School of Human Sciences  
HMS 100.501 Foundations in Human Sciences  
Summer II 2019

Instructor: Justin Pelham, MS, RD, LD  
Office: HMS North Building 101 C  
Office Phone: (936) 468-5892

Course Time & Location: Online  
Credits: 3 semester hours  
Email: Through this course in D2L  
Alternative: pelhamjd@sfasu.edu

Office Hours: Wednesday 9:30 – 11:00am online; or by appointment in-person

Prerequisites: none

I. Course Description:
Introduction to human sciences professions, knowledge base, concepts in human sciences, and related career opportunities. As a part of the James I. Perkins College of Education accountability and accreditation process it is critical to complete the Cultural Awareness Assessment in LiveText during the fall or spring semesters.

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

The Conceptual Framework and the Vision, Mission, and Goals of the James I. Perkins College of Education describe a shared vision and purpose for the SFASU College of Education. It provides coherence for our curriculum, clinical experiences, and assessments. It is linked to the University vision and values, and describes how those values translate into knowledge, skills, and dispositions in the College of Education. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions. This course supports the vision, mission, and core values of the College of Education whose mission is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership and continued professional intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:
- Academic excellence through critical, reflective, and creative thinking
- Life-long learning
- Collaborative and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community
Program Learning Outcomes:
Learning Outcome #1: The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

Learning Outcome #2: 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.

Learning Outcome #3: The student will demonstrate competence in his/her specific discipline using oral and written forms.
“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes:
After successful completion of this class, the student will be able to:
1. Comprehend and communicate a knowledge base in Human Sciences.
2. Apply an understanding of concepts related to family and child development, resource management, food, nutrition, and dietetics, fashion merchandising, interior design, hospitality administration, and family and consumer sciences.
3. Identify career opportunities in Human Sciences.
4. Synthesize an understanding of the standards expected for presentations, writing assignments, and class participation in Human Sciences.
5. Evaluate current and future trends that impact work and the near environment.

Course Content:
1. Knowledge concepts and common body of knowledge for careers and professional issues related to and a part of the following areas:
   a. Human Development and Family Studies
   b. Resource Management
   c. Food and Nutrition
   d. Dietetic and Nutritional Sciences
   e. Interior/Fashion Merchandising
   f. Interior Design
   g. Family and Consumer Sciences
   h. Hospitality

2. Integration of the issues and trends impacting all of the professionals and careers in Human Sciences Professions
III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Method of Instruction: Lectures, interactive class discussions and activities, visual media (power point, internet, etc.) group and individual assignments. Use of Technology: D2L (myCourses), internet readings and assignments, word processing. Course content will be delivered via class lectures and discussions, and assigned readings. Assignment instructions will be delivered in class; instructions and rubrics will be posted on the homepage. Neglecting to check the homepage is not a valid excuse for missing an assignment due date.

IV. Evaluation and Assessments (Grading):

Class assignments: (total 300 pts)
- Syllabus Quiz 10 pts
- Social Issues Article Search and Summary 35 pts
- Eco Map Assignment 35 pts
- Career/Self-Assessment Assignment 30 pts
- Value Survey 10 pts
- Ethics Scenario Discussion question 30 pts
- Body of Knowledge Activities Careers 15 pts
- Public Policy Assignment 10 pts
- Body of Knowledge Social Issues Research Assignment 15 pts
- Retention Survey 10 pts
- Making an Impact Assignment Paper 50 pts
- Making an Impact Video (discussion) 50 pts

Total 300 pts

- Midterm Exam 100 pts
- Final Exam 100 pts

Course total points 500 pts possible

A = 500 – 450
B = 449 – 400
C = 399 – 350
D = 349 – 300
F = 299 and below
Performance Evaluation
Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, student must go above and beyond basic requirements of the assignment.

A (Excellent) Student's work is of exceptional quality, and the solutions show depth of understanding of the project requirements. Project is fully developed and presented well both orally and graphically. The full potential of the problem has been realized and demonstrated. An "A" indicates work that is exceptional, out of the ordinary, and above and beyond what was required for the project. Hard work does not always yield this. Several "all-nighters" does not always yield this.

B (Good) Student's work shows above average understanding and clear potential. All project requirements are fulfilled or exceeded and clearly and concisely presented. Being in class every day does not always yield this.

C (Fair) Student's work meets minimum objectives of course and solves major project requirements. Work shows normal understanding and effort. Quality of project, as well as the development of knowledge and skills is average. A "C" means you have done everything that was expected; you came to class, worked very hard, and generated a response to the problem that was average, acceptable. It does not mean you have failed. Completing a project and working hard does not guarantee satisfactory results.

D (Poor) Student's work shows limited understanding and/or effort. Minimum problem requirements have not been met. Quality of project or performance as well as development and skills are below average.

F (Failure) Student's work is unresolved, incomplete, and/or unclear. Minimum course objectives or project requirements are not met, and student's work shows lack of understanding and/or effort. Quality of project or performance is not acceptable. Merely completing a project does not mean it earns at least a passing grade.

Students should check their grade points at least once a week in the D2L course system. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.
Extra-credit: Opportunities to earn extra-credit may be given during the long semesters, and not usually in summer sessions. However, one opportunity will be provided this summer session announced later in the course.

ASSIGNMENT DUE DATES

WEEK 1 – Module 1
Syllabus Quiz 10 points Due no later than Friday, July 19 by 11:59pm
Social Issues Article Search & Summary 35 points Due no later than Tuesday, July 23 by 11:59pm

WEEK 2 – Module 2
Eco Map Assignment 35 points Due no later than Friday, July 26 by 11:59pm
Career Self-Assessment Assignment 30 points Due no later than Tuesday, July 30 by 11:59pm

WEEK 3 – Module 3
Midterm exam 100 points Open Wednesday, July 31 (12am – 11:59pm)
Values Survey 10 points Due no later than Friday, Aug 2 by 11:59pm
Ethics Scenario Discussion question 30 points Due no later than Friday, Aug 2 by 11:59pm
Body of Knowledge Activity-Careers 15 points Due no later than Friday, Aug 2 by 11:59pm

WEEK 4 – Module 4
Public Policy Assignment 10 points Due no later than Friday, Aug 9 by 11:59pm
Body of Knowledge Activity-Social Issues 15 points Due no later than Friday, Aug 9 by 11:59pm

WEEK 5 – Module 5
Making an impact Assignment Paper 50 points Due no later than Tuesday, Aug 13 by 11:59pm
Making an impact Video (discussion) 50 points Due no later than Thursday, Aug 15 by 11:59pm
Retention Survey 10 points Due no later than Thursday, Aug 15 by 11:59pm
Final exam 100 points Open Friday, August 16 (12am – 11:59pm)

Tentative Course Schedule

Note: There is 5 weeks of summer session and 5 Modules. You will work on one module per week. Each module is filled with readings, viewing web-sites and assignments. Please print off the Assignment Due dates and follow it closely.

- Week 1 – Module 1 July 16th – 21st
- Week 2 – Module 2 July 22nd – 28th
- Week 3 – Module 3 July 29th – Aug 4th
  * Note mid-term exam is scheduled with the SFASU calendar
  * Opens Wednesday, July 31 from 12 a.m. – 11:59pm.
- Week 4 – Module 4 Aug 5th – 11th
- Week 5 – Module 5 Aug 12th – 16th.
  *Note Final Exam is Friday, Aug 16th from 12 a.m. – 11:59 p.m. HMS 100.501
  **DO NOT WAIT UNTIL THE LAST HOUR TO TAKE THE EXAM**
It is IMPORTANT to look for tips and messages on the homepage of the D2L course for any changes that might occur. In a short summer sessions course schedule will NOT change unless of some for-seen natural disaster.

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

**Required:**

*This text is available as an E book through Barnes and Noble bookstore on campus. You will purchase a card that gives you a link to the text.*

**Optional:**

Websites, articles and handouts will be available on D2L and in course assignments.

**LiveText:**
This course collects assessments during the fall and spring semesters 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, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. If you forward your SFA e-mail 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 LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.
VII. Course Evaluations:

“Near the conclusion of each semester, students in the James I. Perkins 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. 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! In the James I. 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 https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7 Students are expected to log-in on a regular basis. 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. Any student having a PLANNED ABSENCE for an SFA university function MUST NOTIFY the professor IN WRITING (email) prior to the absence if the absence affects a student’s ability to complete the unit exams or final exam. This note may be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes not accompanied by such a memo will be verified on the web page for the Registrar’s Office that documents the absence of students for University related functions. It is the responsibility of the student to make arrangements for missed time BEFORE the absence occurs. Please contact me through the email system provided in this course.

Students are responsible for any information or materials given in class. Supplemental materials or handouts will only be distributed one time in class--students who are not in attendance cannot receive these at a later time. The course syllabus, assignments, mail and grades will be posted on the course web page. Students are expected to check the home page, web mail and course calendar prior to each class and to be prepared. There is no class participation grade; however, class participation is extremely important. You must log in on a regular basis and complete the quizzes and assignments prior to the due date.
Acceptable Student Behavior
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 (see Student Code of Conduct, policy D-34.1). 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 prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Email Etiquette Policy (adapted from Dr. John Janowiak at UNC Chapel Hill)

a. When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.
   i. Even telephone conversations start with “Hello” and end with “Goodbye.” Therefore, please use a formal salutation when e-mailing professors, such as: Dear Mr. Pelham
b. When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore do not use informal language in your e-mails.
c. If you have a request, say it politely. You can start with “I would like to …”, “I wonder if you can …,” “May I …,” “Is it possible to …,” “Do you mind ….” DO NOT WRITE: “I want to know …,” “I want you to…,” “Send this to me …,” “Tell me when ….” Just adding the word “please” does not mean that you are being polite.
d. Your identity is an important clue to the context of the message. Every semester I teach hundreds of students in numerous classes; therefore, identify yourself as a student in the class you are enrolled in, such as: “Dear Mr. Pelham, I am a student enrolled in your on-line HMS 100 course.” Also, I will assume if you do not fill in the 'Subject' line that your communication is not very important. Please send complete emails.
e. Be concise.
f. Always, re-read your e-mails and check for spelling and grammatical mistakes before sending them. (Also, recommended for the assignments you submit).
g. When making an appointment, you can suggest a few time slots, but always say something like “If these times do not suit you, please feel free to let me know any other time that you prefer / that is convenient to you.” If you cannot make the date suggested, say, “I am sorry, but I cannot come to see you on [Monday]; however, I am available…” Do not say, “I am not available on [Monday].”

In conclusion, if you do not use a formal salutation and my name (Mr. Pelham, your e-mail message may not be read or responded to.
Exam Policy: Exam dates and time are established by the university, and are not to be changed by the faculty. Please do not ask to change the exam dates or time. No caps or hats may be worn during the exam. Late student(s) will not be allowed to take the exam if a student has completed the test and left the room.

Students with Disabilities
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, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aides 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/. Location: Human Services Building, Room 325. Phone: (936) 468-3004.

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).

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.
Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic
cchair/director, 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 the WH is assigned, or the grade
automatically becomes an F. If students register for the same course in future terms, 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 (see the Student Conduct Code,
policy D-34.1). 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 prohibition 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 or call the office at 936-468-2703.

To complete Certification/Licensing Requirements in Texas related to public education,
you will be required to:
1. Undergo criminal background checks for field or clinical experiences on public school
campuses; the public school campuses are responsible for the criminal background check; YOU
are responsible for completing the information form requesting the criminal background check;
the completed information form is due _______________________. If you have a history of
criminal activity, you may not be allowed to complete field or clinical experiences on public
school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers 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.

IX. Other Relevant Course Information:
In today's society, informational technologies including communication via e-mail have become
routine tools for learning. It is imperative that you learn to use, email, Internet, and general
computing (word-processing, graphics, etc.) as part of your college education. I will be
communicating with you via email for delivering assignments and handouts by way of the
course homepage; therefore, please check your email regularly. If you have questions, please
email me through the course.
**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:**
Assignments must be turned in Dropbox for online courses to prevent loss or misplacement of any student work. To receive credit, any work must have attached the cover page as instructed in class and must be neat and professional (in-class work must be neatly and legibly hand-written; work done outside of class must be typed). It is your responsibility to keep copies of your work should something occur where student work is lost (such as a technology issue). **ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED ONCE THE FINAL EXAM OPENS AUGUST 16TH.**

**Dress:** (this does NOT pertain to on-line class except when making video’s) Modest, comfortable dress is expected for regular classes. For class presentations, professional dress is required. 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 back. Common professional dress errors to avoid are denim clothing, tennis shoes, flip-flops, sleeveless clothing, underwear that shows, tight-fitting clothing, bare midriffs, and low-cut tops with reveal male chest or female cleavage, low-rise pants which reveal navel, abdomen or upper hip.

**Where to Go for Help** The Division of Academic Affairs offers numerous programs designed to foster student success. These include:

**Academic Advising Center** - this center serves as the principal advising center for students who have not declared an academic major. Full-time advisors are available to assist students with course selection and with materials to help them explore career options. The center also has information and literature on all academic majors offered at SFA. Students who have earned fewer than 45 semester hours, as well as first-semester transfer students who have not yet declared a major, will be advised in the Academic Advising Center. The center also functions as the administrator of the Texas Success Initiative (TSI), formerly TASP. Students who have questions and concerns about TSI should consult with the center’s staff. The Academic Center is located in the Steen library, 2nd floor; phone: 464.5803; email: advising@sfasu.edu, website: [www.sfasu.edu](http://www.sfasu.edu)

**Academic Assistance & Resource Center (AARC)** - The AARC offers free services for students who want to improve their chances of academic success by providing peer tutoring and supplemental instruction in most of the lower division, core curriculum and high-risk courses. Assistance is offered through one-on-one tutoring and small study groups, as well as through a supplementary leader who has previously taken the course and made an “A”.
The AARC also provides tutorial assistance for the THEA test preparation and offers assistance service to aid students with disabilities in accessing library resources and materials. AARC is located on the first floor of the Steen Library. For additional information on how to register for services, stop by the AARC reception desk or call 468.4108 or visit the web page at http://libweb.sfasu.edu/aarc. Students may register for a tutorial appointment online.

**International Student Support Services** - The Office of International Studies and Programs and the Multicultural Center provide international student support services. Services include an SFA orientation, cultural adjustment, assistance with visa issues, banking assistance, social opportunities, resources for assistance, and initial transportation from regional airports to Nacogdoches upon arrival in Texas. In addition, the American English Language Institute is a safety net for students who encounter difficulties with the use of the English language. Also available is a 12-month residence hall, open year-around, which allows uninterrupted living for any student who might be unable to return home during holidays or vacation periods or semester breaks. Call 936.468.6631 for more information.

**Counseling and Career Services** - this service assists students to develop positive self-image, discover career goals, develop a sense of self-direction and prepare for a career in their chosen field. Orientation is provided for transfer students, new freshman and their parents in the summer prior to enrollment. An orientation session for those not attending Summer Orientation is held each semester prior to registration. Counseling Services is confidential assistance by Licensed Professional Counselors to help students deal with personal adjustment and relationship problems as well as educational problems such as time management, study habits, and test anxiety. Other services provided by this office are alcohol services, testing services, career services, and student employment services. For more information call 936.468.3305 or visit them on the 3rd floor of the Rusk Building.

**Student Government Association** - this body serves as the representative voice of the student body to the faculty and administration. Concerns and issues important to the students can be made known through legislation passed by the SGA. For more information call 936.468.3500. **Student Organizations** - getting the most out of one's experience at SFA means getting involved. There are more than 200 student organizations on campus that play a vital role in making campus life more enjoyable and educational. Students can form new organizations if they cannot find a current group that meets their needs.
Information about current registered student organizations and help for organization leaders is available through Student Organization Services in the Office of Student Affairs. Information is also available on the Student Affairs website (www.osa.sfasu.edu).

**Student Health Services** - provide primary health care to the university students. Currently enrolled students are eligible for most clinic services without additional costs, including consultation, diagnosis and treatment provided by the clinic staff. In addition, some optional services are provided at low cost. There are no facilities on campus for X-rays, overnight stays, dental, optometric, or pharmacy services. These may be obtained locally. The clinic hours are 8:00 am - 5:00 pm, Monday through Friday. Appointments can be made by calling 936.468.4008. Walk-in patients are accepted.

**2019 Summer Hours Steen Library:** 936.468.4636
Mon - Thurs 7:00 am - 9:00 pm
Friday 7:00 am - 6:00 pm
Saturday 10:00 am - 6:00 pm
Sunday Noon - 9:00 pm
*Hours vary during University holidays Library web address: http://libweb.sfasu.edu

**Computer Labs** The Ralph Steen Library provides general student academic computing support, manages a major student computing laboratory and provides electronic access to informational resources both within the and external to the library collections. Students can also use the computers in the Multicultural Center located in the Student Center 936.468.1073. In addition, there is a small computer lab in the HMS North Building available for student use. Please bring your own paper.

**General Expectations of Students** A student enrolling in the university assumes an obligation to conduct himself/herself in a manner with the university's function as an educational institution. Misconduct for which students and student organizations are subject to discipline falls into several categories that are described in detail in the online Student Handbook at www.osa.sfasu.edu/handbook/index.html. Two acts which are strictly prohibited and result in specific disciplinary action are hazing and illegal drugs.