I. Course Description:

Comprehensive study of retail operations, including research and planning needed to start and operate a viable retail business; application of the online and virtual experience to the management of a retail operation. MRCH 4352: Entrepreneurship in Retail Operations is a 3 hour credit course that is delivered face-to-face or in a hybrid format and requires the completion of a significant project and presentation as a capstone project. This course will typically be taught for one day a week for 300 minutes for 7 weeks. Students engage in significant written work submitting multiple drafts of components of the larger project over the course of the 7 weeks culminating with the oral presentation and submission of the final project. This course contains a critical assessment of the student’s ability to demonstrate competence in his/her field using oral, written, and visual communication. LiveText will be used for the submission of the critical assignment.

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

Methods of instruction will include lecture, discussion, visual media, networking, and individual research and study. All learning materials will be uploaded within modules in D2L and all assignments will be submitted electronically to D2L. Although this is an accelerated course, students are expected to complete the same amount of work that would be assigned in a 16-week course. In this capstone course, students will develop a Business Plan for a fashion retail business. In addition to the weekly contact hours required for the course, all F2F 3 credit hour courses must incorporate 150 minutes of asynchronous instruction into the course. In order to accomplish that, students are expected to do the "pre-work" necessary by submitting module drafts and other related assignments to the Business Plan modules. “Pre-work” activities, as indicated on your course calendar, will be due the evening before our F2F meeting dates…so all “pre-work” activities will be due in the D2L DropBox on Monday evenings before our Tuesday class. This will allow me to use class time to work one-on-one with students for individualized and immediate feedback.

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, if necessary. The six hours of service will count for each merchandising course the student is enrolled during the academic semester.

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=S0lWZXNFL2FTOHNQQXpVN1Mwa3k1UT09

Meeting ID: 936 468 2238
Passcode: cupitMRCH

IV. Evaluation and Assessments (Grading):

Evaluation and grading is based upon the assignments and activities listed below. There are a total of 970 points to earn in the course, and students should strive to earn as many points as possible.

- 4 Module Drafts – work necessary to complete final Business Plan (50 points each/200 points total)
- 10 “pre-work” assignments related to work on business plan (20 points each/200 points total)
- 3 reference assignments – to find and write minimum of 5 reference entries in APA style (20 points each/60 points total)
- Written Business Plan (300 points) – a comprehensive project on which the student will work the entire length of the course; guidelines based on former Fashion Group of Dallas Retail Entrepreneurship Competition guidelines; class instruction will relate closely to the project. **Completed project must be submitted in electronic form in D2L and LiveText.**
- Presentation of Business Plan (150 points) – students will create a 10 minute individual presentation of their business proposal similar to a prospective entrepreneur giving a presentation to a panel of bankers or investors seeking funding for the business start-up. Each student must submit the presentation in D2L and LiveText.
- Service Learning - 6 semester hours (60 points)

### TOTAL POSSIBLE POINTS

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<td>B: 89% to 80%</td>
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<td>C: 79% to 70%</td>
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<td>D: 69% to 60%</td>
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#### SCORING RUBRIC FOR WRITTEN BUSINESS PLAN

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#### SCORING RUBRIC FOR ORAL PRESENTATION OF BUSINESS PLAN

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V. Tentative Course Outline/Calendar:

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<tr>
<th>WEEK</th>
<th>Readings/Topics</th>
<th>Activities/Due Dates</th>
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| Week 1 Nov 23-Aug 29 | Introduction  
Course Overview  
Business Concept Development | Syllabus overview  
Business Plan overview  
Business concept review for feedback |
| Week 2 Nov 30-Sept 5 | **MODULE I: MARKET ANALYSIS & LOCATION**  
Target Market  
Trading Area  
Store Location/Description | Pre-work: Floorplan utilizing SmartDraw (or other software) due in DropBox no later than Monday, August 30 @ 11:30 pm  
Reference Assignment #1 due in DropBox no later than Sunday, September 5 @ 11:30 pm  
Module I draft due in DropBox no later than Sunday, September 5 @ 11:30 pm |
| Week 3 Sept 6-Sept 12 | **MODULE II: MERCHANDISING PLAN**  
Resources/Lines of Merchandise  
Opening Stock Assortment  
Twelve-month Purchasing Plan  
Market Trips  
Mark-up/Markdown Policies  
Return Policies  
Customer Services | Pre-work: (1) Assortment of Opening Stock, (2) Twelve-month Purchasing Plan, (3) Markdown Plans due in DropBox no later than Monday, September 6 @ 11:30 pm  
Reference Assignment #2 due in DropBox no later than Sunday, September 12 @ 11:30 pm  
Module II draft due in DropBox no later than Sunday, September 12 @ 11:30 pm |
| Week 4 Sept 13-Sept 19 | **MODULE III: OPERATIONS PLAN**  
Personnel Needs/Policies  
Weekly Schedule  
Payroll | Pre-work: Payroll Projections due in DropBox no later than Monday, September 13 @ 11:30 pm  
Reference Assignment #3 due in DropBox no later than Sunday, September 19 @ 11:30 pm  
Module III draft due in DropBox no later than Sunday, September 19 @ 11:30 pm |
| Week 5 Sept 20-Sept 26 | **MODULE IV: FINANCIAL PLAN**  
Start-up Expenses  
Monthly Expenses  
Cash Flow  
Profit/Loss Statement | Pre-work: (1) Start-up Expenses, (2) Monthly Expenses, (3) Cash Flow, (4) Profit/Loss Statement due in DropBox no later than Monday, September 20 @ 11:30 pm  
Module IV draft due in DropBox no later than Sunday, September 26 @ 11:30 pm |
| Week 6 Sept 27-Oct 3 | Executive Summary  
Business Plan Presentations | Pre-work: Executive Summary due in DropBox no later than Monday, September 27 @ 11:30 pm |
| Week 7 Oct 4-Oct 8 | Business Plan completed and Presentations scheduled | Business Plan due in DropBox no later than Monday, October 4 @ 11:30 pm  
Business Plan Presentations…TBD |
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

The textbook for this course is highly recommended as it will assist students in completing the Business Plan. In addition to textbook readings, the business plan project will require reading and research in daily news, business texts and periodicals, entrepreneurship texts and periodicals, merchandising texts, and trade publications. The project may also require communication with individuals with knowledge of law, accounting, and/or other topics related to small business. The project requires following the writing style of the Publication Manual of the American Psychological Association (6th ed). Students may refer to on-line help sites for APA format such as OWL website.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Recommended:


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 e-mail 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 e-mail. 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.

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 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 D2L 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 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.

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.