Syllabus

INS 4113 -602 Portfolio Development
2 Credit Hours
INDS 4113-602
Fall 2020

Instructor: Sally Ann Swearingen RID Interior Designer, MFA.
Office: Human Sciences South 101 C
Office Phone: (936) 468-2048
Office Hours: Tuesday 1:15- 2:30 p.m.; Wed. 9-10 a.m.; Thurs. 9-11:45 available other times virtually or face to face by texting 936-554-9596 to set up an appointment.

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

Email: sswearingen@sfasu.edu

Preferably, use Brightspace to send emails related to the course. If Brightspace is unavailable, send email to sswearingen@sfasu.edu and include “INDS 4113” somewhere in the subject line.

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

Course Information

Prerequisites

Senior standing.

Course Description

Organization and refinement of portfolio elements, showcase of student work and development of a digital portfolio.

Course Goals

Program Learning Outcomes

1. Resource Development: The students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.
2. Professional Behavior: The student will exhibit the professional behaviors (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in his/her specific discipline) expected in the fields of Human Sciences.

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

4. Service Attitude: The student will demonstrate a positive service attitude.

Course Objectives (Student Learning Outcomes)

This course is designed to provide students with a basic understanding of the field of Merchandising. Upon completion of this course, students should be able to:

1. The terminology and language necessary to communicate effectively with members of allied disciplines.
2. Express ideas and their rationale in oral communication.
3. Express ideas and their rationale in written communication.
4. Identify the importance of research and how it affects your portfolio development.
5. Analyze philosophical changes which have occurred in the profession.
7. Investigate the development of the student’s specialization and the impact on the profession.
8. Understand the culture of the profession.

Course Materials

Required Text: Interiors – second edition by Stephanie A. Clemons; GW Publisher
Author: Stephen A. Clemons
ISBN: 978-1-64564-140-7

Required Technology: This course will be delivered through the university’s Learning Management System (LMS), Brightspace. Each student is required to have access to a computer with internet capabilities in order to access the course. Each student is also required to have a working, university (sfasu.edu) email account. In addition, students must have a camera and a mic along with accessible Internet.

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. Some assignments may require audio files. Students must have a working computer microphone or the ability to add audio to files on their computer to complete these assignments. Files with audio are submitted as PowerPoint files. All other submitted files must be in PDF or Word format.

Technical Support

If at any point during the course you experience technical difficulties in Brightspace, please let your instructor know immediately.

You will also need to contact the SFASU Brightspace Support Team by email (d2l@sfasu.edu) or phone (936.468.1919) for technical help.
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.

Course Assignments, Activities, Instructional Strategies.

Each module has an assignment that will be due the day before each week. All of the assignments will be uploaded in d2L in dropbox. The final portfolio in two modalities will be due the week of final exam. Note this is an 8 week course. It is fast pace.

Course Points are earned through:
Assignment 1:  50 points
Assignment 2:  50 points
Assignment 3:  50 points
Assignment 4A: 50 points
Assignment 4B:  50 points
Check Review:  50 points
Final Portfolios and 200 points

Academic Integrity

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

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

Student Academic Dishonesty: Policy 4.1

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

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
• using or attempting to use unauthorized materials on any class assignment or exam;
• falsifying or inventing of any information, including citations, on an assignment; and/or;
• helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

• submitting an assignment as one’s own work when it is at least partly the work of another person;
• submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
• incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

For additional information about academic dishonesty, please read and abide by the complete university policy at SFASU Academic Dishonesty Policy.

**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.

**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.

**COVID**
Due to the outbreak of COVID if you are on campus or attending any class, a Mask is required in all meetings and while meeting with any professor on campus. Six foot Social distancing must be followed.