School of Human Sciences  
INDS 3319:001 Codes and Materials  
Fall 2020

Instructor: Sally Ann Swearingen, M.A., MFA, RID, IDEC, ASID & IIDA.

Course Time & Location:
On-Line & Virtual  
Virtual time: TU 9:30-10:45  
Available on-line to answer questions. Text first 936-554-9596 then we will meet in Zoom

Office: HMSS 101B

Office Hours:
M 2:15-2:45  
TU: 11:00-12 noon.  
Wed: 9:00 – 10:00 a.m.  
Thursday – 9-9:30 a.m. & 1:30-3:30 p.m.  
Other times by appointment only.

Office Phone: 936 468-2048
Other Contact Information: HMS  
Office 936 468-4502
Email: sswearingen@sfasu.edu  
saswearingen@yahoo.com

Office Hours:
I will conduct my office hours virtually due to social distancing or face to face. If you are on campus and prefer, we can meet somewhere in the building, or you can sit at my doorway. I want to see your face and get to visit with you. If you see that I have someone in my office, and another student is there, you can wait in the hall until I finished with the person who was already there, then you would come in and have your time with me. With zoom, we can follow the class link and meet virtually if you choose. We can set up a waiting room if necessary so you can have your privacy. Please call my office and we can set up a session.

Prerequisites:

I. Course Description: Codes and Materials
Building and interior does, including model codes, life safety, ADA and building materials used in residential and commercial interiors.

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

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.
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
- Collaboration 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

The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

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.

The student will demonstrate competence in his/her specific discipline using oral and written forms.

The student will be able to identify basic design fundamentals such as the elements and principles of design.

Students will be able to graphically convey a perspective drawing in 3 dimensions.

### Student Learning Outcomes

*Upon successful completion of the course, the student will:*

**Standard 15. Construction**

Student work demonstrates understanding that design solution affect and are impacted by:

- e) the integration of building systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing
- f) Monitoring systems including energy, security, and building controls systems. *(4)*

Students are **able to:**

- i) read and interpret base-building construction documents. *(5)*

**Standard 16. Regulations and Guidelines**

a) Students have **awareness** of the origins and intent of laws, codes, and standards. Student work demonstrates **understanding** of laws, codes, and standards that impact health, wellness, security, and fire and life safety, including:

- b) sustainable environment guidelines. *(1)*
- c) compartmentalization: fire separation and smoke containment.
- d) movement: access to the means of egress including stairwells, corridors, exitways.
### e) detection: active devices that alert occupants including smoke/heat detectors and alarm systems.

### f) suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.

**Students apply:**

### g) industry-specific regulations and guidelines related to construction. (2)

### h) industry-specific regulations and guidelines related to products and materials. (3)

### i) federal, state/provincial, and local codes and guidelines. (4)

### j) barrier-free and accessibility regulations and guidelines. (5)

**Additional Students will:**

### b) Discuss and value of integrated design practices. Guest lecturers creates an awareness of integrated practices in which the design process along with the approval process of working drawings within a jurisdiction.

### d) interaction with multiple disciplines representing a variety of points of view and perspectives. Guest lecturers of city building officials and city fire marshal creates an awareness of different disciplines perspective or point of view on interpretation of codes. Students visited different jobs sites with building officials to get a clearer understanding of their interpretation of residential and commercial codes.

This course enhances student learning in the area of Codes and serves as one of the foundation courses in the Interior Design Program in the School of Human Sciences. It also aligns with the standards of the Council for Interior Design Accreditation (CIDA) to promote learning and understanding of health, safety, and welfare issues in the built environment.

For additional information on meaningful and measurable learning outcomes see the assessment resource page [http://www.sfasu.edu/assessment/index.asp](http://www.sfasu.edu/assessment/index.asp)

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

**Course Assignments/ Activities:** In-class assignments and quizzes or all listed on the course calendar.

**Instructional strategies may include:** lectures, class discussion, group participation, guest speakers, and videos.
Use of Technology include: D2L/Bright space/ internet assignments/activities/research, and word processing plus video. Students MUST have access to a microphone, camera with their computer.

1. HMS 319 is a D2L on-line virtual and face to face course. Information notices will be posted on the course home page. The homepage includes icons for class assignments (dropbox), discussion board questions, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon, chats, and/or discussion postings. Please, if you have questions, contact me. We are here to help, but please read everything first.

2. Course content is delivered via video class lectures, readings and discussions, assigned readings, assignment, and questions directly relevant to the course content. Students should check the homepage on a daily basis for notices, mail, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date. Most worksheets are due before class on Tuesday and the quizzes and study problems by Friday. PLEASE be observant.

3. Students should check their grade points at least once a week. 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.

4. Assignments that are posted on the D2L Management System are predominately saved in the Word 2007 or later format or PDF.

IV. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course. (total of points)

\[
\text{A}=90-100\% \text{ of required points}; \ \text{B}=80-89\%; \ \text{C}=70-79%; \ \text{F}=0-69 \ %.
\]

(Final points may vary slightly due to pop quizzes and/or in class participation).

Course Points are earned through:

1. Scores on exams. There will be 2 main exams during the semester, which will be administered via MyCourses. Each week you will have a Quiz over each module/chapter... Students must contact the instructor prior to the exam or quiz dates if rescheduling is necessary for a compelling reason. All exams/ quizzes must be made up within 4 class days or a grade of zero will be recorded.

A. Exams and Quizzes include: Chapters Referenced: The codes guidebook for Interiors. Additional content information will be used from
IBC. When taking Exams and Quizzes you may use the IBC Code book. We want to get you familiar with the content.

1. **Two major Exams** – Mid-Term and Final
2. **Quizzes** – you have 11.

2. **In - or out - of class assignments.** In-class assignments **cannot be made up** if missed due to an absence, unless **prearrangements** have been made with the instructor. Students must be present in class to turn in all assignments that are due in class. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email. Review the Modules, Homepage and Course Calendar.

   A. **Assignments include:**
      1. Students introduce yourself video
      2. 11 Assignments- (due before class)
      3. 10 Study Problem (due on Friday after class)

   **Extra Points:** If you attend a city Commission Meeting and a Zoning Board Meeting you can receive extra credit. Must sign in and write a detailed paper on what was discussed at the meeting, list all the commissioners; state what you learned. You can earn up to 40 points toward your total points.

   4. **Zoning Board Meeting** 20 pts
   5. **City Commission Meeting** 20 pts

3. **Extra-Credit Options.** Opportunities to earn extra-credit may be given during the semester. These assignments may not be announced ahead of time and cannot be made up if missed. You may attend up to two 50 minute CEU’s that pertains to codes in general to receive a 10 point bonus each. You MUST have proof of attendance and a one page summary must be submitted. The 10 points are added to the total of your accumulative points.

   Evaluation forms are located in course through D2L

**WATCH FOR POSTED DATES OF DESGIN CEU’S on campus or attend one provided by TAID, ASID or IIDA.**

**V. Tentative Calendar**
Please Note: This calendar is subject to change at the discretion of the instructor. Check the calendar frequently for updates.
<table>
<thead>
<tr>
<th>Week of August 24-28th</th>
<th>Getting Started Module</th>
<th>Assignments</th>
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<tbody>
<tr>
<td></td>
<td>Module 1</td>
<td>• Make sure you have Version, 7 of &quot;The Codes Guidebook for Interiors&quot; by Katherine E. Kennon and Sharon K. Harmon and the 2018 IBC Codes book.</td>
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<td>• We will review how the class is set up and discuss expectations.</td>
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<td>• Note: Class only meets either virtually or face to face (that is your choice) on Tuesdays from 9:30-10:45 a.m.</td>
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<td>• <strong>Before class expectations:</strong> You will need to read the Chapter required and the chapter each week.</td>
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<td>• Complete the study worksheet</td>
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<td>• <strong>During Class:</strong> At the beginning of each class you will take a 5 question quiz over readings. Be ready to have dialogue and work through scenarios. We will discuss Chapters.</td>
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<td>• <strong>Homework:</strong> Take a quiz over the chapter we discussed in class.</td>
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<td>• Read the next chapter.</td>
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<td>• Make sure you review all video's and read the corresponding chapter in the IBC Book</td>
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<td>• 1st Weeks HOMEWORK:Get a jump start on next week - it is two chapters. Start reading Chapter 1 - you can complete your assignments ahead of time but NO late work is permitted. Chapter 1 Worksheet due this FRIDAY by 5 p.m. Study Problem and Quiz due by SATURDAY, August 28 at 11:30.</td>
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<td>• <strong>Before Class:</strong> Read Chapter 2: About Codes, Make sure you watch all video's. Review corresponding chapter in IBC. Chapter 2. Complete Worksheet and upload.</td>
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<td>• Read Chapter 2 in Text book: Accessibility &amp; watch the video. IBC Read Chapter 11: Accessibility. Complete worksheet for Chapter 2. Due at 8:00 a.m. day of class. Watch the Ron Blank &amp; Associates video (52 minutes) and take the quiz and upload for a grade.</td>
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<td>• <strong>During class</strong> - first 5 minutes take a 5 question quiz over Chapter 1 &amp; 2 from Text book (The Codes Guidebook for Interiors/7th edition). Will review Module 1 &amp; 2. Will discuss items within Codes, review the IBC book, how the course is set up.</td>
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<tr>
<td>Week</td>
<td>Module</td>
<td>Assignments</td>
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<td>Week of August 6 -</td>
<td>Module 3: Occupancy Classifications and Loads</td>
<td>review ADA, &amp; you will learn what TAS stands for. Be ready to discuss.</td>
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<td>11</td>
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<td>• <strong>Homework assignment</strong>: Study Problem Due Thursday, by 11:30 p.m.; Quiz 2 Due Friday by 5 p.m.</td>
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<td>• Begin reading next chapter.</td>
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<td>• <strong>Before Class</strong>: Review the entire module. Read Chapter 3 in the Text book (pages 55-94) and Read Chapter 3 in IBC - Use and Occupancy Classification.</td>
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<td>• <strong>During Class</strong>: first 5 minutes take a 5 question quiz over Chapter 3 Pages 55-94. Be ready to work through some scenarios.</td>
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<td>• <strong>Homework</strong>: Read in Text book Pages 94-107</td>
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<td>Week of 13-18</td>
<td>Module 3: Occupancy Classifications and Loads Cont'd</td>
<td>• <strong>Before Class</strong>: Re-read entire chapters.Work through the Worksheet for Module 3. Due at 8:00 a.m. day of class.</td>
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<td>• <strong>During Class</strong> - be prepared to work through different scenarios and learn how to figure occupant loads.</td>
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<td>• <strong>Homework</strong>: Complete Study Problem Worksheets Due Thursday &amp; take Quiz Chapter 3 by Friday at 5 p.m.</td>
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<td>Week of Sept. 20-25</td>
<td>Module 4: Construction Types and Building Sizes</td>
<td>• <strong>Before Class</strong>: Read Chapter 4 in Text book and Chapter 5 &amp; 6 in IBC.</td>
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<td>• Work through the Worksheet for Module 4 Due day of class by 8:00 a.m.</td>
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<td>• <strong>During Class</strong> - be prepared to work through scenarios and learn how to utilize tables in IBC.</td>
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<td>• <strong>Homework</strong>: Complete study problem Worksheet Due Thursday and take Quiz Chapter 4 by Friday at 5 p.m.</td>
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<td>Week of Sept. 27 -</td>
<td>Module 5: Means of Egress</td>
<td>• <strong>Before Class</strong>: Read Chapter 5 in Textbook and Chapter 10 in IBC. (Lots of information so read it thoroughly)</td>
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<td>Oct. 2</td>
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<td>• <strong>During Class</strong> - be prepared to work through tables in the chapter and scenarios from IBC</td>
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<td>Week of</td>
<td>Module</td>
<td>Assignments</td>
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<td>Oct. 4 - 9th</td>
<td>Module 5: Means of Egress Cont'd</td>
<td><strong>Week</strong></td>
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<td>• <strong>Homework</strong>: Re-read Chapters above, you also have a CEU video to watch and upload the certificate. It is a 50 minute video with a 10 question quiz.</td>
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<td>• <strong>Before Class</strong>: Review readings. Work through worksheet for Module 5, Due prior to class.</td>
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<td>• <strong>During Class</strong>: - continue with tables and discussion.</td>
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<td>• <strong>Homework</strong>: Complete study problems 1 &amp; 2 by Thursday 11:30 pm and Take quiz Chapter 5 by Friday at 5 p.m.</td>
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<td>Oct. 11-16th</td>
<td>Mid-Term</td>
<td><strong>Week of</strong></td>
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<td>• <strong>Before Class</strong>: Review all your modules and worksheets: Answers will be posted for your review.</td>
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<td>• <strong>Mid-Term</strong>: Open Tuesday, Oct. 13th - 8:00 a.m. - Friday Oct. 16th at 12 noon.</td>
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<td>Oct. 18th - 23rd</td>
<td>Module 6 - Fire and Smoke Resistant Assemblies</td>
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<td>• <strong>Before Class</strong>: Read Chapter 6 in your text book and in IBC Read Chapter 7 and content in Module.</td>
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<td>• Start working on worksheet. Complete before Class.</td>
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<td>• <strong>During Class</strong>: We will discuss charts and tables and work through some scenarios.</td>
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<td>• <strong>Homework</strong>: Read Pages 232 - 256. Complete Study Problems, Due Thursday and take Quiz Due Friday.</td>
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<td>Oct. 25-30</td>
<td>Module 7 - Fire Protection Systems</td>
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<td>• <strong>Before Class</strong>: Read Chapter 7 in your textbook and in IBC Read Chapter 9, start working on worksheet and complete prior to class. (may want to look at Chapter 24 in IBC)</td>
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<td>• <strong>During Class</strong>: We will discuss locations of equipment, review charts and have a guest speaker.</td>
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<td>• <strong>Homework</strong>: Study Problems due, Thursday and take Quiz by Friday.</td>
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<td>Nov. 1 - 6</td>
<td>Module 8</td>
<td>Plumbing and Mechanical Equipment Requirements</td>
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<td>• <strong>Before Class</strong>: Read Chapter 8 in your text book and Chapter 29 &amp; 28 in IBC</td>
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<td>• Complete Worksheet</td>
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<td>• <strong>During Class</strong>: Discuss Charts, work through scenarios</td>
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<td>• <strong>Homework</strong>: Study Problems due Thursday and take Quiz by Friday at 5 p.m.</td>
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**Week** | **Module**                    | **Assignments**                                                                                                                                                                                                 |
---|---|---|
**Week of Nov. 8-13** | Module 9 Electrical and Communication Requirements | - **Before Class:** Read Chapter 9 in your textbook and Chapter 27 in IBC.  
- Complete Worksheet before class  
- **During Class:** Discuss Charts and wiring.  
- **Homework:** Study Problems due Thursday and take Quiz, due Friday by 5 p.m.  

**Week of Nov. 15-20** | Module 10: Finish and Furniture Selection | - **Before Class:** Read Chapter 10 in your textbook and Chapter 8 in the IBC.  
- Complete Worksheet  
- **During Class:** Discuss the different testing, review Charts, how to specify materials and what to look for.  
- **Homework:** Study Problems due Thursday and Quiz due by Friday at 5 p.m.  
- If you get a chance in your hometown - Go meet the building inspector and learn and ask about their process on getting a building permit.  

**Week of Nov. 22-28** | | **THANKSGIVING Break Enjoy your family!**  
- **Before Class:** Read Chapter 11 in your textbook and Appendix C and Appendix A in IBC  
- **Worksheet due**  
- **During Class:** Discuss Charts, work through the process and guest speaker of a code official.  
- **Homework:** No Study Problem and Quiz due Thursday at 9 a.m.  
  Review for Final Thursday, Dec. 3rd at 9:30 a.m.  

**Week of Nov. 29-Dec. 4** | Module 11: Code Officials and the Code Process |  

**Dec. 7-10** | Final Exam Week | **Final Exam:** Opens Tuesday, Dec. 8th at 9:00 a.m. and Closes Thursday Dec. 11th at 10 a.m.  

**VI. Readings (Required and recommended—including texts, websites, articles, etc.):**  
Harmon, S. The Codes Guidebook for Interiors, edition 7  
Texas Accessibility Standards Field Reference Manual, order by www.supportTAlD.org

You will not have an assignment that requires you to implement work into LiveText.

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.

FEM Statement: (NOT required for this course but will be before you enlist in HMS 420/Practicum / Internship.

In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $18.00.

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:

Attendance: (Interior Design Policy)
Class attendance is vital to success in this course and is expected from all students. Class will begin and end on time. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for a quiz, test, or special activity. In addition, any hard copy assignments and projects due will be due at the beginning of class. Due to the potential for excessive disruption in the learning environment, the classroom door will be locked once class begins, starting the third week of class. As a courtesy, interior design faculty permit students One free, undocumented absences per course each semester. Please use wisely.

This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular function). If additional absences are incurred, 3 points will be deducted from the final point total for each day the student is not in attendance. Attendance will be taken from the sign-in sheet circulated each class session or roll.

It is the student's responsibility to sign-in personally. Do not sign the attendance sheet for another student nor ask someone else to sign for you. This is dishonest and unethical and is inappropriate behavior for an emerging professional. Students may not sign the attendance sheet after class has been dismissed for the day. Students are expected to arrive on time and remain for the entire class session to receive attendance credit. Students who leave early and/or neglect to sign in may be counted absent.

The instructor should be notified immediately if an extended illness occurs. Documentation of an extended illness is mandatory. Any student having a PLANNED ABSENCE for an SFA university function MUST NOTIFY the professor IN WRITING prior to the absence. This note should be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes may 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.
Policy 6.7 University Policy: 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.

Class participation:
Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student's responsibility to read the material assigned in the class schedule prior to the class period to be able to participate effectively in class discussions and/or activities.

Cell Phones:
Cell phones must be turned off and placed out of sight during class. It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. In the unusual circumstance that one must leave his/her phone on vibrate (with a sick child at home or waiting for emergency information via phone), notifying the instructor at the beginning of class is appropriate and expected to avoid confusion.

Presentation Attire:
Modest, comfortable dress is expected for regular classes. For class presentations, professional dress or professional casual 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 up or back. Common professional dress ERRORS TO AVOID are denim clothing, tennis shoes, flip-flops, sleeveless clothing, tight-form-fitting clothing, bare midriffs, underwear that shows, low-rise pants which reveal naval abdomen or lower hips area, and low-cut tops which reveal the male chest or female cleavage.
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 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 Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Final Exams: Final exam date and time is established by the university, and are not to be changed by the faculty. Please do not ask to change the final exam date or time. Your exam will be on-line.

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 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/disabilitieservices/.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Academic Integrity

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

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to:
(1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class;
(2) the falsification or invention of any information, including citations, on an assigned exercise; and/or
(3) 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 your own. Examples of plagiarism are:
(1) submitting an assignment as if it were one’s own work when it as at least partly the work of another person;
2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
(3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

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 Semester Grades Policy (5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/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, except as allowed through policy [(i.e., Active Military Service (6.14)] 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. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp

**Instructor Conferences:**
All students are encouraged to take time to meet individually with the instructor during the semester. Every effort will be made to respond to individual needs. If at any time a student feels that s/he is having problems related to the course, s/he is advised to contact the instructor as soon as possible. Likewise, the instructor may request a meeting with a student outside of class time if necessary. Many problems can be resolved easily if promptly addressed. Students are invited to “chat” with their instructor, in addition to face to face meetings. While the instructor does hold regular office hours, it is strongly recommended that students make an appointment to avoid unforeseeable conflicts.