Syllabus

Catering and Special Functions
3 Credit Hours
HMS 385.001
Spring 2019

Instructor: Donna J. Fickes, Ph.D.
Office: Human Sciences North 106C
Office Phone: (936) 468-2130
Office Hours: Mondays, 10am-12pm (virtual); Tuesdays, 10am-12pm; Wednesdays, 1pm-2pm

I will be available to answer emails during office hours. If you would prefer to visit in person, or via Skype or Zoom meetings, please email 24 hours in advance to make arrangements.

Preferably, use Brightspace to send emails related to the course. If Brightspace is unavailable, send email to fickesdj@sfasu.edu and include “HMS 385” somewhere in the subject line.

Department: Hospitality Administration, School of Human Sciences
Class Dates: January 22, 2018 – May 10, 2018
Class Day/ Time/ Location: Mondays & Wednesdays/ 2:00pm – 3:15pm/ HMS-North 102

This class is taught in a hybrid format. Students will experience 37.5 hours of face-to-face instruction in addition to online material. Due to the nature of the class, not all face-to-face instruction will occur during the designated class times. Please see the Course Timeline on Brightspace for additional information about the date and time requirements of the class.

Finals Week: May 13, 2018 – May 17, 2018

This class is offered as a focus-area option for the Bachelor of Science in Hospitality Administration degree. This degree is managed by the School of Human Sciences and the James I. Perkins College of Education. Academic Advisors in the James I. Perkins College of Education can help you determine if this class meets the requirements of your official degree plan.

Please Note: The syllabus may change at the discretion of the instructor. Notification of changes will be made through Brightspace.

The Mission of Stephen F. Austin State University’s School of Human Sciences is to prepare students to be highly qualified professionals in global markets who positively influence individuals, families, and businesses in diverse communities.
James I Perkins College of Education

The James I. Perkins College of Education (PCOE) includes the Departments of Elementary Education, Human Services, Kinesiology and Health Science, and Secondary Education and Educational Leadership, and the School of Human Sciences. Each offers programs of study in educator certification as well as in various non-teaching programs.

Vision

The James I. Perkins College of Education will be the college of choice for students striving to achieve professional excellence through exemplary programs that are recognized at state, national, and international levels.

Mission

The mission of the Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.

To accomplish this mission, the goals of the Perkins College of Education are to:

1. Provide programs at both undergraduate and graduate levels based upon sound pedagogical and clinical practice.
2. Prepare teachers, support personnel, and educational leaders for Texas Employ and support faculty members who are committed to excellence in teaching, scholarship, and service.
3. Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations.
4. Maintain resources and facilities that allow each program to meet its expected outcomes.
5. Collaborate with external partners to enhance students' knowledge, skills, and dispositions, and to influence the ongoing exchange of ideas for mutual benefit.
6. Engage in outreach services.
7. To address specific needs in the broader community.
8. To enhance student learning.
9. To instill commitment to service, and to promote the reputation of the University.
10. To conduct research to advance knowledge and to contribute to the common good.

Core Values

In the Perkins College of Education, we value and are committed to:

- Academic excellence through critical, reflective, and creative thinking
- Life-long learning
- Collaboration and shared decision-making
- Openness to new ideas, to culturally diverse people, and to innovation and change
- Integrity, responsibility, diligence, and ethical behavior
- Service that enriches the community
Course Information

Prerequisites

There are no prerequisites for this course. Students are encouraged to consult with an academic advisor in the James I. Perkins College of Education to verify that this course is part of their official degree plan. Taking courses that are not on the official degree plan may affect financial aid awards and disbursements.

Course Description

Students in HMS 385 will study the principles of catering and special function operations with emphasis on business start-up, cost analysis and profitability, use of event orders for staffing, food production and set-up, food preparation and service, banquet beverage sales and responsible alcohol service related to on- and off-premise functions, food and alcohol pairing, and equipment management and service styles.

There are no Course Fees associated with this class. Students are expected to hold a valid Texas Food Handler’s or ServeSafe™ certification, which may require an additional expense.

This course supports the vision, mission, and core values of the James I. Perkins College of Education and the School of Human Sciences. It is one of the foundation courses for the Bachelor of Science in Hospitality Administration degree and aligns with the standards of AAFCS, the accrediting body of the School of Human Sciences.

Course Goals

Program Learning Outcomes (PLOs)

1. Resource Development: The students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.
2. Professional Behavior: The student will exhibit the professional behaviors (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in the discipline) expected in the fields of Human Sciences and Hospitality.
3. Key Competencies: The student will demonstrate competence in his/her specific discipline using oral and written forms.
4. Service Attitude: The student will demonstrate a positive service attitude.

Course Objectives

Student Learning Outcomes (SLOs)

This course is designed to provide students with a basic understanding of the catering profession within the hospitality industry. Upon completion of this course, students should be able to:

1. Develop a variety of menus. Assessed by written and analytical assignments and exams (PLO1, PLO2, PLO3).
2. Generate the schedule of activities of a catered event from start to finish. Assessed by written assignments, exams, and experiential learning activities (PLO1, PLO2, PLO3).
3. Explain the elements of a catering contract. Assessed by exams (PLO3).
4. Evaluate liability issues in the catering profession. Assessed by discussions, written assignments, and exams (PLO2, PLO3, PLO4).
5. Demonstrate the importance of customer service throughout the catering cycle. Assessed by discussions and experiential learning activities (PLO2, PLO4).
Course Materials

**Required Text:** Catering: A Guide to Managing a Successful Business (2nd ed.)
Author: Bruce Mattel & The Culinary Institute of America
ISBN: 9781118183797

**Required Technology:** Some materials in this course will be delivered through the university’s Learning Management System (LMS), Brightspace. Each student is required to have access to a computer with internet capabilities in order to access the Brightspace classroom. Each student is also required to have a working, university (jacks.sfasu.edu) email account.

As a student of Stephen F. Austin State University, you have free access to this course’s Brightspace site. You will need to access the site regularly throughout the semester. Assignments for this course will be submitted electronically through Brightspace, unless otherwise instructed. Some assignments may require audio files and/or video capture. Students must have a working computer microphone or the ability to add audio to files on their computer to complete these assignments. Files with audio or video are submitted as .mp4 or PowerPoint files unless otherwise instructed. All other submitted files must be in PDF or Word format.

**Brightspace Technical Support**

If at any point during the course you experience technical difficulties in Brightspace, please let your instructor know immediately. Please realize: 1. That your instructor is not qualified to provide Brightspace support; and 2. That notifying your instructor of technical difficulties does not exempt you from assignments or activities that are due. Notifying your instructor is a courtesy.

In order to obtain proper technical assistance you will need to contact the SFASU Brightspace Support Team by emailing d2l@sfasu.edu or calling 936.468.1919.

**Required Uniform:** Portions of this course will occur in university cooking labs as well as off-site kitchens. Students will need to supply their own instant read thermometer, one ballpoint pen, and one black Sharpie™ marker. Students will need to dress appropriately, including a white or purple SFA chef’s coat, hair restraint, long black cotton chef’s pants, black belt (if needed), black socks, and black, closed-toe, rubber-soled shoes. All uniforms must be clean, wrinkle-free, and professional in appearance. Chef’s coats, pants, hair and hair restraints are available for purchase at Barnes and Noble Campus Bookstore in the Baker Patillo Student Center.

Students who do not abide by the uniform regulations may be asked to leave class and lose any associated points without opportunity to make them up.

Students should also demonstrate proper hand-washing and safe food handling techniques when working with food, in the kitchen or in the dining area.

**LiveText/Watermark Statement:**

This course Does NOT use LiveText/Watermark.
Grading and Evaluation

Students have the opportunity to earn 1000 points in this course. Due to the unique, hybrid nature of this course, the points will be distributed into three grading components, and component percentages will be used to determine your final grade. In the final grading scale, A = 90%; B = 80%; C = 70%; D = 60%.

A portion of your grade (50%) comes from course-generated assignments, including discussions, written and analytical assignments, written assignments, and exams. Experiential learning activities (i.e. catering activities) will comprise 40% of your grade and the remaining 10% of your grade is based on participation and professionalism:

**Course-Generated Assignments (50%)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started Activities</td>
<td>40 points</td>
</tr>
<tr>
<td>3 Discussions</td>
<td>25 points ea./ 75 points total</td>
</tr>
<tr>
<td>2 Article Reviews</td>
<td>30 points ea./ 60 points total</td>
</tr>
<tr>
<td>3 Event Plan Assignments</td>
<td>50-75 points ea./ 175 points total</td>
</tr>
<tr>
<td>2 Cost Analysis Assignments</td>
<td>25 points ea./ 50 points total</td>
</tr>
<tr>
<td>3 Exams</td>
<td>50 points ea./ 150 points total</td>
</tr>
</tbody>
</table>

**Cumulative Final Exam**

<table>
<thead>
<tr>
<th></th>
<th>100 points total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>650 points</td>
</tr>
</tbody>
</table>

**Experiential Learning Activities (40%)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Small-Scale Catering Events</td>
<td>50-75 points ea./ 125 points total</td>
</tr>
<tr>
<td>Hospitality Shindig Catering Event</td>
<td>150 points total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>275 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Participation & Professionalism (10%)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation &amp; Professionalism</td>
<td>75 points total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>75 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COURSE POINTS**

<table>
<thead>
<tr>
<th></th>
<th>1000 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a student wishes to contest a grade, this must be done prior to the semester’s Final’s Week.

**Getting Started:** The ‘Getting Started’ module contains activities to familiarize yourself with the course assessment tools. Successful completion of ALL activities in the module will allow you to earn points toward your final grade.

**Class Discussions:** Discussions will take place online at various intervals throughout the course and can be accessed in the associated learning module on Brightspace. The Main Forum of the discussion board will be visible for all students throughout the semester.

In a discussion, you must post your own response to the prompt, respond to other students, and reply to those students who respond to you. "I agree" is not a response to another student that will merit points; this may be how you feel, but it doesn’t require much depth of thought on your part. Responses must be substantive and reflect critical thought and engagement with the course material. Feel free to reply to other students’ postings with oppositional points of view, but always speak respectfully.
Please remember that the discussion board is an academic environment and should be treated as such; proper grammar, spelling, and syntax are expected. Though your postings should be of sufficient length to properly answer each question, your grade will be based not on the length of your postings but on your active participation and the content of your messages. Note that while you may not fully understand each module’s content, discussions can be a good way to help yourself and your fellow students to make sense of them. Thoughtful, appropriate questions about the content carry value and reflect critical thought.

**Article Reviews:** Students will complete two, short, written assignments throughout the semester. These assignments will reflect specific aspects of and areas of concern in the catering profession. Details, including writing style, will be provided on Brightspace.

**Event Plan Assignments:** Students will complete three event plan assignments throughout the semester. These include Film Industry Catering Business Profile, in which students will work with a partner to research catering businesses that serve the film industry and prepare a PowerPoint presentation highlighting their products and services, clientele, prices, and how they execute their events; Small Scale Life Event, in which students will work in teams to will create a themed event presented as a PowerPoint presentation and include menu, décor, ancillary amenities, and cost; 7 Course Wine/Beer Pairing Menu, in which each student will create a 7-course meal with appropriate wine or beer pairings and present a menu design with appropriate descriptions. Details, including presentation and/or writing style, will be provided on Brightspace.

**Cost Analysis Assignments:** Students will work with a partner and individually to complete two cost analysis worksheets. These worksheets will be utilized in the experiential learning activities. These assignments will be introduced in the face-to-face classroom with additional information provided on Brightspace.

**Exams:** Exams will be administered in the associated learning module on Brightspace. Exams are available at specific dates/times and can only be accessed after visiting the appropriate module content.

Exams are designed to be completed individually. Any assistance with exams, human, text, or technological, is unacceptable.

**Final Exam:** The Final Exam will be administered on Brightspace at the date and time determined by the university calendar. This exam is cumulative, covering all materials presented through the textbook, online learning modules, and class lectures.

The Final Exam is designed to be completed individually. Any assistance with the exam, human, text, or technological, is unacceptable.

**Catering Events:** Students in HMS 385 have the opportunity to actively engage with the community through predetermined catered events. These events include Chairished Blessings (February 8, 2019), the Nacogdoches Film Festival (February 22, 2019), James I. Perkins College of Education Teaching Excellence Awards Reception (March 13, 2019), School of Human Sciences Awards Convocation (April 29, 2019), and Hospitality Shindig Fundraiser at The Fredonia Hotel (May 3). Students are required to participate in three of the four events, as determined by their instructor. More information on events, including times and assignments, will be discussed in class.
**Participation & Professionalism:** The Participation & Professionalism grade is generated from adherence to the rules of the class (please see “Technology in the Classroom” and “Speakers” below) and student involvement in the classroom environment (50%) as well as completion of required catered event activities and assignments (50%).

*Technology in the Classroom:* Ample research (Hembrooke & Gay, 2003; Fried, 2008) has found that students who use computing devices during class have significant decrements in their memory performance. Further, students who use these devices are a distraction to students who do not use them (Sana, Weston, & Cepeda, 2013). Therefore, laptops, tablets, phones, and other electronic devices are not allowed in this class unless the teacher indicates they are needed for an assignment – this will be done prior to the class date so students can be prepared. However, students are allowed to petition for an exemption. Please Note: Writing a paper critique does NOT necessarily mean that you will be given an exemption; this decision is made solely by the instructor. Students with disabilities (and their assigned note takers) will be given special consideration.

Active participation in catered events is deemed critical to your success in this class. Students who fail to properly complete the activities/assignments associated with these events will receive a failing grade for the event and will also lose up to 37.5 Participation & Professionalism points.

**Course Timeline and Due Dates**

Please see the Course Timeline on the Brightspace homepage (this is not the Brightspace Calendar) for a schedule of all due dates and times.

**Deadlines Policy**

In this course you are part of an active community of learners, and as such, meeting the due dates and deadlines is extremely important. You are expected to keep an eye on the Course Timeline and to complete work on time. You cannot wait until the end of the semester to complete assignments; you must complete them as the semester progresses. All assignments are due on the dates indicated on the Course Timeline and will not be accepted late (think of failing to complete an activity as missing an entire week of class.) Improperly submitted assignments, or assignments that are emailed without prior instruction to do so, will fall under the category of late. Additionally, your final grade will drop 5 percent for each activity (not including catering activities) you do not complete beyond three (that is, if you do not complete six activities, not only will you receive a zero for all six activities, your final grade will also drop 15% because you missed three activities beyond three.) Your instructor will reserve the right to raise or lower a grade by as much as 5% in response to conspicuously high or low levels of participation in the module. If, due to unforeseen circumstances, you feel you need a brief extension on any due date, please contact your instructor 2-3 business days ahead of time to discuss alternate arrangements.
Guidelines for Evaluating Students in Human Sciences degree programs:

What is an ‘A’ Student?
- Consistently goes above and beyond what is required in the experience
- Displays initiative
- Looks up information before asking questions
- Contributes meaningfully to the class
- Acts enthusiastic, even when he/she does not feel that way
- Is open to criticism without getting defensive
- Does not act 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
- Displays common sense
- Is flexible

Every student should not expect an ‘A’! It is the student who displays the above characteristics, as well as sound technical ability and theoretical knowledge, who receives the “excellent” grade.

A grade of ‘B’ should not be perceived as failure. A grade of ‘B’ means you have done “good” or “above average” work. A grade of ‘C’ means “average”. Be extremely careful of the number of ‘C’ grades you earn as graduate students are expected to perform at above average levels. If you feel you are tending toward a final grade of ‘C’ contact your instructor; help him/her help you.

Extra Credit Policy

There is no extra credit in this course.

Make-Up Policy

Make-up work is not allowed without a university-approved, documented excuse. For the purpose of this class, only the following will be considered an excused absence. Other absences may be excused at the discretion of the instructor. NOTE: Alerts from the Office of Student Rights and Responsibilities alone do not fulfill the requirements below.

<table>
<thead>
<tr>
<th>Excused Absences</th>
<th>Make-Up Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-related event (i.e. athletic event) with letter of proof provided to the instructor, by the student, at least seven (7) days in advance.</td>
<td>All graded content submitted within seven (7) days of approved absence.</td>
</tr>
<tr>
<td>Observance of Religious Holy Day (a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.) with letter provided to the instructor, by the student, at least seven (7) days in advance.</td>
<td>All graded content submitted within seven (7) days of approved absence.</td>
</tr>
</tbody>
</table>
Attendance Policy

This course takes place in a physical classroom, with supplemental information provided on Brightspace. Regular class attendance is critical to student success, and frequent absences of late arrivals may impact your final grade. Likewise, there are firm deadlines for the course outlined on the Course Timeline. You are strongly encouraged to log into the Brightspace course site at least every other day.

This course spans 15 weeks. The course contains extensive content that is delivered face-to-face over 37.5 hours of classroom and experiential learning time (hours vary weekly). Additional content is delivered through the Brightspace class site. In addition to the in-class materials, students have required academic components and deliverables that must be completed outside of classroom time: written and analytic assignments, discussions, and exams. For every hour a student spends engaging with the classroom lecture and online content, he/she should spend at least two (2) hours completing associated activities and assessments. Students should also expect to spend extensive time outside the classroom, approximately 16-20, engaged in experiential learning activities where they will be able to put the knowledge gained in the classroom to work.

Medical Emergency

There may be an instance of medical emergency that arises. Examples of medical emergency include, but may not be limited to, car accident, broken limbs, or extended hospitalization. Please make every effort to contact your instructor immediately in this instance. If you are unable to do so, please have a trusted friend or family member do so. Your instructor will provide further information at that time to assist you in contacting other instructors.

Student Conduct Policy

Classroom: It is the student’s responsibility to read the corresponding chapters from the textbook PRIOR to the classroom lecture. The Course Timeline outlines the chapters that will be covered each week.

Students are expected to attend class regularly. Daily attendance will be taken. Absences will directly affect the Participation & Professionalism grade. **A student will be considered absent after the first 5 minutes of class has passed.** Students who are absent on an activity day, excused or unexcused, will not have the opportunity to make-up the missed points. Likewise, students who are consistently late to class and/ or leave class early without asking beforehand may lose attendance points.

Students are expected to actively participate in the classroom. Examples of participation do’s are: being engaged with the lecture or group; speaking up in class with questions; demonstrating knowledge of material in response to questions; participating appropriately in class discussions and group activities. Examples of participation don’ts are: not speaking up in class, ever; dominating class discussions during class; having side conversations during class; using technology inappropriately in class; texting or paying attention in any way to your phone.
**Online**: Netiquette refers to “Network Etiquette”. It is the way one should behave when sending email, posting to threaded discussions, or chatting online.

Here are some basic Netiquette rules to help you get the most out of online learning:

- **ALL CAPS IMPLIES THAT YOU ARE SHOUTING** - Please do not do this (unless you are capping specific words, nicely, for emphasis!)
- **Watch your “tone”** - It’s written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- **Check your spelling** - Always!
- **Make your messages easier to read by making your paragraphs short and to the point.**
- **Never “say” anything that you would not want posted on the wall of a face to face classroom, because it could be!**
- **Behave as you would in a face-to-face classroom.**
- **Remember there is a real live person at the other end reading your posts and email. Treat them with respect.**
- **Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face to face classroom).**
- **Think about what you have written before you submit it.**

**Course Evaluation**

**Course Survey**

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention.

The course evaluation process 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.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

**Resolving Student Grievances**

1. Should a student encounter an issue in this, or any, HMS course, the following chain of authority should be followed and not circumvented:
   2. Contact the instructor and attempt to resolve the issue.
   3. If the student is uncomfortable discussing the issue with the instructor, the student should contact the Director of the School of Human Sciences, Dr. Lynda Martin.
   4. At this point, if the issue is unresolved, the student should contact the Interim Associate Dean for Student and Faculty Services in the College of Education, Dr. Stacy Hendricks.
   5. If the problem that has to do with being a student at Stephen F. Austin State University or should the student be dissatisfied with the outcome of discussions with the above authorities, the student may visit the Dean of Student Affairs, Dr. Adam Peck in room 3.105 of the Baker Pattillo Student Center, or call 936-468-7249.
Other Relevant Course Information

The Instructor’s Role in this Course

The Instructor’s role in this course is NOT to lecture or provide lengthy videos or presentations, but rather to facilitate a process that allows everyone to bring their own interests and expertise to the class. The Instructor will provide materials, experiences, and expertise that will encourage the class to interact with each other and engage in “in-depth” discussions of the readings and other course materials. As someone conscious that there are many learning styles, the Instructor will make every attempt to present material in a variety of ways to better help facilitate learning and comprehension. Respectful exchanges and differing opinions are encouraged in the hope that this may help everyone learn from each other – including those who support stated opinions/viewpoints as well as those who present stated opinions/viewpoints that differ from our own.

The Instructor will provide facilitation, guidance, encouragement and clarification, as needed.

Crisis Management

How to “Manage” Unexpected Emergencies

Unexpected emergencies happen. To better prepare, please follow these guidelines:

Evacuation:
1. Calmly and quietly walk to the nearest exit.
2. Do not use elevators.
3. Follow instructions of emergency personnel, i.e. policemen or firemen.

Fire:
1. If it is safe to do so, activate the closest fire alarm.
2. Evacuate to the designated evacuation area.
3. Call 9-911 and report the location and nature of the fire.

Flood:
1. Do not enter any flooded area. i.e., basement, first floor, vaulted area, etc.
2. Minor Flooding: Call the Physical Plant and report the location and nature of the leak.

Medical Emergencies:
1. Dial 9-911 and report the nature of the illness or injury and the location of the emergency.
2. Stay with the victim until help arrives if there is no immediate danger to yourself.

Tornado or Other Weather Threat Alarms:
1. Take cover at the lowest level of the building. If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
2. Stay away from windows.
3. If outdoors take cover, if possible, inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low lying area or crouch near a strong building.
4. After the tornado passes, remain alert for signs of additional tornados and or flash/flooding.
Violence on Campus

1. Report any suspicious behavior or threats of any sort to your supervisor or instructor as soon as possible.
2. Do not attempt to resolve violent outbursts or outrageous acts of behavior yourself. Report such incidents to your supervisor or instructor as soon as possible. If violent activities are occurring immediately call 9-911 and report them to emergency personnel.
3. At the scene of any violent incident, attempt to move to a secure area as soon as possible and follow the instructions of the emergency personnel who respond to the incident.

How to “Manage” Your Mental Health

Research has shown that one-fourth (1 in 4) of today’s college students will experience a Mental Health issue at some point of their college career. Unfortunately, many of these students will not seek help, often because they do not know where to look. This leads to larger problems that affect not just school, but also work, relationships, and day-to-day life. This “Disaster Plan” is designed to assist students in finding the help and resources they need to prevent a Mental Health crisis.

IF YOU OR SOMEONE YOU KNOW IS EXPERIENCING A MENTAL HEALTH CRISIS CALL 9-1-1 OR THE NATIONAL SUICIDE PREVENTION HOTLINE AT 1-800-273-TALK (8255).

Mental Health issues may include, but are not limited to, alcohol and drug addictions, anger, anxiety, codependency, depression, eating disorders, food addiction, gambling addiction, love and relationship addiction, obsessions and compulsions, physical-sexual-emotional abuse, and sexual addiction. If you or someone you know is dealing with any of these issues, please seek help. Counseling is a free service for all SFA students designed to assist them in overcoming obstacles to their personal and academic goals. Schedule an appointment by emailing counseling@sfasu.edu or calling 936-468-2401. Other Mental Health Providers are also available to help in and around the Nacogdoches area.

You are not alone! The brain is an organ of the body, just like the heart. If you were told you needed help to keep your heart working properly, you would seek medical attention. If you need help to keep your brain working properly, you should do the same. Help yourself help yourself.

Student Ethics and University Policy Information

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.
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 SFASU Disability Services.

Academic Integrity

Academic integrity is a responsibility of all university faculty and students. Please ensure that all work you post or submit is your original work, and that any material belonging to others is properly cited according to our discipline’s manual of style (APA).

Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. 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;
- submitting work purchased or obtained from the Internet or other 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, resubmission of work, make-up exam, failure of course, and/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: Policy 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 the 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 assignments/exams may be referred to the iCare: Early Alert Program at SFA (936-468-2703). More information regarding the program can be found at iCare.