**INSTRUCTIONS**

1. **Course Description:**
   Capstone course in which each student designs a creative visual showcase exhibiting their knowledge of trends, elements and principles of design, and merchandising techniques gained throughout their coursework.

2. **Course Justification:**
   INDS 4102 Merchandising Showcase 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 digital presentation in week 16. Students in the course will create a capstone project—a free-standing original individual display to include a digital portfolio. Weekly activities are: help clean up gallery from last displays, create a sketch of the original display, participate in advertising the display on social media, and helping send a mail out to invited guests. Students also must participate in Community Service. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities.

3. **Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):**
   Faculty, staff, alumni and students of Stephen F. Austin State University believe in doing things "The SFA Way," by expecting the best from ourselves and from each other. We hold each other accountable when we fail to maintain these standards. Five “root principles” upon which the SFA Way are grounded, and that the members of the SFA community use to strive for personal excellence in all that we do are: respect, caring, responsibility, unity, and integrity. More information about these principles can be found at [http://www.sfasu.edu/universityaffairs/182.asp](http://www.sfasu.edu/universityaffairs/182.asp)

   The objectives of this course support the University Vision to be "a high quality, student-focused, comprehensive university whose graduates are productive citizens and successful leaders" and the University Mission to "provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship." Understanding the global nature of the fashion industry is particularly important for professionals in fashion merchandising to develop commitment to responsible global citizenship.

   The objectives of this course support the James I. Perkins College of Education (PCOE) Vision, Mission, Goals and Core Values to "prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development." The PCOE values and goals are: 1) Academic excellence through critical, reflective, and creative thinking, 2) Lifelong learning, 3) Collaboration and shared decision-making, 4) Openness to new ideas, to cultural diverse people, and to innovation and change, 5) Integrity, responsibility, diligence, and ethical behavior, and 6) Service that enriches the community.
James I. Perkins College of Education Diversity Statement is found at: http://coe.sfasu.edu/about-us/

Student learning outcomes for fashion merchandising courses are aligned with International Textiles and Apparel Association (ITAA) Four-Year Baccalaureate Program Meta-Goals—Industry Processes; Appearance and Human Behavior; Aesthetics and the Design Process*; Global Interdependence; Ethics, Social Responsibility, and Sustainability; Critical, Creative, and Quantitative Thinking*; and Professional Development.
* Asterisks indicate the goals addressed specifically by this course.

**Program Learning Outcomes**

This course enhances student learning and serves as one of the foundation courses in the Merchandising program in the School of Human Sciences. No specific program learning outcomes for this major are addressed in this course.

This course supports Merchandising Program Learning Outcomes (PLOs) listed below:

- 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 know the global issues facing fashion merchandising.

**Student Learning Outcomes**

- Gain information on a variety of careers in merchandising and the importance of mathematics to each.
- Review fundamentals of arithmetic (percentages, fractions, decimals.)
- Practice practical word problems which occur in everyday merchandising situation
- Become familiar with principles and terminology important to understanding profitable merchandising.

**IV. Course Assignments, Activities, Instructional Strategies, use of Technology:**

**V. 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.

Course Points are earned through:
1. Clean up gallery of old display and put everything up neatly, 50 points
2. Sketch of original exhibit idea, 100 pts.
3. Senior Exhibit, 750 pts
4. Participation in social media, 100 pts
5. Participation in mail out, 100 pts
6. Participation in keeping the Merchandising Gallery open for visitors, 100 pts
7. Community Service, 60 pts

*Grading scale:*

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A (represents exceptional work-above &amp; beyond expectations)</td>
</tr>
<tr>
<td>80-89%</td>
<td>B (represents above average work)</td>
</tr>
<tr>
<td>70-79%</td>
<td>C (represents average work)</td>
</tr>
<tr>
<td>60-69%</td>
<td>D (represents somewhat unacceptable work—not up to expectations)</td>
</tr>
</tbody>
</table>

*Note: A letter grade may be deducted from the final grade for having more than 1 absence.*
### VI. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24</td>
<td>Course overview. Discuss dates for the Show. View invitation from last year.</td>
<td>Research Display Ideas</td>
</tr>
<tr>
<td>2</td>
<td>8/31</td>
<td>View Display Space. Discuss Gallery layout.</td>
<td>Create a layout for the Gallery.</td>
</tr>
<tr>
<td>3</td>
<td>9/7</td>
<td>Discuss Invitation and dates for shows. Create a schedule for students to keep Gallery Open.</td>
<td>Work on Display Plan</td>
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<tr>
<td></td>
<td></td>
<td>Develop display theme based on individual career or interest.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/14</td>
<td>Meet with instructor one-on-one to discuss individual display—Group 1</td>
<td>Finish Design Layout</td>
</tr>
<tr>
<td>5</td>
<td>9/21</td>
<td>Meet with instructor one-on-one to discuss display. Group 2 Students clean up gallery and put all clothing and props up neatly and carefully.</td>
<td>Finish Design Layout</td>
</tr>
<tr>
<td>6</td>
<td>9/28</td>
<td>Check out TV’s to Group 1 students. Create a team with 1 student from Group 1 and Group 2. Students will assist each other with set-up. Group 1 set-up.</td>
<td>Group 1 set up show</td>
</tr>
<tr>
<td>7</td>
<td>10/05</td>
<td>Continue Group 1 set-up. Be sure to have signage. Must complete set-up Friday evening.</td>
<td>Group 1 set up show</td>
</tr>
<tr>
<td>8</td>
<td>10/12</td>
<td>Gallery open</td>
<td>Select an hour a week to keep gallery open.</td>
</tr>
<tr>
<td>9</td>
<td>10/19</td>
<td>Gallery Open</td>
<td>Select an hour a week to keep gallery open.</td>
</tr>
<tr>
<td>10</td>
<td>10/26</td>
<td>Group 1 take down and Group 2 set-up</td>
<td>Group 2 set-up show</td>
</tr>
<tr>
<td>11</td>
<td>11/02</td>
<td>Group 2 set-up. Must be complete by Friday evening for Showcase Saturday tour.</td>
<td>Group 2 set-up show</td>
</tr>
<tr>
<td>12</td>
<td>11/09</td>
<td>Gallery Open</td>
<td>Select an hour a week to keep gallery open.</td>
</tr>
<tr>
<td>13</td>
<td>11/16</td>
<td>Gallery Open</td>
<td>Select an hour a week to keep gallery open.</td>
</tr>
<tr>
<td>14</td>
<td>11/23</td>
<td><strong>Fall Break &amp; Thanksgiving Holiday</strong></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>11/30</td>
<td>Wrap Up and Review for Final Examinations</td>
<td>All students help take down displays and put up merchandise.</td>
</tr>
<tr>
<td>16</td>
<td>12/07-9</td>
<td><strong>FINAL EXAM</strong>—Digital Presentation submitted online</td>
<td>Due Wednesday, Dec. 9 @ 11:59 PM</td>
</tr>
</tbody>
</table>

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

**Textbook: None. Readings will be provided in course in BrightSpace/D2L**

### VIII. 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.

Additional Note: Students will receive an email stating the time frame during which evaluations will be available for completion. Students who complete the course evaluation process will receive five extra credit points on the final examination. Students who fail to complete the course evaluations on-line during the announced time forfeit the opportunity to provide an evaluation.

IX. Student Ethics and Other Policy Information: Found at https://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 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. NOTE: As a courtesy, faculty permit students ONE free (or up to a week) undocumented absences per course each semester. After the third absence, students will be dropped one letter grade on their semester total grade.

Additional Note: This course is a web-enhanced face-to-face course. Regular, punctual attendance is required on regularly scheduled class days and is important for success in the course. Students are expected to attend for the full class period and are required to be responsible for any information or materials given in class. Supplemental materials or handouts given in class will only be distributed one time in class—students who are not in attendance cannot receive these at a later time. The course syllabus, course calendar, assignments, mail and grades will be posted on the Desire to Learn (D2L) course web page. Web-directed activities or assignments may substitute for class attendance only on days specified on course calendar, in web-page email, or announced in class. Students are expected check the home page, web mail and course calendar prior to each class and to be prepared for each class meeting by reading the assigned materials.

 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/disabilitiesservices/

Student Academic Dishonesty: Policy 4.1

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

Definition of Academic Dishonesty

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

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

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 Early Alert Program at SFA.

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:

*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 if 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.

**University Policies and Information**—This class will adhere to all applicable university policies. Students should read and be familiar with policies in the General Bulletin.

**Assignments**—To receive points for an assignment, it must be submitted AS INSTRUCTED, through D2L Dropbox or in class. To receive credit, any work must have 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 instructor for grading must be neat and professional. Late work will be penalized 10 percent of point value per class day. ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED AFTER THE LAST SCHEDULED CLASS MEETING TIME, in other words, no work may be submitted for grading during final exam week or thereafter.

**Exams**—Students must bring a number two lead pencil(s) for the written portion of each exam; pencils and a non-graphing/non-memory calculator must be brought by students for the calculations portion or each exam. 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 computer answer sheet and pencil. All books and papers must be closed and stowed out of sight beneath the seat. Cell phones must be turned off and stored out of sight during exams. No caps with bills are allowed to be worn during exams. No electronic listening devices of any kind may be used during exams. If a student leaves the exam room, his/her exam must be turned in at that time—students may not leave and then return to continue on the exam.

**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. If these two requirements are met, the student may set an appointment with the instructor for a makeup exam within the following two weeks. This procedure applies to missing one exam only. All students must take the final exam at the official university-scheduled final examination time. Any requests for other times for the final exam must be for a legitimate reason and must be submitted in writing at least two weeks in advance to allow approval through appropriate university channels. Any extenuating circumstances must be discussed individually with the instructor during office hours or by appointment.

**Facilities**—According to the Department of Human Sciences Building Policy, eating and drinking of beverages are prohibited in all classroom and instructional laboratories unless these are part of the instructional process. This policy will be enforced.

**Cell Phones**—Cell phone use is not allowed during class or examinations. Cell phone must be turned off and stored out of sight when class begins and remain off and out of sight until class is dismissed at each class meeting.

**Laptops Computers & Tablets**—Laptop computers & tablets may be used in class for class purposes ONLY, except during exams (see exam policy above), unless banned by the instructor. Instructor has the right to ban computers for the remainder of the semester in the class if students are observed during any class meeting time to be using devices for inappropriate purposes unrelated to class.

**Dress**—Modest, comfortable dress is expected of all students for regular classes. For class presentations, professional dress is required of students. 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, underwear that shows, tight-form-fitting clothing, bare midriffs, and low-cut tops which reveal male chest or female cleavage, low-rise pants which reveal naval, abdomen or upper hips.