfy them.
- Apply selling techniques appropriate to the merchandise, the store and its customers.
- Develop an awareness of the role of the current season in a retailer’s year.
- Develop an awareness of the role of visual merchandising and promotional activities in retailing.
- Develop a sense of priorities in the accomplishment of assigned responsibilities.
- Make a positive contribution to the department and the store as an employee and as an intern.
- Observe how technology is utilized in retail planning, inventory control, promotions and management.
- Develop an appreciation for the role of the retailer in the fashion/interior product marketing system as a place where merchandise and customers meet.
- Understand how to internally generated reports assist management in their merchandising activities and customers meet.
- Know specifics concerning policies and procedures of the store.
- Explain the flow of merchandise from the store’s unloading dock to the selling floor and into the customer’s home.

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

Method of instruction will be supervised on-the-job training. The employment is arranged directly by the student with the employer and must have the internship site approved by the faculty supervisor and submit required contact information no later than October 14. The course syllabus, course calendar, assignments, mail and grades will be available on the course D2L Course web page. STUDENTS ARE EXPECTED TO CHECK THE HOMPAGE, WEB MAIL AND COURSE CALENDAR REGULARLY. All e-mails and weekly reports are to be sent through the course web mail.
IV. Evaluation and Assessments (Grading):

A grading rubric is provided below. All criteria must be completed by the end of the semester in which the student is enrolled in order to receive the grade earned. If any one item is not submitted, a grade of F will be assigned. There are 800 possible points and the course grade will be the percentage of points earned.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>MAXIMUM POINTS</th>
<th>EARNED POINTS</th>
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<tbody>
<tr>
<td>A = 90-100%</td>
<td>500-450 points</td>
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<tr>
<td>B = 80-89%</td>
<td>449-400 points</td>
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<td>C = 70-79%</td>
<td>399-350 points</td>
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<td>D = 60-69%</td>
<td>349-300 points</td>
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<tr>
<td>F = 59% &amp; below</td>
<td>299 or fewer points</td>
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<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINTS</th>
<th>EARNED POINTS</th>
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</thead>
<tbody>
<tr>
<td>Information Form, Student Agreement</td>
<td>50 points</td>
<td></td>
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<tr>
<td>• First day of internship</td>
<td></td>
<td></td>
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<tr>
<td>• Forms complete; objectives are realistic</td>
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<tr>
<td>• Photo of you at the internship site</td>
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<tr>
<td>Weekly Log Reports</td>
<td>200 points</td>
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<tr>
<td>• One for each week of the internship</td>
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<tr>
<td>(if no hours were worked, must turn in a form each week containing explanation under comments)</td>
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<td></td>
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<tr>
<td>• Each covers Sunday thru Saturday period</td>
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<tr>
<td>• Reports submitted by following Tuesday by 11:30 pm</td>
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<td></td>
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<tr>
<td>• Hours recorded correctly</td>
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<td></td>
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<tr>
<td>• Reports complete; show thought &amp; analysis</td>
<td></td>
<td></td>
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<tr>
<td>Final work log due end of semester</td>
<td></td>
<td></td>
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<tr>
<td>Flyer for Internship Site</td>
<td>50 points</td>
<td></td>
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<tr>
<td>• Submitted on or before August 14 by 11:30 pm</td>
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<tr>
<td>• Provide physical location, web address, phone number for the site</td>
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<tr>
<td>• Show at least 3 pictures—of merchandise, store front, etc.</td>
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<tr>
<td>• Be sure to discuss why this is such a great store, what products are they known for, etc.</td>
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<tr>
<td>Checklist of Learning Activities</td>
<td>50 points</td>
<td></td>
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<tr>
<td>• Submitted by end of semester</td>
<td></td>
<td></td>
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<tr>
<td>• Provides date each activity first experienced</td>
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<td></td>
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<tr>
<td>• Adequate number of experiences</td>
<td></td>
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<tr>
<td>Student Self-Evaluation</td>
<td>50 points</td>
<td></td>
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<tr>
<td>• Submitted by the end of the semester</td>
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<tr>
<td>• Thorough; shows thought &amp; analysis</td>
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<tr>
<td>• Neat; easy to read</td>
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<tr>
<td>Employer Evaluation (this will be provided by employer)</td>
<td>50 points</td>
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<tr>
<td>• Received by instructor directly from employer</td>
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HMS 475.002 Independent Study: Practicum
LBridwell/Fall 2019

- Student fulfilled agreement with business (begin/end dates; worked hours assigned; arrived on time for work; professional behavior/dress)

Letter of appreciation to supervisor

- Submitted by end of semester
- Correct business letter form
- Submit file to instructor; print and mail to employer

Possible 500 points Earned ________________

V. Tentative Course Outline/Calendar:

Whenever you start the internship, students should begin completing internship hours. Submit Weekly Report 1 covering those hours & keep submitting Weekly Reports as follows until hours worked total at least 200 hours:

Submit Weekly Report 1 no later than Tuesday after completion
Submit Weekly Report 2 no later than Tuesday after completion; etc.

On or before the last class day Submit completed Learning Activity Checklist, Student Evaluation, and Letter of Appreciation.

Interior Design, Construction Management, & Merchandising Student Charrette (Required for all ID students)
ALL OF THESE MAJORS SHOULD PLAN TO BE PART OF THIS CHARRETTE!!

All students must sign up prior Wednesday Sept. 25th. Signup sheet is posted on Mrs. Bridwell’s Door HMSS Room 102B. Teams will be assigned on Thursday at 4:30 p.m.

We want to have a mixture of majors ID, CM and MRCH students in each team.

The goal for this year’s Design Charrette is to create a plan for the EDU Annex (EDAN) to include functional storage for the Historical Fashion Collection to include climate controlled area for garments, storage for props, mannequins etc., add a large custom glass case in the hallway to allow students to create a “store window” style display and to renovate the existing Culinary Café into a new Merchandising Gallery with a flexible wall display. Scope of Services we will perform:

- Measure and draw up existing spaces.
- Take pictures for references.
- Generate an existing plan.
- Research and interview existing facilities others have seen.
- Create a proposed plan with furniture/furnishings/ lighting/ materials/color scheme and sketches of proposed areas.

Thursday, September 26th: 4:30 – 5:30
4:30- 5 p.m. Check in and meet your team.
5-5:15 p.m. – Presentation on “How to Measure” (Bring a tape measure and a pad).
5:15 p.m. – Q & A about project, tour facility, measure existing space.
8 p.m. - Ice Cream Social and meet the officers of ASID/IIDA

Friday, September 27th: 8:00 a.m. – 5 p.m. Teams will work in HMS building. (in between presentations your team may brainstorm)

- Doors open at 8:00 a.m. Check in and get with team
- 8:30 a.m. Presentation on overview of objectives of project
- 9:00 a.m. Time to work and verify measurements of the spaces
- 10:00 a.m. Write your objectives and start researching
- 11:00 a.m. Review and write your program, begin planning
- 11:30 a.m. Prepare schematics to scale and review with program to determine which plan works the best
- Noon – Lunch provided by Interior Design Faculty
- 1:00 p.m. Review and implement ADA requirements, and Security
- 2:00 p.m. Start finalizing
- 2:00 p.m. Finalize drawings and presentation
- 3:00 p.m. Present your findings
- 4:30 p.m. Clean up and go hangout with new friends you’ve made!

VII. Readings (Required and recommended—including texts, websites, articles, etc.): None

VIII. 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.

Additional Note: Students will receive an email stating the time frame during which evaluations will be available for completion. Students who complete the course evaluation process will receive five extra credit points on the final examination. Students who fail to complete the course evaluations on-line during the announced time forfeit the opportunity to provide an evaluation.

IX. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence. NOTE: As a courtesy, faculty permit students TWO free (or up to a week) undocumented absences per course each semester. After the third absence, students will be dropped one letter grade on their semester total grade.
Additional Note: This course is a web-enhanced face-to-face course. Regular, punctual attendance is required on regularly scheduled class days and is important for success in the course. Students are expected to attend for the full class period and are required to be responsible for any information or materials given in class. Supplemental materials or handouts given in class will only be distributed one time in class--students who are not in attendance cannot receive these at a later time. The course syllabus, course calendar, assignments, mail and grades will be posted on the Desire to Learn (D2L) course web page. Web-directed activities or assignments may substitute for class attendance only on days specified on course calendar, in web-page email, or announced in class. Students are expected check the home page, web mail and course calendar prior to each class and to be prepared for each class meeting by reading the assigned materials.

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

**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

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

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA.
Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**Additional Note:** Professional conduct, including common courtesy towards the instructor and fellow students, is expected of all students at all times. Remember, students are establishing the reputation in this class on which any future reference requested from the instructor will be based.

**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.

**Assignments**—To receive points for an assignment, it must be submitted AS INSTRUCTED, through D2L Dropbox or in class. To receive credit, any work must have 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 10 percent of point value per class day. ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED AFTER THE LAST SCHEDULED CLASS MEETING TIME, in other words, no work may be submitted for grading during final exam week or thereafter.

**Exams**—Students must bring a number two lead pencil(s) for the written portion of each exam; pencils and a non-graphing/non-memory calculator must be brought by students for the calculations portion or 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 computer answer sheet and pencil. All books and papers must be closed and stowed out of sight beneath the seat. Cell phones must be turned off and stored out of sight during exams. No caps with bills are allowed to be worn during exams. No electronic listening devices of any kind may be used during exams. If a student leaves the exam room, his/her exam must be turned in at that time—students may not leave and then return to continue on the exam.

**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. If these two requirements are met, the student may set an appointment with the instructor for a makeup exam within the following two weeks. This procedure applies to missing one exam only. All students must take the final exam at the official university-scheduled final examination time. Any requests for other times for the final exam must be for a legitimate reason and must be submitted in writing at least two weeks in advance to allow approval through appropriate university channels. Any extenuating circumstances must be discussed individually with the instructor during office hours or by appointment.

**Facilities**—According to the Department of Human Sciences Building Policy, eating and drinking of beverages are prohibited in all classroom and instructional laboratories unless these are part of the instructional process. This policy will be enforced.

**Cell Phones**—Cell phone use is not allowed during class or examinations. Cell phone must be turned off and stored out of sight when class begins and remain off and out of sight until class is dismissed at each class meeting.

**Laptops Computers & Tablets**—Laptop computers & tablets may be used in class for class purposes ONLY, except during exams (see exam policy above), unless banned by the instructor. Instructor has the right to ban computers for the remainder of the semester in the class if students are observed during any class meeting time to be using devices for inappropriate purposes unrelated to class.

**Dress**—Modest, comfortable dress is expected of all students for regular classes. For class presentations, professional dress is required of students. 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 up or 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 which reveal male chest or female cleavage, low-rise pants which reveal naval, abdomen or upper hips.