Instructor: Dr. Gina Fe G. Causin  
Course Time & Location: 100% Online via D2L  
NOTE: 8-week course completed from 1/15/2020-3/4/2020  

Office: 106A HMSN  
Office Hours: M: 10am-12pm; TR: 2pm-3:30pm or by appointment  

Office Phone: 936-468-1411  
Credits: 3  

Other Contact Information: D2L course email  
Email: causingf@sfasu.edu

Prerequisites: NONE

I. Course Description: (brief paragraph)

Rationale, design, delivery and evaluation of professional presentations for diverse audiences, instructional interaction, and product promotion.

Course Justification (as submitted May 1st)
HMSC 3332 “Communicating Human Sciences Content” (3 credits). This course will be taught 100% online via Brightspace by D2L. Students will receive extensive course content information via online content modules, equivalent to 300 minutes per week for 8 weeks and includes a two-hour final exam. In addition, students have significant weekly reading assignments from the course textbook. Students in the course will engage in a variety of assignments which can include, but are not limited to, course content exams, in-class or online discussions, academic papers, presentations, reflection papers or journals, and quizzes. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities and assessments.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

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

The learning outcomes 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 program and student learning outcomes 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 culturally diverse people, and to innovation and change; 5) Integrity, diligence, and ethical behavior, and; 6) Service that enriches the community.

Program Learning Outcomes:

PLO #1
The student will display professional dispositions (academic excellence, lifelong learning, collaboration, openness, integrity, and service) related to the field of Human Sciences

PLO #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 the field of Human Sciences.

1. Demonstrate knowledge of tools, equipment, and supplies used in Human Sciences and related occupations.
2. Research standards for professional oral and written communication as related to Human Sciences content and delivery systems.

“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes:

1. The student will demonstrate competence in his/her specific discipline using oral and written forms
2. Assess human sciences delivery systems and their appropriateness for use with various target audiences
3. Research standards for professional oral and written communication as related to human sciences content and delivery systems
4. Apply knowledge gained through academic specialization areas to professional presentations
5. Demonstrate knowledge of tools, equipment, and supplies used in human sciences and related occupations
6. Evaluate professional presentations by identified standard techniques
7. Related skill developed in professional communication and presentation to entrepreneurial opportunities
8. Investigate potential audience for human sciences related content
9. Design and create various forms of communication media related to his/her specific discipline
10. Analyze diverse needs of potential audiences
11. Illustrate what is a digital citizen and digital leader

This course aligns with the following TEA Educator Standards:

Standard I: 1.1k, 1.2k, 1.4k, 1.8s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s
Standard V: 5.8k, 5.9k, 5.10k, 5.4s, 5.5s, 5.9s

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

This course is delivered entirely online through Brightspace by D2L, with course content, readings, PowerPoint presentations, and links to webpages available within the content modules in Brightspace by D2L. Students will complete a variety of assignments which allow them to create communications for a company or agency they identify in their Student Introductions. This organization should be relevant to the student’s course of study and future profession and will serve as the foundation for all communications created throughout the course. Assignments will include the development of a brochure, press release, and PowerPoint presentation in addition to various activities related to social media (Twitter, Blogs, Facebook, Instagram, YouTube). In order to encourage higher-order thinking, students will be asked to evaluate examples of communications and analyze them and/or redraft them. The student will also complete a comparative analysis of social media use by the company identified in the student introductions.

Netiquette: All work, including emails, assignments, and discussion boards must abide by “netiquette” rules. Professional and appropriate language, grammar, spelling and syntax must be used in all communications. Be respectful to your classmates and professor. Do not use “IM-style” writing at ANYTIME. Grades will reflect your level of professionalism.

ALL e-mails must contain grammar, spelling, and sentence structure. No ALL CAPS, run-on sentences, texting-type or IM-type of writing will be accepted. Improper e-mails will be returned, unanswered. This is a university-level course and students must use professional emails in preparation for future management positions.

Students should expect a response to emails and phone calls within 24-48 hours from your contact efforts. Allow 5 business days (Monday-Friday) to expect a response to your inquiries.

IV. Evaluation and Assessments (Grading):

Assignments are due at the determined time and are listed in the course syllabus on the calendar. Late work is not an option and will only be considered when the student can provide a university-excused absence (official documentation must accompany the assignment when submitted). Evaluation and assessment will include assignments listed below. Each student
should strive to earn as many points as possible. The semester grade is based on a percentage of points earned.

<table>
<thead>
<tr>
<th>GRADE ITEMS</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Student Introduction Discussion Post</td>
<td>25</td>
</tr>
<tr>
<td>Press Release Assignment</td>
<td>50</td>
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<tr>
<td>Brochure Assignment</td>
<td>50</td>
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<tr>
<td>Oral Communication Observation: Scenario Assignment</td>
<td>50</td>
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<tr>
<td>Oral Presentation with PowerPoint</td>
<td>150</td>
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<tr>
<td>Email Assignment</td>
<td>20</td>
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<tr>
<td>Video-Conference Assignment</td>
<td>75</td>
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<tr>
<td>Twitter Assignment</td>
<td>20</td>
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<tr>
<td>YouTube Assignment</td>
<td>50</td>
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<tr>
<td>Blogpost Assignment</td>
<td>30</td>
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<tr>
<td>Comparative Analysis of Social Media Assignment</td>
<td>50</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>570</strong></td>
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**Grade Percentage:**

<table>
<thead>
<tr>
<th>Grade Percentage</th>
<th>Point Spread</th>
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<tbody>
<tr>
<td>A – 90% and above</td>
<td>513 – 570</td>
</tr>
<tr>
<td>B – 80 to 89%</td>
<td>456 – 512</td>
</tr>
<tr>
<td>C – 70 to 79%</td>
<td>399 – 455</td>
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<tr>
<td>D – 60 to 69%</td>
<td>342 – 398</td>
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<tr>
<td>F – 59% and below</td>
<td>341 and below</td>
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**Philosophy & Policy for Evaluation**

Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, the student must go above and beyond the basic requirements of the assignment.

**A (Excellent)** Student’s work is of exceptional quality and the solutions show depth of understanding of the assignment requirements. Submission is fully developed and presented well both orally and graphically. The full potential of the assignment has been realized and demonstrated. An “A” indicates work that is exceptional, out of the ordinary, and above and beyond what was required for the assignment. Hard work does not always yield this. Several “all-nighters” does not always yield this.

**B (Good)** Student’s work shows above average understanding and clear potential. All assignment requirements are fulfilled or exceeded and are clearly and concisely presented. Being in class every day does not always yield this.

**C (Fair)** Student’s work meets the minimum objectives of the course and solves major project requirements. Submission shows normal understanding and effort. Quality of submission, as well as the development of knowledge and skills is average. A “C” means you have done everything that was expected; you came to class, worked very hard, and generated a response
to the assignment that was complete, average, and acceptable. It does not mean you have failed. Completing an assignment and working hard does not guarantee satisfactory results.

**D (Poor)** Student’s work shows limited understanding and/or effort. Minimum assignment requirements have not been met. Quality of submission or performance as well as development of knowledge and skills are below average.

**F (Failure)** Student’s work is unresolved, incomplete, and/or unclear. Minimum course objectives or assignment requirements are not met, and student’s submission shows lack of understanding and/or effort. Quality of submission is not acceptable. Merely completing a project does not mean it earns at least a passing grade.

Students should check their grade points at least once a week in the Brightspace course system. 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.

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Module and Assignments</th>
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<tbody>
<tr>
<td>Jan 15-19</td>
<td><strong>Module 1: Introduction</strong></td>
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<td></td>
<td>Student Introduction Discussion Post (25 points) due Jan. 19 by 11:30 pm in Brightspace</td>
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<td>Jan 20-26</td>
<td><strong>Module 2: Audience Analysis (PR), Concepts, and Objectives</strong></td>
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<td>Press Release Assignment (50 points) due Jan. 26 by 11:30 pm in Brightspace</td>
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<td></td>
<td>Brochure Assignment (50 points) due Jan. 26 by 11:30 pm in Brightspace</td>
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<tr>
<td>Jan 27-Feb 2</td>
<td><strong>Module 3: Oral Communications and Interpersonal Skills</strong></td>
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<td>Feb 3-9</td>
<td>Oral Communication Observation: Scenario Assignment (50 points) due Feb. 2 by 11:30 pm</td>
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<td>Oral Presentation with PowerPoint (150 points) due Feb. 9 by 11:30 pm in Brightspace</td>
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<td>Feb 10-16</td>
<td><strong>Module 4: Electronic Communications</strong></td>
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<td>Email Assignment (20 points) due Feb. 16 by 11:30 pm in Brightspace</td>
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<td>Video Conference Assignment (75 points) due Feb. 16 by 11:30 pm in Brightspace</td>
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<td>Feb 17-23</td>
<td><strong>Module 5: Social Media Communications</strong></td>
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<td>Feb 24-Mar 4</td>
<td>Twitter Assignment (20 points) due Feb. 23 by 11:30 pm in Brightspace</td>
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<td></td>
<td>YouTube Assignment (50 points) due Feb. 23 by 11:30 pm in Brightspace</td>
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<tr>
<td></td>
<td>Blogpost Assignment (30 points) due Mar. 1 by 11:30 pm in Brightspace</td>
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<tr>
<td></td>
<td>Comparative Analysis of Social Media Assignment (50 points) due Mar. 4 by 11:30 pm</td>
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</table>
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Required: Brightspace online course content; no other textbook is required.

Follow APA 6th edition manual format in writing, citing and referencing.

VII. Course Evaluations:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at http://www.sfasu.edu/policies/

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided.
Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

**Student Academic Dishonesty: Policy 4.1**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

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

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

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

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

**Withheld Grades: Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to
all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

IX. Other Relevant Course Information:

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

Course Participation/Attendance---Attendance (logging in to Brightspace by D2L regularly) is critical for success in a hybrid/online course. Students are expected to login to Brightspace by D2L frequently to participate in course activities and receive course announcements and/or email. Do not wait until the deadline to submit course activities…if students experience any difficulty, waiting until the last minute to submit the assignment could result in a missed deadline and a grade of “0” for the assignment. All assignments must be submitted as directed in the course syllabus, whether during class (F2F) or in the Brightspace by D2L Dropbox. It is the student’s responsibility to check the Brightspace by D2L course for any announcements regarding necessary changes in due dates, assignment instructions/updates, class meetings, etc. Please do not wait until the last minute to ask questions about assignments that are due…emailing the instructor questions about an assignment at 8:00 pm for an 11:30 pm deadline will not result in having your questions answered. Self-discipline is a requirement and critical for success in an online/hybrid course. Students in an online course should take the initiative to check the course calendar regularly for due dates and should always email the instructor if there are any personal issues that are affecting course participation. Students experiencing technical difficulty should contact SFA’s Office of Instructional Technology (OIT) immediately at 468-1919…computer issues are not an excuse for the failure to submit course assignments and activities, especially when you have a large window of time to complete them.

Assignments---To receive points for an assignment, it must be submitted AS INSTRUCTED, through the Brightspace by D2L Dropbox or in class. To receive credit, any work must have the student name prominently displayed on the first page, or if in a folder or notebook, on the outside as well. Any work submitted to the professor for grading must be neat and professional. Late work will automatically be penalized 5 points, even if it is only minutes late. It is your responsibility to submit your assignments on time. **MISSING WORK SUBMITTED MORE THAN ONE WEEK AFTER ITS DUE DATE OR DURING DEAD WEEK WILL ONLY BE ELIGIBLE FOR HALF CREDIT. ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED AFTER THE LAST SCHEDULED MEETING TIME.** In other words…no work may be submitted during finals exam week or thereafter.

Exams---Students are expected to be on-time to begin each exam. Those arriving late will not be granted additional exam-taking time. Those arriving after any other students have completed the exam and left the room will not be allowed to take the exam and will receive zero points for the exam. To begin the exam and during the exam period, the student work area must be cleared of all materials except the scantron answer sheet and/or instructor provided answer sheet and pencil or pen. All books and papers must be closed and stored out of sight beneath the seat or table. Cell phones must be turned off and stored out of sight during exams. No caps or sunglasses should be worn during exams. No electronic listening devices of any kind
may be used during exams. Students may not leave the room then return again to finish an exam. If a student must leave the room, the exam must be turned in prior to exiting. Students must read and follow directions in filling in the scantron answer sheet correctly. Failure to fill out the form correctly may result in a penalty of up to 10 points. For exams taken electronically in D2L---you must complete the exam/quiz during the time which it is available in D2L. Please note that all exams/quizzes in D2L are timed and once the time expires, you will not be allowed to finish the exam or make any changes. Once the exam/quiz closes, you will no longer have access to it. If you fail to complete the exam during that window of time, you will receive a “0” for the exam/quiz grade.

Missing an Exam---According to university policy, serious personal illness or death in one’s immediate family are acceptable reasons for an exam to be missed. Zero points will be recorded for an exam when missed for unacceptable reasons. When an acceptable reason arises, to receive points, the student must notify the instructor PRIOR TO THE EXAM and provide written documentation/proof for the reason upon returning to class. Only if these two requirements are met, the grade earned on the final exam will be counted twice to replace the missed exam grade. This procedure applies to missing one exam only. All students must take the final exam at the official university-scheduled final exam time. Any requests for other times for the final exam must be for legitimate reason and must be submitted in writing at least two weeks in advance to allow approval through appropriate university channels. NO MAKE-UP UNIT EXAMS ARE OFFERED. Any extenuating circumstances must be discussed individually with the instructor during office hours or by appointment.

Use of Electronics (Cell Phones, Laptops, Tablets) ---Cell phone use is not allowed during class or exam time, unless otherwise instructed. Cell phones must be turned off and stored out of sight when class begins and remain off and out of sight until class is dismisses at each class meeting. Cell phones are a distraction to the instructor and to other students in the course…please be mindful of that! Laptops and tablets may be used in class for class purposes ONLY, except during exams. There may be times during which you are instructed to utilize laptops or tablets for in-class activities in order to enrich learning. However, the instructor has the right to ban computers for the remainder of the semester in the class if students are observed during any class meeting to be using devices for inappropriate purposes unrelated to class.

Honors Contracts---Any requests for honors contracts must be presented to the professor, discussed, approved and submitted to the Honors office before the end of the third week of classes.