Syllabus
HMSC 4100.001
Professional Leadership Series (HADM)
Fall 2020

Instructor: Donna J. Fickes, Ph.D.
Course Time & Location: This class is offered in livestream/online hybrid format. Livestream sessions are held Mondays from 11:00am – 11:50am (please see Course Timeline for specific dates). Classes begin August 24, 2020 and end December 4, 2020. Final exams occur December 7-11, 2020.

Office: Online via Zoom
Office Hours: Mondays 10am-11am; Tuesdays 2pm-4pm; Wednesdays 1pm-2pm; Thursdays 11am-12pm (all via ZOOM); other days and hours available by appointment.

Office Phone: (936) 468-2130 (please note: this will not forward)
Email: fickesdj@sfasu.edu

Preferably, use Brightspace to send emails related to the course. If Brightspace is unavailable, send email to fickesdj@sfasu.edu and include “HMSC 4100” somewhere in the subject line.

Credits: 1 Credit Hour

This class is offered as a required course for Hospitality Administration students working toward the Bachelor of Science degree. This degree is managed by the School of Human Sciences and the James I. Perkins College of Education.

Prerequisites: Hospitality Administration majors (non-majors should seek approval of instructor prior to enrolling).

Students graduating in May or August should take this course in the fall or spring semester prior to graduation. Students graduating in December should take this course in the spring semester prior to graduation or the semester of graduation.

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.
I. Course Description and Credit Hour Justification

HMSC 4100 “Professional Leadership” is a 1-credit hour course. This course will typically meet one time per week for 50-minutes for 15 weeks culminating with a 2-hour final examination in week 16. Students in the course will have weekly readings from the content modules and will participate in a variety of activities which may include: discussions, assignments, and quizzes. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities and assessments. For every hour a student spends engaging with the content, he/she/ze should expect to spend a minimum of two hours completing associated activities and assessments (30 hours per semester). A 2-hour final exam is given in the 16th week.

There are no Course Fees associated with this course.

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

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 core courses for Hospitality Administration students pursuing the Bachelor of Science in Human Sciences degree and aligns with the standards of AAFCS, the accrediting body of the School of Human Sciences. Specifically, this course satisfies the requirements for TEA Standard 1-1.2K.

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

Diversity Statement

The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

Course Goals: Program Learning Outcomes (PLOs)

1. The student will display the professional dispositions; academic excellence, life-long learning, collaboration, openness, integrity, and service, relative to Human Sciences professions.
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 Human Sciences professions.

Course Objectives: Student Learning Outcomes (SLOs)

This course is designed to provide students with the basic knowledge and skills necessary to be an empathic, ethical, and effective leader in a variety of Human Sciences professions. Upon completion of this course, students should be able to:

1. Demonstrate the personal and professional aspects of leadership (PLO1) (TEA Standard 1.2S, 1.3S, 1.4S). Assessed by Participation, StrengthsFinder and Final Exam.
2. Develop the skills necessary to be an effective leader (PLO1, PLO2) (TEA Standard 1.2S). Assessed by Participation, Discussions, InterviewStream Interview, Mock Interview, and Career Expo.
3. Describe how multiculturalism affects leadership and the teamwork process (PLO1, PLO2) (TEA Standard 1.2S). Assessed by Participation and Discussions.
4. Demonstrate the various components of leadership skills along with when and how to use these components (PLO2) (TEA Standard 1.1S, 1.2S). Assessed by Participation, Discussions, Resume, Revised Resume, and LinkedIn Profile.

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

Assignments and Activities

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.

Career Strategies: Throughout the semester, you will work on several assignments designed to prepare you for your career after college. These assignments include Resume & Revised Resume (reviewed by SFAs Center for Center for Career and Professional Development), InterviewStream Interview, LinkedIn Profile, and a Mock Professional Interview (conducted by SFAs Center for Career and Professional Development). These assignments must be properly formatted, as indicated by the assignment instructions on Brightspace by D2L. Proper grammar, spelling, and syntax are also expected. You will also attend the Fall Career and Internship Expo virtually. Additional information about the Career Expo will be available on Brightspace by D2L and in livestream sessions.

The Resume & Revised Resume, InterviewStream Interview, LinkedIn Profile, Mock Professional Interview, and Career Expo are deemed critical to your career success. Students who fail to properly complete and submit these assignments will receive a failing grade for the assignment and will also lose up to 10% of the overall Career Strategies category grade.

StrengthsFinder: Students will have the opportunity to complete a StrengthsFinder Personality Profile assessment. This assessment is designed for personal use and career growth opportunity. Students will discuss the results of their assessment in an online discussion as well as in a livestream session. There is a small cost for the assessment. Information for purchasing and completing the assessment are available on Brightspace by D2L.

Class Discussions: Discussions will take place online and in class at various intervals throughout the course. Online discussions can be accessed in the associated learning module on Brightspace by D2L.

In an online 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.
Online Student Conduct Policy: 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.

*Participation & Professionalism:* The Participation grade is generated from adherence to the rules of the class and student involvement in the livestream classroom environment.

*Final Exam:* Information on the Final Exam is available on Brightspace by D2L.

*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.

**Instructional Strategies**

HMSC 4100 will be delivered in a livestream/online hybrid format. Required livestream sessions are indicated on the Course Timeline. Asynchronous online content, assignments, and activities 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 and a camera in order to access the Brightspace course components as well as the Zoom Livestream meetings. Each student is also required to have a working, university (jacks.sfasu.edu) email account.

**Use of Technology**

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 course regularly throughout the semester. Assignments for this course will be submitted electronically through Brightspace, unless otherwise instructed. Zoom Livestream class sessions require audio and video capabilities. Students must have a working computer microphone and camera and must be visible at all times during livestream sessions.
**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.

**IV. Evaluation and Assessments (Grading)**

Students have the opportunity to earn 350 points in this course. As a senior-level class, students are expected to be able to adhere to higher performance standards. Therefore, overall grade scale percentages are higher (please see below). Grades are determined from a variety of assignments:

- **Getting Started Activities** 20 points total
- **4 Discussions** 20 points ea./ 80 points total
- **Participation & Professionalism** 80 points total
- **Resume & Revised Resume (CCPD)** 20, 10 points ea./ 30 points total
- **Mock Professional Interview (CCPD)** 35 points total
- **LinkedIn Profile** 10 points total
- **InterviewStream Interview** 20 points total
- **Career Expo Participation** 35 points total
- **Final Exam** 40 points total

**TOTAL COURSE POINTS** 350 POINTS

**SCALE:**
- A=322+pts. (92%);
- B=290-321 pts. (83%);
- C=259-289 pts. (74%);
- D=227-258 pts. (65%)

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

**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 is capable of an ‘A’! To achieve this, the student must display the above characteristics, as well as sound technical ability and theoretical knowledge. The result is an “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”. Both are acceptable grades.

**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 by the dates and times 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 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.

**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>
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<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>
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<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>
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**Attendance Policy:** This course takes place in a virtual classroom, with supplemental information provided on Brightspace. Regular class attendance at livestream sessions is critical to student success, and frequent absences or 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 to review your work and upcoming deadlines.

**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.

*COVID-19 falls under the category of medical emergency. If you are diagnosed with COVID-19, please follow the university’s policies and procedures for reporting your diagnosis. Please contact your instructor, as well, to make course accommodations. Your instructor will require official notice of a COVID-19 diagnosis in order to accommodate you during your illness.

V. Tentative Course Outline/Calendar

The calendar here is a tentative outline of the course. Your instructor reserves the right to change/modify this calendar as the course progresses.

Please see the official Course Timeline on the HMSC 4100 Brightspace homepage (this is not the Brightspace Calendar) for a complete schedule of all due dates and times.

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<thead>
<tr>
<th>WEEK</th>
<th>LIVESTREAM</th>
<th>CONTENT</th>
<th>ASSIGNMENT/ACTIVITY</th>
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</thead>
</table>
| Aug 24-Aug 30 | Aug 24  11-11:50am | Module 1: Getting Started                    | • Read this by August 30  
○ Getting Started Module Content  
• Submit this by August 30  
○ Getting Started Discussion  
Getting Started Assignment |
| Aug 31-Sept 20 | Aug 31 11-11:50am | Module 2: Career Strategies  
*You will not be able to access Modules 2-8 until the Getting Started Assignment is submitted | • Read this by August 31  
○ Module 2 Content  
• Submit this by Sept 20  
○ Resume with CCPD Feedback  
○ InterviewStream with Personal Review |
| Sept 21-Oct 5 | Sept 21 11-11:50am | Module 3: Branding for Career                | • Read this by Sept 21  
○ Module 3 Content  
• Submit this by Oct 5  
○ Revised Resume  
○ CCPD Mock Interview Feedback  
○ LinkedIn Profile |
| Oct 5-Oct 18 | Oct 5 11-11:50am | Module 4: Career Path                        | • Read this by Oct 5  
○ Module 4 Content  
• Submit this by Oct 11  
○ StrengthsFinder Results |
<table>
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<tr>
<th>Date Range</th>
<th>Event</th>
<th>Due Dates/Instructions</th>
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<tbody>
<tr>
<td>Oct 19 - Nov 1</td>
<td>(NO Livestream Oct 12)</td>
<td>• Initial Discussion Post (Career Path Discussion)</td>
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<td>• Submit this by Oct 18</td>
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<td></td>
<td></td>
<td>• Response Posts (Career Path Discussion)</td>
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<td>Oct 19</td>
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<td>• Read this by Oct 19</td>
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<td>• Module 5 Content</td>
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<td>• Attend this on Oct 21</td>
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<td>• CCPD Virtual Internship &amp; Career Expo</td>
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<td>• Submit this by Oct 25</td>
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<td>• Initial Discussion Post (FTL Discussion)</td>
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<td>• Submit this by Nov 1</td>
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<td>• Response Posts (FTL Discussion)</td>
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<td>Oct 26</td>
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<td>• Module 5: Forward Thinking Leaders</td>
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<td>Nov 2 - Nov 20</td>
<td>Nov 9</td>
<td>• Module 6: Leadership Qualities</td>
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<td>11-11:50am</td>
<td>• Module 7: Relational Leadership</td>
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<td>(NO Livestream Nov 2 or Nov 16)</td>
<td>• Submit this by Nov 8</td>
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<td>• Initial Discussion Post (Leader Qualities Disc.)</td>
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<td>• Submit this by Nov 15</td>
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<td>• Response Posts (Leader Qualities Disc.)</td>
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<td>• Initial Discussion Post (Relational Leader Disc.)</td>
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<td>• Submit this by Nov 20 (FRIDAY)</td>
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<td>• Response Posts (Relational Leader Disc.)</td>
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<tr>
<td>Nov 21 - Nov 29</td>
<td>NO Livestream</td>
<td>Thanksgiving Break</td>
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<td>Nov 30 - Dec 4</td>
<td>Nov 30</td>
<td>• Read this by Nov 30</td>
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<td></td>
<td>11-11:50am</td>
<td>• Module 8 Content</td>
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<tr>
<td>Dec 7 - Dec 11</td>
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<td>• Module 8: Wrapping Up!</td>
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<td></td>
<td>Final Exam</td>
<td>• Submit this by Dec 10 @ 5pm CST</td>
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<td>• Final Exam Assignment (Dropbox on D2L)</td>
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VI. Readings

There is no required text for this course. All reading materials will be provided on Brightspace by D2L.

VII. Course Evaluations

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!

VIII. Student Ethics and Other 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.
**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; 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 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, 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
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 iCare.: Early Alert Program at SFA (936-468-2703).

Masks (cloth 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

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 their program director and/or the Interim Director of the School of Human Sciences, Dr. Chay Runnels.
4. At this point, if the issue remains 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 has to do with being a student at Stephen F. Austin State University the student may visit the Dean of Student Affairs, Dr. Adam Peck, in room 3.105 of the Baker Patillo Student Center.

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 students to interact and engage with 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.
Crisis Management

How to “Manage” COVID-19

The latest research has shown there are four critical actions you should take to limit the spread of COVID-19:

• Monitor for symptoms of COVID-19 and report to a medical professional if you have a fever (100°F or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. If you exhibit any of these symptoms, or know you have had close contact (been within 6 feet for 15 minutes or more) with a person who has tested positive or who you believe may have COVID-19, DO NOT attend classes, meetings or events; go to work; or visit businesses and services within the Nacogdoches community. Contact the SFA Health Clinic at (936) 468-4008.

• Wash your hands regularly to prevent exposure to the virus from surfaces. We have placed hand sanitizing stations throughout public buildings. When you see one, let it be a reminder that it’s a good time to wash your hands. We would also recommend that you carry a personal bottle of hand sanitizer with you at all times. When possible, avoid touching surfaces that are frequently touched like doors, handrails or elevator buttons. Though we’ll be cleaning those more frequently, they still present a risk. If you do touch them, sanitize immediately after. We’ll also refill your hand sanitizer for free at the front desks of both the Baker Pattillo Student Center and the Student Recreation Center.

• Ensure you are never less than 6 feet away (a distance of two axe handles) for 15 minutes or more with any individual who is not in your household. Roommates and suitemates are considered members of your household.

• Always wear a mask or other approved face covering when you are not in a private space such as a residence hall room. Students can obtain a free, disposable face mask from the front desk of the Baker Pattillo Student Center. If a student cannot afford a reusable cloth face mask, he or she can obtain one from the Office of the Dean of Student Affairs on the third floor of the student center. Students who refuse to wear a mask may face conduct charges.

If you are experiencing symptoms, contact the SFA Health Clinic. The staff there will help students arrange for testing and will conduct internal contact tracing. This tracing is designed to focus strictly on contacts that may have occurred on campus.

The SFA Health Clinic will coordinate the university’s efforts to support students who become sick. If those students live on campus, they will be provided a space to isolate until they are well again. Residence Life staff members will bring meals to these students, check in with them to see how they are doing and help connect them to services they may need.

The Office of the Dean of Student Affairs will regularly contact ill students living off campus to see how they are doing and will help them connect to necessary services as well.

A student who has tested positive for COVID-19 may only return to the classroom or on-campus activities when all three of the following criteria are confirmed met:

1) At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
2) The individual has significant improvement in symptoms;

and

3) At least 10 days have passed since symptoms first appeared.

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.