Instructor: Dr. Gina Fe G. Causin
Course Time & Location: Livestream via Zoom: Mondays at 4:00pm-5:15pm (Zoom link will be posted in the course getting started page) & ONLINE via D2L
Office: 106A HMSN
Office Hours: M/T/W: 2-4 pm via Zoom (Zoom link is posted under Virtual Office/Student Hours)
Office Phone: 936-468-1411
Other Contact Information: Email via D2L
Email: causingf@sfasu.edu (Brightspace by D2L email preferred)

Prerequisites: None.

I. Course Description: (brief paragraph)

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)

Course Justification:
HAMG 4305 is a 3 credit-hour. This course will be taught 150 minutes per week for 15 weeks utilizing the face-to-face lecture platform and a 2-hour cumulative final exam in week 16. Students will have extensive assignments using web-based simulations, individual e-portfolio, exams, research paper analysis, in-class activities and service learning for 6 hours each week for 15 weeks.

James I. Perkins College of Education Diversity Statement is found at the following link:
http://coe.sfasu.edu/about-us/

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:**

**Hybrid Course Explanation and Time Expectations (3-hour, 16-Week Course)**

This course follows a hybrid format in which we will replace half of the time we would normally spend together with thoughtful exchanges online. In our livestream sessions, we’ll spend the majority of our time considering more difficult concepts and learning necessary skills. In-class and out-of-class requirements are as follows:

- **In-class time (1.25 hours weekly):** We’ll have one 75-minute class each week in which we will practice historical contextualization and analysis skills. You will also complete brief quizzes and other assessments during the sessions.
- **In-class replacement time (1.25 hours weekly):** Instead of listening to me lecture for 75 minutes each week, you’ll read, watch, and/or listen to content on your own time in preparation for our time together.
- **Out-of-class time (~5 hours weekly):** Outside of class, expect to complete additional readings, viewings, writing assignments, and assessments.

**Course Participation**

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

**Instructional Strategies:**
This course is designed as 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.

**Certified Hospitality Industry Analytics (CHIA)**

**Welcome**
Welcome to the “Certification in Hotel Industry Analytics” training program. We’re glad you are participating and hope that you find this experience both informative and enjoyable.

**Academic and Industry Version**
There is an academic version for graduate and undergraduate students and for professors. This certification is jointly offered by ICHRIE (the International Council on Hotel, Restaurant, and Institutional Education), AH&LEI (the American Hotel & Lodging Educational Institute), and the STR SHARE Center. There is also an industry version of this certification available to a wide range of industry professionals. This certification is jointly offered by AH&LEI and the STR SHARE Center.

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**History**
The certification was first conceived in 2011, based upon feedback from professors who hoped to have some sort of stamp of approval upon students graduating from hospitality and tourism departments. STR presented a proposal to ICHRIE and AH&LEI to create a joint academic version of a certification and the certification was launched in 2012.

**Use of Zoom**
This class will utilize the Zoom web-conferencing tool for virtual class meetings. All SFA faculty, students, and staff can access and use Zoom by via sfasu.zoom.us. Students are required to have a webcam in order to participate. (Cell phone access is available with the Zoom mobile app.) Zoom links will be provided [insert means of link distribution here]. Important note: Zoom auto transcribes all recorded sessions. Transcriptioning is automated, often includes errors, and thus should not be considered a wholly accurate record of the session. Should errors exist in a Zoom session transcript, please contact me immediately.

Restriction of Audio or Visual Recording, Reproduction, and Distribution of Content in Online Courses (Adapted from the University of Denver)

At Stephen F. Austin State University, we value and strive to protect the intellectual property of our faculty. We also value and strive to safeguard the privacy of all our students. To this end, students may not record, reproduce, screenshot, photograph, or distribute any video, audio, or visual content from a course without the express written permission of the faculty of record. This restriction includes but is not limited to:

- Pre-recorded and live lectures
- Live discussions
- Discussion boards
- Simulations
- Posted course materials
- Faculty feedback forms
- Visual materials that accompany lectures/discussions, such as slides
- Virtual whiteboard notes/equations, etc.

As we engage in online learning as an academic community, it is imperative to be respectful of your peers and instructor(s). Keep in mind that if any student is identifiable in an online class recording, this may constitute a violation of the educational record protections provided under the Federal Educational Rights and Privacy Act (FERPA).

Students who violate this policy may be reported to the Office of Community Standards and subject to both legal sanctions for violations of copyright law and disciplinary action.

Virtual Office/Student Hours (from Dr. Rachel Jumper, School of Human Sciences)

Virtual Office/Student Hours: I conduct my office hours (as much as I can) as if we were still in person! I want to see your face and get to visit with you. :) If you came to my physical office for office hours and another student was there, you would wait in the hall until I finished with the person who was already there, and then you would come in and have your time with me. What that means for you now that we are on Zoom is that when you follow the link below and log on to the office hours, you will be put into a "waiting room." You'll see a message that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I’m with someone. Don't worry, I WILL get to you in the order that you entered the waiting room. Even it is past the time for my office hours to end, I'll get to everyone who logs on! So if you have to wait, please be patient and know that I haven't forgotten you are there.

https://sfasu.zoom.us/j/92408295913?pwd=VWFtNGpOVEpUR0xiNHRnTHVNQUVJUT09

Safe Space and Inclusion (Adapted from University of Iowa College of Education)

Please know that my office and our physical and virtual classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me...
know ways to improve the effectiveness of the course for you personally or for other students or student groups.

**Challenging Conversations (Adapted from Alisse Portnoy, University of Michigan)**

In our structured and unstructured discussions and dialogues, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the sometimes difficult conversations that arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions.

**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.

**Quizzes/Cases/In-Class Activities/Assignments (200 points)**

Throughout the semester, you will be given quizzes, case studies/in-class activities/assignments to complete 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 (Bonus: 25 points)**

Hospitality Administration students in fall 2020 face-to-face and non-traditional, online courses (hybrid, hyflex) have the opportunity to earn bonus points through service learning. Students completing 1-6 hours of service work will earn points as follows:

- 1-1.99 hours = 5 points
- 2-2.99 hours = 10 points
- 3-4.99 hours = 15 points
- 5-5.99 hours = 20 points
- 6 hours = 25 points

If a student is enrolled in multiple hospitality classes offering the service learning bonus, the student may submit their hours, up to 6, for bonus points in each class.

Hospitality Administration faculty have determined specific guidelines for service learning opportunities, explained below. Failure of a student to follow the guidelines lead to nullification of the student's service learning hours.

**Why Service Learning?**

Service learning links academic study and civic engagement through meaningful service that meets the needs of the community. Service learning allows you to explore careers and, at the same time, helps you
to develop skills employers want. This gives you more tools in your toolkit and makes you a marketable employee upon graduation.

**Where can I complete Service Learning?**

Students are responsible for finding service learning opportunities in the communities they live and work in. These opportunities must be tied to the hospitality industry (culinary, lodging, recreation, tourism, or event coordination). Possible opportunities include docent work at CVB’s, Chambers of Commerce, and museums. Local food banks often seek volunteers to help sort and distribute food to clients. Community farms may need assistance with planting, harvesting, or selling product. Some non-profit organizations also seek volunteers to assist with event planning, both in person and virtual, as well as culinary and restaurant functions at in-person events.

If you are unsure if an activity or event qualifies, please reach out to your professor for clarification.

**How do I submit my Service Learning hours for points?**

Completed Service Learning logs should be submitted to the appropriate Dropbox in each class you are seeking points. The due date and time for ALL classes is Friday. Completed means you have your name on the log, your service is explained in full, your hours are listed (beginning, end, and total), the log is signed by a designated supervisor, and a contact phone number and email address for the supervisor are included for verification purposes. Service Learning hours that are written on notebook paper, or anything other than the provided log, will not be accepted.

**Midterm/CHIA/Final Exam (200 points)**

The midterm exam will be the ManageFirst Leadership Certification Exam and the final examination will be the CHIA Certification Exam. These exams are designed to gauge your progress toward mastering the assigned material. The exams are online. You are allowed 1 chance to retake the CHIA certification exam if you will not get 70% score.

**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>Category</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>Quizzes/Cases/In-Class Activities/Assignments</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>Midterm &amp; Final Exam</td>
<td>200</td>
<td>12.50%</td>
</tr>
<tr>
<td>Individual e-Portfolio</td>
<td>150</td>
<td>18.75%</td>
</tr>
</tbody>
</table>
Research Paper Analysis 100 points

TOTAL POINTS 850 points

BONUS: Service Learning – 25 points

Grade Distribution

A = 765-850 points  D = 510-594 points
B = 680-764 points  F = Less than 510 points
C = 595-679 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Course Information, Syllabus, Speed Meeting</th>
<th>Obtaining A Management Training Position</th>
<th>Elements of a Professional Portfolio</th>
<th>Creating the Individual Portfolio in LiveText</th>
<th>Students need to review their e-Portfolio and update them in LiveText.</th>
<th>Create new resume and submit it in Brightspace by D2L and LiveText at 11:30 pm on 8/31.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 24 &amp; 31</td>
<td>Dynamics of Leadership (Livestream &amp; Online)</td>
<td>Leaders Facilitate the Planning Process (Livestream &amp; Online)</td>
<td>Leaders are Effective Communicators (Livestream &amp; Online)</td>
<td>Leaders Facilitate Employee Performance Leaders (Livestream &amp; Online)</td>
<td>Quiz 1 due 9/11</td>
<td>Quiz 2 due 9/11</td>
</tr>
<tr>
<td>Aug 24 &amp; 31</td>
<td></td>
<td>Leaders Facilitate Employee Performance Leaders (Livestream &amp; Online)</td>
<td>Facilitate Teamwork (Livestream &amp; Online)</td>
<td></td>
<td>Quiz 3 due 9/18</td>
<td>Quiz 4 due 9/18</td>
</tr>
<tr>
<td>Sept 7 &amp; 14</td>
<td>Leaders Manage Employee work Schedules (L &amp; O)</td>
<td>Leaders Manage Daily Operations (L &amp; O)</td>
<td>Leaders Manage Meetings Leaders Manage (L &amp; O)</td>
<td>Compensation Programs (L &amp; O)</td>
<td>Quiz 5 due 9/18</td>
<td>Quiz 6 due 9/25</td>
</tr>
<tr>
<td>Sept 21 &amp; 28</td>
<td></td>
<td>Employee Retention and Terminations (L &amp; O)</td>
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<td>Quiz 7 due 9/25</td>
<td>Quiz 8 due 9/25</td>
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<tr>
<td>Sept 21 &amp; 28</td>
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<td></td>
<td>Quiz 9 due 10/02</td>
<td>Quiz 10 due 10/02</td>
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<tr>
<td>Oct 05 &amp; 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dropbox Assignment: Article Review is due in Brightspace by D2L Dropbox at 11:30 pm</td>
</tr>
<tr>
<td>Oct 19 &amp; 26</td>
<td>e-Portfolio</td>
<td>Hotel Math Fundamentals, the metrics used by the Hotel Industry (Livestream &amp; Online)</td>
<td></td>
<td></td>
<td>CHIA Exercises &amp; Quizzes</td>
<td></td>
</tr>
</tbody>
</table>

Revision July 27, 2020
Read and analyze the manuscript:

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.

CHIA Exercises & Quizzes

| Nov 02&09 | Hotel Industry Performance Reports (Trends, Pipeline, P&L and Destination Reports) – Livestream & Online |
| Nov 16&30 | Review of the e-Portfolio |

Nov 23-27: THANKSGIVING HOLIDAY: NO CLASS

| Nov 23-27: THANKSGIVING HOLIDAY: NO CLASS | Dec 07 | 4:15 PM – 6:45 PM: FINAL EXAM is the CHIA Certification Exam |

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

**Textbook**


**Readings**


**Certified Hospitality Industry Analytics (CHIA)**

**Welcome**

Welcome to the “Certification in Hotel Industry Analytics” training program. We’re glad you are participating and hope that you find this experience both informative and enjoyable.

**Academic and Industry Version**

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**History**
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**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 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 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 or call the office at 936-468-2703.

Student Code of Conduct: Policy 10.4
Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. 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 at SFA.

Masks/Face Coverings
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


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 dismiss 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.