I. Course Description:

Application of consumer, economic, and merchandising trends to analysis, planning, and problem-solving in fashion and interior merchandising operations, including mathematical calculation of sales figures, discounts, markup/markdowns, six-month budgets, inventory planning, and productivity measures. Prerequisite: three hours general education core mathematics; nine hours merchandising.

Major topics contained in the course include Basic merchandising mathematics, profitability, cost of merchandise sold, markup as a merchandising tool, retail pricing for profit, inventory valuation, dollar merchandise planning, open-to-buy, and assortment planning.

II. Course Justification:

"Merchandising Mathematics is a 3-hour credit course. This course will typically be taught two days a week for 150 minutes for 14 weeks culminating with a 2-hour final exam week 15. Students participate in a service learning requirement each semester which equates to 150 minutes of asynchronous work for a total class instruction of 2370 minutes. Students have significant reading, 23 significant homework assignments/math calculations, 2 quizzes, 2 major exams, and a comprehensive final examination. These activities average at a minimum of 6 hours of work each week to prepare outside of classroom hours.

III. 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 each other. We hold each other accountable when we fail to maintain these standards. Five “root principles” upon which the SFA Way is 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 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 a 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 culturally diverse people, and 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.)
- Become familiar with principles and terminology important to understanding profitable merchandising.

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

Methods of instruction will include lectures, demonstrations, and discussions. The course syllabus, course calendar, assignments, mail, and grades will be available on the Desire to Learn (D2L) course page. Students are expected to check the D2L course page, webmail, and course calendar regularly. There will be regular practice problems assigned daily. There are no assignments in this course related to accountability and accreditation which require submission in LiveText.

**V. Evaluation and Assessments (Grading):**

- Unit Exam #1 having 25 written objective questions and 10-word problems for which to calculate solutions; covers Ch. 1-3; 100 possible points.
- Unit Exam #2 having 25 written objective questions and 10-word problems for which to calculate solutions; covers Ch. 4-6; 100 possible points
- Unit Exam #3 having 25 written objective questions and 10-word problems for which to calculate solutions; covers Ch. 7-9, 100 possible points
- Daily Practice Problem Assignments, 10 points each for a total of 350 possible points; for credit, students must show work and label all steps used to solve each practice problem.
- Students in Merchandising are required to do

Total possible – 650 points; no grades/points are dropped.

Pencils and non-graphing, non-memory calculators must be provided for calculations portion of exams,

*Grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>582 - 650 points</td>
<td>A (represents exceptional work-above &amp; beyond expectations)</td>
</tr>
<tr>
<td>80-89%</td>
<td>517 - 581 points</td>
<td>B (represents above-average work)</td>
</tr>
<tr>
<td>70-79%</td>
<td>452 - 516 points</td>
<td>C (represents average work)</td>
</tr>
</tbody>
</table>
VI. Tentative Course Timeline: COMPILED LIST OF ASSIGNMENTS WITH DUE DATES

--WEEK 1

Chapter 1: Basic Arithmetic Pretest and Exercise 2.1, pp. 24-25
Practice Problems Due Thursday, August 26.

Chapter 1: Basic Arithmetic Pretest, p. 19-21 Worth 10 points (1 point per problem) Submit only the following 10 problems for grading:
#2, #4, #5-b only, #6-b only, #8, #9-b only, #10, #11, #12, #14
AND Exercise 2.1, pp. 24-25 Worth 10 points (1 point per problem). Submit only the following 10 problems for grading: #1-b. & c. only, #2-c. only, #3-d. only, #4-b. only, #5-d. only, #6-c. only, #7-c., h. & j. only

WEEK 2

--Exercise 2.2, p. 26 Practice Problems DUE Tuesday, August 31. Submit only the following 10 problems for grading:#1, #2, #3-a. & b., #4-a & b, #5, #6, #7-b & j. Worth 10 points (1 point per problem)

--Exercise 2.3, p. 29 Worth 10 points (1 point per problem) Practice Problems DUE Thursday, September 2 Submit only the following 10 problems for grading: #1 f. & #1 j., #2 e. & #2 J., #3 g. & #3 h., #4 c. & #4 d., #5 g. & #5 h.

WEEK 3

--Exercise 2.4, p. 31 Worth 10 points (1 points per problem). Due Tuesday, September 7. Submit the following 10 problems: Problems #1-6; on #1 submit all (a-e)

--Exercise 2.5, pp. 32-33 and Exercise 2.6, pp. 35-36 Practice Problems Due Thursday, September 9
Exercise 2.5, pp. 32-33 Worth 10 points (2 points per problem). Submit the even numbered problems (#2, #4, #6, #8 and #10) for a total of five problems.
AND Exercise 2.6, pp. 35-36 Submit the even numbered problems (#2, #4, #6, #8 and #10) for a total of five problems. Worth 10 points (2 points per problem)

WEEK 4

--Exercise 2.7 pp 37 – 38 Practice Problems DUE Tuesday, September 14. Worth 10 points (2 points per problem). Submit only the odd numbered problems (#1, #3, #5, #7, and #9) for a total of 5 problems.

--Exercise 3.1, p. 49-50 AND Exercise 3.2, p. 52-54. Practice Problems Due Thursday, September 16, Exercise 3.1, p. 49-50 Submit the even numbered problems--#2, #4, #6, #8 & #10 for a total of five problems. 10 points (2 points per problem)

Instructions for how to show work. Set up an abbreviated skeletal P&L statement. Fill in the givens. Then calculate the unknown numbers to complete the statement showing formulas and steps in calculations including rounding. EXAMPLE:

<table>
<thead>
<tr>
<th>#1.</th>
<th>$</th>
<th>%</th>
<th>#1.</th>
<th>$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS</td>
<td>$14,000</td>
<td>100.0%</td>
<td>When the missing numbers have been filled in</td>
<td>NS</td>
<td>$14,000</td>
</tr>
<tr>
<td>-COGS</td>
<td>7,200</td>
<td></td>
<td>calculated to complete the statement,</td>
<td>-COGS</td>
<td>7,200</td>
</tr>
<tr>
<td>=GM</td>
<td>(as shown below), fill them in to the</td>
<td>= GM</td>
<td>6,800</td>
<td>48.57</td>
<td></td>
</tr>
<tr>
<td>-OE</td>
<td>5,900</td>
<td></td>
<td>P&amp;L you set up so it is complete</td>
<td>-OE</td>
<td>5,900</td>
</tr>
</tbody>
</table>
P (L) \hspace{1cm} (like on the right) and box in entire \hspace{1cm} P (L) \hspace{1cm} 900 \hspace{1cm} 6.43

P&L statement.

GM = NS - COGS = $14,000 - 7,200 = $5,800

P (L) = GM - OE  =  $6,800 - 5,900 =  $900

COGS% = $COGS / $NS = $7,200 / $14,000 = 0.5142857 = 51.43%  
For credit, MUST show formulas and how each missing

GM% = $GM / $NS  = $5,800 / $14,000  = 0.4857142 = 48.57%  
number in P&L statement was calculated including

OE% = $OE / $NS = $5,900 / $14,000 = 0.4214285 = 42.14%  
rounding.

P%  =  $P / $NS =  $900 / $14,000  = - 0.0642857 = 6.43%

AND

Exercise 3.2, p. 52-54  Worth 10 points (2 points per problem) Submit the odd numbered problems--#1, #3, #5, #7 & #9 for a total of five problems Use ‘CH 3 FORMULAS AND FORMAT’ handout provided as a tool to help with these problems.

WEEK 5

--Exercise 3.3  Worth 10 points (2 points per problem). Practice Problems Due September 21. Submit even numbered problems #1-10 for a total of 5 problems. #2, #4, #6, #8, and #10

--Exercise 3.4 and Exercise 3.5, Practice Problems Due Thursday, September 23

Exercise 3.4 Worth 10 points (2 points per problem).Submit Problems #1 through #5 (#1, #2, #3, #4, and #5) for a total of five problems.

AND Exercise 3.5, Worth 10 points (2.5 points per problem). Submit Problems #1-4 (#1, #2, #3 and #4) for a total of four problems.

HOMEWORK:  EXAM I Chapters 1 – 3, PART I: MULTIPLE CHOICE. Please complete the online portion of Exam I before class on Tuesday, Sept. 28

WEEK 6

Tuesday, September 28

EXAM #1 CHAPTERS 1 – 3, PART II CALCULATIONS. (THIS PORTION IS TAKEN IN CLASS. BRING YOUR CALCULATORS, and PENCIL to class.

-- Exercise 4.1 AND 4.2 Due Thursday, September 30.

Exercise 4.1, pp. 86-87 Worth 10 points. Complete Problems odd numbered problems - #1, #3, #5, #7 and #9 for a total of 5 problems - 2 pts. Each

AND Exercise 4.2, pp. 89-90 Worth 10 points. Complete Problems #1a, #1b, #1c, #1d #1e for total of 5 problems - 2 pts ea.

WEEK 7

--Exercise 4.3 and Exercise 5.1, pp.  Due Tuesday, October 5.  Exercise 4.3, pp. 94-95 (10 points) Complete problems #3, #4, #5, #7 and #8 for total of 5 problems - 2 pts. ea.

AND

Exercise 5.1, pp. 110-111 (10 points). Complete problem #2, #3, #4, #19 and #21 for a total of five problems - 2 points each.
--Exercise 5.2, pp. 113-114 Worth 10 points, Due Thursday, October 7 Complete Problems #1, #2, #3, #4, and #5 for a total of five problems - 2 pts. Each

WEEK 8

Instructor will be in Dallas on a field trip. Please turn assignments into D2L by 10:45.
--Exercise 5.3, pp. 121-122 AND Exercise 5.4, pp. 126-127. Due Tuesday, October 12

Exercise 5.3, pp. 121-122
Complete the following problems (2 points each):
#2 (follow pattern in text in Example 5-16)
#6 (follow pattern in text in Example 5-16)
#8 (follow pattern in text in Example 5-18)
#10 (follow pattern in text in Example 5-16)
#14 (follow pattern in text in Example 5-14)

AND Exercise 5.4, pp. 126-127. Worth 10 points. Complete problems #1-5 and Summary Problems #13, 14, & 15 on page 135 for a total of 8 problems - 1.25 points each

--Exercise 5.5, AND Exercise 5.6 Due Thursday, October 14
Exercise 5.5, pp. 129 Worth 10 points (2 each). Complete problems #1-5, total five problems
AND Exercise 5.6, pp. 131-132 Worth 10 points. Complete problems #1, 2, 3, 4 & 5 for a total of 5 problems worth 2 points each.

WEEK 9

--Exercise 6.1 AND Exercise 6.2, Due Tuesday, October 19.
Exercise 6.1, pp. 153-155 Worth 10 points. Complete practice problems #1, 3, 7, 9, 10 for a total of five problems worth 2 points each.
AND Exercise 6.2, pp#157-158 Worth 10 points (2 points each). Complete problems #1-4, & 6 for a total of 5 problems

--Extra Credit Opportunity-Chapter 6.2 Worth up to 10 points. DUE Thursday, October 21 beginning of class. Complete problems #7 & 8 from Exercise 6.2 on pp. 157-158. Each problem is worth up to 5 points.


HOMEWORK: EXAM 2 Chapters 4-6, PART I: MULTIPLE CHOICE. Please complete the online portion of Exam 2 before class on Tuesday, October 26.

WEEK 10

--EXAM 2: Chapters 4-6 Tuesday, October 26. Calculation Part of Exam taken in class. Please bring your copy of the formulas to use in class.

--Exercise 7.1 pp 177 – 178. Worth 10 points (worth 2.5 points each). Due Thursday October 28. Complete Problems #1-4, for a total of 4 problems

WEEK 11

--Exercise 7.2 and 7.3, DUE Tuesday, November 2
Exercise 7.2, pp. 180 – 181. Complete problems #2 and #4
AND Exercise 7.3, pp. 182 - 183 problems #2, #3, & #4 for a total of 5 problems.

--Exercise 7.4 and Exercise 7.5. Due Thursday, November 4
Exercise 7.4, p. 193. Complete Problem #1 - only one problem worth 10 points
AND
Exercise 7.5 pp 196 – 197. Worth 10 points (2.5 each) Complete problems #1-4 for a total of 4 problems
REMEMBER... Extra Credit Opportunity - Chapter 8.3 Worth up to 10 points extra credit DUE Thursday, November 11 in D2L by 11:59 PM. NO LATE WORK ACCEPTED FOR THIS ASSIGNMENT.

Complete Problem #10 from Exercise 8.3

WEEK 12

EXERCISE 8.1 AND EXERCISE 8.2 DUE Tuesday, November 9.
Exercises 8.1, pp. 218 – 219. Worth 10 points (3.3 each). Complete problems #1-3 for a total of 3 problems.

AND

Exercise 8.2, pp. 222-223. Worth 10 points (2.5 pts. each). Complete Problems #1-3 and #5 - for a total of four problems

EXERCISE 8.3, pp. 230-231. Worth 10 points (2 points each). Due Thursday, November 11. Complete Problems #1-5

EXTRA CREDIT OPPORTUNITY - Chapter 8.3 Worth up to 10 points extra credit DUE Thursday, November 11 in D2L by 11:59 PM. NO LATE WORK ACCEPTED FOR THIS ASSIGNMENT.

WEEK 13

EXERCISE 8.4 AND EXERCISE 8.5 DUE Tuesday, November 16

Exercise 8.4, p. 235. Worth 10 points (2.5 points each) beginning of class. Complete Problems #1-4 for a total of four problems

AND

Exercise 8.5, p. 239. Worth 10 points (only one problem) Complete Problem #3 - p. 241-242. Submit paper showing formulas and work for all calculations along with the Six Month Merchandising Plan form.

EXERCISES 9.1, pp. 261-262. DUE Thursday, November 18. Worth 10 points (2 points each). Complete Problems #1-5 for total of five problems

EXTRA CREDIT OPPORTUNITY Worth - up to 20 points. Due – Tuesday, November 30 in D2L by 11:59 PM/ NO LATE WORK WILL BE ACCEPTED. Complete Problem #19 on pp. 246-247. Submit paper showing formulas and work for all calculations along with Six-Month Plan Form.

WEEK 14

Exercise 9.2 and Exercise 9.3 DUE Tuesday, November 30


AND


Thursday, December 2 Review for Final Exam

WEEK 15

Thursday, December 9 Final Exam

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

REQUIRED: PLEASE PURCHASE THE TEXTBOOK. YOU WILL NEED THIS BOOK FOR OTHER CLASSES.


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 online 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 is expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, the 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 TWO 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 are 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 the course calendar, in web-page email, or announced in class. Students are expected to check the home page, webmail, and course calendar before 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 promptly 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 the responsibility of all university faculty 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 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 to compute 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. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may violate this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or another 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.

**On-campus Resources:**
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

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.

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 a 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. 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 of 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 before 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.

Mobile Phones—Mobile phone use is not allowed during class or examinations. Cell phones 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. 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 time 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.