I. Course Description:

Fibers, fabrics, finishes, and the factors influencing appearance, serviceability, and end use; Textile science is the science of the development of fabric. The course is a basic textiles course including the study of raw materials and their characteristics and performance, fabrication, coloration, and finishing. MRCH 2301 Principles of Textile Science is a 3 hour credit course. This course will typically be taught one day a week for 150 minutes for 16 weeks culminating with a 2-hour final exam week 16. Students have 10 significant weekly website exploration discussion activities, 11 minor module exercises, 1 major capstone project, 5 module exams, and a final examination. All course content and learning activities will take place in Brightspace with the exception of several Zoom meetings scheduled throughout the semester. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours. This course contains a critical assessment of the student’s knowledge of global issues in the field of Merchandising. LiveText is used for the submission of the critical assignment.

Stephen F. Austin State University, the James I. Perkins College of Education, and the School of Human Sciences are committed to inclusion and supporting diversity in the classroom and on campus. The James I. Perkins College of Education Diversity Statement is found at the following link: http://coe.sfasu.edu/about-us/

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.

The objectives of this course support the University Mission to be a “comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.”

The objectives of this course support the James I. Perkins College of Education (PCOE) Mission to “prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society.”

Student learning outcomes for Merchandising courses are aligned with the International Textile 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.

Program Learning Outcomes:
The design of this course supports the Merchandising Program Learning Outcomes (PLOs) listed below:

1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Merchandising.
2. The student will exhibit the professional behavior (strong communication skills, a professional image, good work ethic, and adequate preparation for employment) expected in the field of Merchandising.
3. The student will demonstrate competence in his/her field using oral, written, and visual communication.
4. The student will be knowledgeable of global issues in the field of Merchandising.
Student Learning Outcomes:
Upon completion of this course, the student will have the opportunity to:
1. Use textiles terminology correctly.
2. Identify values pertinent to the selection of textiles and performance of textile end products.
3. Understand contributions textile components make to product serviceability.
4. Identify various fabrication methods.
5. Predict product performance based on knowledge of fibers, yarns, fabrication, and finishes.

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

Methods of instruction will require students to complete all learning activities online through D2L in this hybrid course. However, several ZOOM meeting dates will take place at the beginning of the semester to review the course and its resources, in addition to assistance with the assembling of the required swatch kit. During the first half of the semester, the course is broken down into modules that correspond with the 6 components of textile products: fibers, yarns, fabrics, dyeing, printing, and finishing. Within each module, students will complete an exam, website exploration activities with a discussion post, and identification exercises. The second half of the semester, the course is broken down into modules which correlate to other textiles topics that are relevant to today’s world: sustainability, testing and specifications, innovations in textiles, care and maintenance, and laws and regulations. Within each of those modules, students will complete a current reading assignment and the final exam for the course will be comprehensive coverage of the final five modules. Finally, students will work in groups to complete a critical assignment in which each group researches how cotton production has affected the environment and its natural resources. This assignment includes the mandatory submission in LiveText. In addition to the weekly contact hours required for the course, all 3 credit hour courses must incorporate 150 minutes of asynchronous instruction into the course. This will be accomplished through your individual reading of the e-textbook, section-by-section, as we move through the first half of the semester. Corresponding content is posted in D2L content modules, but it does not have the depth and breadth of that supplied by the textbook.

Students are required to complete a total of six hours of community service documented by the facility at which the hours are completed. Merchandising faculty will assist in facilitating the connection between the student and the site. The six hours of service will count for each course the student is enrolled during the current academic semester…not six hours per course enrolled.

Students can reach the instructor for office hours via ZOOM during the times that are listed on the first page of the course syllabus. A personal meeting room has been set up, so the student should utilize the ZOOM invitation link below when/if they need to meet during the instructor’s scheduled virtual office hours.

Topic: Jamie Cupit’s Personal Meeting Room

Join Zoom Meeting
https://sfasu.zoom.us/j/9364682238?pwd=S0lWZXNFL2FTOHNQXpVN1Mwa3k1UT09

Meeting ID: 936 468 2238
Passcode: cupitMRCH

IV. Evaluation and Assessments (Grading):

Evaluation and grading will be based upon the assignments and exams listed below. There are a total of 1080 points to earn in the course, and students should strive to earn as many points as possible.

1. Student Introduction Discussion post 10 points
2. 6 Module Exams (60 points each) 360 points
3. 9 Website Exploration Discussions (10 points each) 90 points
4. 11 Module Exercises (10 points each) 110 points
5. Current Reading Assignment (50 points each) 250 points
6. Cotton and the Environment Research Assignment 100 points
a. This particular assignment requires submission in LiveText. Failure to submit the critical assignment in LiveText will result in a score of “0” regardless of its submission in D2L.

7. Comprehensive Final Exam 100 points
8. Service Learning (6 semester hours) 60 points

TOTAL POSSIBLE POINTS 1080 points

Grade Percentage: Point Spread:
A: 90% and above A: 1080 – 972
B: 89% to 80% B: 971 – 864
C: 79% to 70% C: 863 – 756
D: 69% to 60% D: 755 – 648
F: 59% and below F: 647 and below

Cotton and the Environment Research Assignment

<table>
<thead>
<tr>
<th>PowerPoint Presentation 80 points</th>
<th>Exemplary</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 points</td>
<td>Topic clearly indicated</td>
<td>Topic vague</td>
<td>Topic not indicated</td>
</tr>
<tr>
<td>10 points</td>
<td>Comprehensive description of environmental issue</td>
<td>Adequate description of environmental issue</td>
<td>Inadequate description of environmental issue</td>
</tr>
<tr>
<td>10 points</td>
<td>Detailed timeline of the issue’s prevalence</td>
<td>Adequate timeline of the issue’s prevalence</td>
<td>Inadequate timeline of the issue’s prevalence</td>
</tr>
<tr>
<td>10 points</td>
<td>Thorough explanation of concern to mankind</td>
<td>Adequate explanation of concern to mankind</td>
<td>Inadequate explanation of concern to mankind</td>
</tr>
<tr>
<td>10 points</td>
<td>Complete illustration of how the issue is affecting mankind globally</td>
<td>Adequate illustration of how the issue is affecting mankind globally</td>
<td>Inadequate illustration of how the issue is affecting mankind globally</td>
</tr>
<tr>
<td>10 points</td>
<td>Several examples provided of predictions for the future</td>
<td>Few examples provided of predictions for the future</td>
<td>No examples provided of predictions for the future</td>
</tr>
<tr>
<td>10 points</td>
<td>Comprehensive discussion of cotton industry response to issue</td>
<td>Adequate discussion of cotton industry response to issue</td>
<td>Inadequate discussion of cotton industry response to issue</td>
</tr>
<tr>
<td>5 points</td>
<td>Visuals used extensively</td>
<td>Few visuals used</td>
<td>No visuals used</td>
</tr>
<tr>
<td>5 points</td>
<td>10+ references used and provided in APA format on separate slide</td>
<td>10 references used but errors in APA format</td>
<td>Fewer than 10 references, APA errors, or references not provided</td>
</tr>
<tr>
<td>5 points</td>
<td>A time frame of 10 minutes</td>
<td>Time frame over 10 minutes</td>
<td>Time frame under under 9 minutes</td>
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<table>
<thead>
<tr>
<th>Presentation Skills 20 points</th>
<th>Exemplary</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td></td>
<td>Interesting presentation-kept audience attention</td>
<td>Somewhat kept audience attention or attempted to keep it</td>
<td></td>
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<tr>
<td></td>
<td>Talked to audience</td>
<td>Read slides/Somewhat talked to audience</td>
<td></td>
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<tr>
<td></td>
<td>Dressed in business professional dress</td>
<td>Dressed in business casual dress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No enthusiasm - BORING</td>
<td>Did not talk to audience/Read slides</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did not dress in business casual dress</td>
<td></td>
<td></td>
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</tbody>
</table>

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS / ASSIGNMENTS</th>
<th>ASSIGNED READINGS/DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Syllabus, Course outline</td>
<td>Assigned Reading: Course syllabus and iTextiles website navigation</td>
</tr>
<tr>
<td>Aug 23 – Aug 27</td>
<td>iTextiles website review and its resources</td>
<td>ZOOM meeting on Monday, August 23 at 8:00 am (link to recording will be posted within D2L)</td>
</tr>
</tbody>
</table>
| WEEK 2 | Aug 30 – Sept 3 | Module: Introduction Module  
Website Exploration Activities (2) | Assigned Reading: Introduction section of E-textbook  
*ZOOM meeting on Monday, August 30 at 8:00 am (link to recording will be posted within D2L)*  
FabricLink Website Exploration due September 3 by 12:00 noon  
Consumer Testing Laboratories Website Exploration due September 3 by 12:00 noon |
|---|---|---|---|
| WEEK 3 | Sept 6 – Sept 10 | Module: Fibers Module  
ITextiles Fibers Exercises 1,2,3  
Website Exploration Activities (2) | Assigned Reading: Fibers section of E-textbook  
*ZOOM meeting on Monday, September 6 at 8:00 am (link to recording will be posted within D2L)*  
ITextiles Exercises 1,2,3---Smart Textiles, Sustainability, Trademarks--- due September 10 by 12:00 noon  
Sustainable Cotton Project Website Exploration Discussions due September 10 by 12:00 noon  
Fibers Exam opens September 8 at 8:00 am, due September 10 by 11:30 pm |
| WEEK 4 | Sept 13 – Sept 17 | Module: Yarns Module  
ITextiles Yarns Exercises 4,5,6,7  
Website Exploration Activity (1) | Assigned Reading: Yarns section of E-textbook  
*ZOOM meeting on Monday, September 13 at 8:00 am (link to recording will be posted within D2L)*  
ITextiles Exercises 4,5,6,7---Filament Yarns (identify image), Filament Yarns (identify swatch), Novelty Yarns (identify image), Novelty Yarns (identify swatch)--- due September 17 by 12:00 noon  
Frontier Spinning Mills Website Exploration Discussion due September 17 by 12:00 noon  
Yarns Exam opens September 15 at 8:00 am, due September 17 by 11:30 pm |
| WEEK 5 | Sept 20 – Sept 24 | Module: Fabrics Module  
ITextiles Fabrics Exercise 8  
Website Exploration Activities (2) | Assigned Reading: Fabrics section of E-textbook  
ITextiles Exercise 8---Complex Weaves (identify swatch)--- due September 24 by 12:00 noon  
Darn Tough Vermont Website Exploration Discussions due September 24 by 12:00 noon  
American Tanning & Leather Website Exploration due September 24 by 12:00 noon |

*Student Introductions Discussion post due August 27 by 12:00 noon*
<table>
<thead>
<tr>
<th>WEEK 6</th>
<th>Module: Dyeing Module</th>
<th>Assigned Reading: Dyeing section of E-textbook</th>
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</thead>
<tbody>
<tr>
<td>Sept 27 – Oct 1</td>
<td>iTextiles Dyeing Exercise 9</td>
<td>iTextiles Exercise 9---Methods of Dyeing (identify swatch)--- due October 1 by 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>Website Exploration Activity (1)</td>
<td>Metro Custom Dyeing Website Exploration Discussion due October 1 by 12:00 noon</td>
</tr>
<tr>
<td>Fabrics Exam opens September 22 at 8:00 am, due September 24 by 11:30 pm</td>
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<tr>
<th>WEEK 7</th>
<th>Module: Printing Module</th>
<th>Assigned Reading: Printing section of E-textbook</th>
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</thead>
<tbody>
<tr>
<td>Oct 4 – Oct 8</td>
<td>iTextiles Printing Exercise 10</td>
<td>iTextiles Exercise 10---Structural &amp; Applied Designs (identify swatch)--- due October 8 by 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>Website Exploration Activity (1)</td>
<td>Design2Print Website Exploration Discussion due October 8 by 12:00 noon</td>
</tr>
<tr>
<td>Dyeing Exam opens September 29 at 8:00 am, due October 1 by 11:30 pm</td>
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<tr>
<th>WEEK 8</th>
<th>Module: Finishing Module</th>
<th>Assigned Reading: Finishing section of E-textbook</th>
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</thead>
<tbody>
<tr>
<td>Oct 11 – Oct 15</td>
<td>iTextiles Finishing Exercise 11</td>
<td>iTextiles Exercise 11---Plisse &amp; Embossed &amp; Seersucker (identify image)--- due October 15 by 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>Website Exploration Activity (1)</td>
<td>Schneider-Banks Inc. Website Exploration Discussion due October 15 by 12:00 noon</td>
</tr>
<tr>
<td>Printing Exam opens October 6 at 8:00 am, due October 8 by 11:30 pm</td>
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<thead>
<tr>
<th>WEEK 9</th>
<th>Module: Sustainability</th>
<th>Assigned Reading: Sustainability section of E-textbook</th>
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<tr>
<td></td>
<td></td>
<td>ZOOM meeting on Monday, October 18 at 8:00 am (link to recording will be posted within D2L)</td>
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<tr>
<td>Current Reading Assignment due in Dropbox and Discussion forum October 22 by 12:00 noon</td>
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<tr>
<th>WEEK 10</th>
<th>Module: Laws and Regulations</th>
<th>Assigned Reading: Laws and Regulations section of E-textbook under “Textiles in Today's World”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 25 – Oct 29</td>
<td></td>
<td>Current Reading Assignment due in Dropbox and Discussion forum October 29 by 12:00 noon</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>WEEK 11</th>
<th>Module: Textile Care and Maintenance</th>
<th>Assigned Reading: Textile Care and maintenance section of E-textbook under “Textiles in Today's World”</th>
</tr>
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<tbody>
<tr>
<td>Nov 1 – Nov 5</td>
<td></td>
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<tr>
<td>WEEK 12</td>
<td>Nov 8 – Nov 12</td>
<td>Module: Testing and Specifications</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>Nov 15 – Nov 19</td>
<td>Module: Innovation in Textiles</td>
</tr>
<tr>
<td>WEEK 14</td>
<td>Nov 22 – Nov 26</td>
<td>THANKSGIVING BREAK</td>
</tr>
<tr>
<td>WEEK 15</td>
<td>Nov 29 – Dec 3</td>
<td>Cotton and the Environment Research Assignment due in Discussion forum by Tuesday, November 30 @ 12:00 noon</td>
</tr>
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</tbody>
</table>
| WEEK 16 | Dec 6 – Dec 10 | Final Exam Available in D2L from Monday, December 6 @ 8:00 am to Wednesday, December 8 @ 11:30 pm | Comprehensive Exam covering Textiles in Today’s World  
- Testing and Specifications  
- Laws and Regulations  
- Sustainability  
- Innovation in Textiles  
- Textile Care and Maintenance |  

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

Required:
ISBN: 978-1-60405-142-1

You may purchase this at the SFA bookstore. You will receive a 6-month access code to the online course with your purchase. Please follow these steps to register for the iTextiles course, which contains your e-textbook and some activities:

1. Go to the iTextiles website ([www.itextiles.com](http://www.itextiles.com))
2. Click on “Student” in the New User Registration area
3. Enter the 15-character code followed by the registration code (this code changes every year)
   a. iTextiles 15-character code: Provided in the kit on information card
   b. iTextiles Registration code: SFASUHMS2602122Fa860
LiveText/Watermark Statement:
This course uses the LiveText/Watermark 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/Watermark 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/Watermark 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/Watermark 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/Watermark account or any technical questions, call 936-468-2395 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

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
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. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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.

SFASU values students' mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.
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 these policies, found in the course syllabus and on the SFASU website.

Course Participation and Communication—Attendance and logging into Brightspace regularly is critical for success in a face-to-face, hybrid, or online course. Students are expected to come to class to participate in discussions and presentations. Likewise, students are expected to login to Brightspace to receive course announcements and email, retrieve posted documents, and check course grades. All assignments must be submitted as directed in the course syllabus, whether during class (F2F) or in the Brightspace Dropbox. Please do not wait until the last minute to ask questions about assignments that are due…emailing the instructor questions at the last minute could result in questions being unanswered and a missed deadline or poor grade.

My communication with you likely will be done almost entirely via Brightspace. I prefer that all course-related email be sent via the Brightspace Email tool; you are also welcome to email me at jrcupit@sfasu.edu. (Please note that Brightspace mail is NOT your @jacks.sfasu.edu account; Brightspace mail is contained within Brightspace.) My goal is not to let the online delivery medium isolate us from each other; on the contrary, I want it to work for us. Timely replies are essential to that goal. My policy is that an email received between Monday morning and Friday at noon will receive a reply within 24 hours (and often much sooner). Emails sent between Friday at noon and Sunday night will receive replies on the first weekday after they are received (i.e. if you send an email on Friday at 11 p.m., it might be Monday before you get an answer).

When communicating to the class as a whole (or defined subsets of students), I will use the News/Announcements feature in Brightspace. If I need to contact a student individually, I will send a message via Brightspace email. Students are highly encouraged to setup email and announcement notifications to ensure communications are not missed.

Assignments—To receive points for an assignment, it must be submitted as instructed, through the Brightspace Dropbox or in class. To receive credit, any work must have the student name prominently displayed. Any work submitted to the instructor for grading must be neat and professionally done, whether instructed to complete it by hand or digitally. 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…you are allowed adequate time to complete them. Missing work submitted more than one week after its original 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 week.

Exams—For exams taken electronically in Brightspace—you must complete the exam/quiz during the time which it is available in Brightspace. Please note that all exams/quizzes in Brightspace 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.
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 (Laptops, Cell phones, 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 instructor, discussed, approved and submitted to the Honors office before the end of the third week of classes. This is the student’s responsibility, not the instructor’s.