Instructor: Dr. Gina Fe G. Causin  
Office: 106A HMSN  
Office Phone: (936) 468-1411  
Other Contact Information: 4502  
Email: causingf@sfasu.edu via D2L (preferred)

Course Time & Location: M: 4:00-6:30pm; 127 EDAN  
Office Hours: M: 11:30 pm-1:30 pm; TR: 12:00 pm-1:30 pm or by appointment  
Credits: 3 credit hours  
Prerequisites: None

I. Course Description:

Utilization of principles and components of the industry in effective administration. Coordination of resources in establishing policy, supervision and management, and decision making in the delivery of hospitality services. (Course Fee: $50)

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 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 managing lodging and front office operations in the course.

- Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations. During this course each student will be exposed to a 700-room virtual University Hotel operation. They will be required to do exercises in room availability, basic reservation, intermediate reservations, advanced reservations, group reservations and travel agency reservation using innRoad Property Management System (PMS). My goal for this
exercise is for the students to be able to operate a PMS in the front office of a lodging facility.

- 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 use of technology such as innRoad PMS, video and the world wide web.

- Engage in outreach services. Each student will have an opportunity to contribute to the hospitality field through optional extra credit outreach projects.

Conduct research to advance knowledge and to contribute to the common good. This will be done through reading assignments, reflection papers and/or term papers.

**Hospitality Administration Program Learning Outcomes**

**PLO 1 – Resource Development:** The student will demonstrate the use of appropriate technology and sustainability in the hospitality industry.

**PLO 2 – Professional Behavior:** 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 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**

As a result of this course, students will be able to exhibit the following competencies:

1. Strategic thinking, planning, and competitive sense in a dynamic market place with high financial potential and yet perishable products.

2. Constructing a cost effective and competitive product which offers both market value and sound levels of financial returns.

3. The financial impact of daily decisions on monthly and annual business results.

4. Total hotel overview and how departments interrelate to produce business results.

5. Distribution strategy and Channel Management

6. Strategic and Tactical Optimization

7. Exhibit leadership skills, abilities and knowledge.

8. Create their individual professional e-portfolio.
III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**Instructional Strategies:**
This course is designed as a senior seminar class because our students need to be primed for their immediate job entry into the industry; a workshop approach that follows topic discussions in class and encourages the resolution of applied cases through groupings of students of mixed ability. The operational situations and cases provided throughout the course illustrate real-life challenges and decisions that lower and mid-level managers face. The cases that the students worked in the class will be part of the professional e-Portfolio requirement. Two research paper analysis is also part of the assessment.

A final exam will be conducted and will cover the case presentations and the readings. Completion of an individual professional e-Portfolio is required. Copies of completed cases, exercises, assignments, etc. must be attached to the e-Portfolio. **The e-Portfolio must be submitted by the students in both LiveText and Brightspace by D2L Dropbox to get the full credit.** Students will be assigned to a team of 4 or 5. This project will necessitate a written e-portfolio and a presentation. This face to face class will be web enhanced through the D2L learning management platform and REDGlobal Rev Simulation. It is also required in this course that students should participate in approved 6 hours service learning activities in the university and/or community. The list of these activities will be provided by the professor.

**Case Simulations**
Case simulations are a radically different type of business simulation that let professors use simulations in ways and in courses not before possible.

Unlike traditional business simulations, with multiple "turns" and long learning curves, case simulations are fully visual and use a game-like interface that students can use intuitively and immediately--more time learning the subject, less time learning the software. This lets professors use simulations to deliver experiential learning throughout their courses, most often in place of traditional homework assignments. And many professors are offering online courses based completely on case simulations--a new paradigm in online education.

**Brightspace by Desire2Learn**
Brightspace by 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 Brightspace by D2L regularly for any updates and announcements.

IV. Evaluation and Assessments (Grading):

**Attendance (200 points)**
Attendance will be taken every class period. For every missed class period, a student will lose attendance points. There is no make-up for missed attendance points.

**Case Simulations/Cases/In-Class Activities/Assignments (200 points)**
Throughout the semester, you will be given case studies/in-class activities/assignments to complete in class every week. The students will be assigned to a team and each team will lead the workshop on their assigned topic. All students will do class activities/exercises and submit their work after the class.
Research Paper Analysis (100 points)
Each student will be required to write an analysis of published research papers in the APA format. The topic will be determined by the professor.

e-Portfolio (150 points)
Each student will create their individual e-Portfolio that will be submitted in LiveText. Dr. Causin created the HADM Professional Portfolio template in LiveText and the students will use this template for their portfolio. The categories in the portfolio follows the Elements of a Professional Portfolio developed by Dr. Causin. The students must include the resolution of all situations and cases worked on in class.

Service Learning Component (50 points)
In order 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.

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.

Final Exam (100 points)
The midterm exam will consist of the resolution of quantitative cases covering materials presented in the class as well as information that have been assigned as readings. The final examination will consist of a take-home resolution of a case study. These exams are designed to gauge your progress toward mastering the assigned material. The exams are paper-based worth a total of 50 points. NO MAKEUP EXAMS WILL BE GIVEN.

NOTE:
Since this is a senior-level course, it 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>Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>Case Simulations/Cases/In-Class Activities/Assignments</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>12.50%</td>
</tr>
<tr>
<td>Individual e-Portfolio</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Research Paper Analysis</td>
<td>100</td>
<td>12.50%</td>
</tr>
<tr>
<td>Service Learning Component</td>
<td>50</td>
<td>6.25%</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td>800</td>
<td>100%</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>MEETING DATES</th>
<th>TOPICS</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
</table>
| Aug 26        | Course Information, Syllabus, Speed Meeting  
                Obtaining A Management Training Position  
                Elements of a Professional Portfolio  
                Creating the Individual Portfolio in LiveText  
                (Read Chapter 1) | Students need to review their e-Portfolio and update them in LiveText.  
Create new resume and submit it in Brightspace by D2L and LiveText at 11:30 pm |
| Sept 02       | Introduction to Knowledge Matters Case Simulations  
                Log in to KM Case Simulations  
                Use Course Key: **VE2CX3**  
                Provide How to Guide  
                KM Case Simulations Tutorial  
                Food Operations (Read Chapter 2)  
                Beverage Operations (Read Chapter 3)  
                *Food & Beverage – Banquets – Case Simulation* | F&B Banquets Case Simulation due @  
[https://vb.knowledgematters.com/](https://vb.knowledgematters.com/) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 9</td>
<td>Dr. Causin and 5 HADM students will travel to Las Vegas to attend and present during the IMEX America Convention 2019 Convention at the Sands Expo, Las Vegas, NV. Housekeeping Operations (Read Chapter 4) Operations – Housekeeping Case Simulation</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Revenue Management – Basics Case Simulation Revenue Management – Advanced Case Simulation</td>
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<tr>
<td>Sept 23</td>
<td>Sales and Marketing Operations (Read Chapter 6) Sales &amp; Marketing – Marketing ROI Case Sim Sales and Marketing – Group Sales Case Sim</td>
</tr>
<tr>
<td>Sept 30</td>
<td>Engineering Operations (Read Chapter 7) Operations – Engineering Case Simulation</td>
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<tr>
<td>Oct 07</td>
<td>e-Portfolio Guest Services – Social Media Case Simulation Controlling Hospitality Operations (Read Chapter 8)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>e-Portfolio Hospitality Accounting (Read Chapter 9) Hospitality Accounting Case Simulation</td>
</tr>
<tr>
<td>Oct 21</td>
<td>Strategic Planning and Management (Read C10) Ethics and Hospitality Management (Read C11) Ethics and Hospitality Management Cases</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Nov 04</td>
<td>Dr. Causin will attend and lead a roundtable discussion during the HEAT Conference on Nov 2-5, 2019 in Glen Rose, TX. General Manager – Full-Service Hotel Case Simulation Hospitality Organizational Behavior and Management (Read Chapter 13) <em>Out-of-Class Assignment: Analyze the article assigned on the previous meeting above. Compare and contrast to the Chapter 13 topic</em></td>
</tr>
<tr>
<td>Nov 11</td>
<td>General Manager – Full-Service Hotel Case Simulation Review Hospitality Organizational Behavior and Management <em>Out-of-Class Assignment: Article Review is due in Brightspace by D2L Dropbox at 11:30 pm</em></td>
</tr>
<tr>
<td>Nov 18</td>
<td>Hospitality Leadership (Read Chapter 14) Guest Speaker on Hospitality Leadership: TBD 4:00 pm – 5:00 pm; 127 EDAN <em>Read and analyze the manuscript: Causin, G. G., Ayoun, B. &amp; Moreo, P. J. (2011). Expatriation in the hotel industry: An exploratory study of management skills and cultural training. International Journal of Contemporary Hospitality Management, 23(7). e-Portfolio</em></td>
</tr>
<tr>
<td>Nov 25</td>
<td><strong>THANKSGIVING HOLIDAY: NO CLASS</strong></td>
</tr>
<tr>
<td>Dec 02</td>
<td>Hospitality Law (Read Chapter 15) Legal Issues Case Guest Speaker on Hospitality Law: TBD 4:00 pm – 5:00 pm; 127 EDAN F &amp; B Manager – Hotel Restaurant Case Simulation Group Presentation Review of the e-Portfolio e-Portfolio due in LiveText and Brightspace by D2L Dropbox at 11:30 pm</td>
</tr>
<tr>
<td>Dec 11</td>
<td><strong>4:15 PM – 6:45 PM: FINAL EXAM in Brightspace by D2L</strong></td>
</tr>
</tbody>
</table>

*This lecture topic specifically addresses the influence of diversity within the overall focus of this course.*

*Analysis of this article is due in Brightspace by D2L Dropbox at 11:30 pm.*

*This lecture topic specifically addresses the influence of diversity within the overall focus of this course.*
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Textbook**
Hospitality Management: A Capstone Course; By: Matt A. Casado
ISBN 1-4699-3028-5; Amazon.com

**Readings**


**Case Simulations**
Case simulations are a radically different type of business simulation that let professors use simulations in ways and in courses not before possible.

Unlike traditional business simulations, with multiple "turns" and long learning curves, case simulations are fully visual and use a game-like interface that students can use intuitively and immediately--more time learning the subject, less time learning the software. This lets professors use simulations to deliver experiential learning throughout their courses, most often in place of traditional homework assignments. And many professors are offering online courses based completely on case simulations--a new paradigm in online education. *The link to this website will be provided by the professor in class.*

**LiveText Statement:**
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA email to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

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/

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_Eval
uation-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.