



School of Human Sciences
Special Problems – AAFCS Exam Study Course
HMSC 4375.501
Spring 2021

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Office Hours (via Zoom): Monday 9-11am, Tuesday 10am - 12pm, Thursday 9am-10am, & by appointment

Course Time & Location: Online

Office: EDAN 129

Credits: 3

Prerequisites: None

I. Course Description:

This independent study course is an in-depth study of AAFCS Standards in preparation for AAFCS content exam. Pre-service teachers are required to pass the content exam prior to student teaching. This course consists of practice exams reviewing course content presented in student's major courses of study related to the AAFCS Standards. This fully online course meets for 15 weeks and culminates with students' registering for the Family and Consumer Sciences (FCS) Content Exam. This course consists of practice exams reviewing course content presented in student's major courses of study related to the AAFCS Standards. This fully online course meets for 15 weeks and culminates with students' registering for the Family and Consumer Sciences (FCS) Content Exam.

Course Justification: Students in this course receive extensive course content information either in-class or via online content modules equivalent to 50 minutes for 15 weeks and includes a major final project. This course consists of practice exams reviewing course content presented in student's major courses of study related to the AAFCS Standards. This fully online course meets for 15 weeks and culminates with students' registering for the Family and Consumer Sciences (FCS) Content Exam. For every hour a student spends engaging with the course content, they spend at least 3 hours completing associated activities and assessments.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.

Additional information about the College of Education vision, mission, and core values can be found at <http://coe.sfasu.edu/about-us>.

This course relates to the College of Education's Conceptual Framework (CF) and/or Vision, Mission, Goals, and Core Values (VMGV).

Program Learning Outcomes

- The student will display professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) related 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 her/her specific discipline) expected in the field of Human Sciences.
- Demonstrate knowledge of tools, equipment, and supplies used in human sciences and related occupations
- Research standards for professional oral and written communication as related to human sciences content and delivery systems

Student Learning Outcomes

Upon completion of this course, students should be able to:

- Knows and understands historic and current events, public policies, and research results and their effect upon the family, community, and work environment.
- Is able to describe strategies to anticipate to changing employment conditions.
- Is able to communicate the impact of changing demographics, family structure, and technology on career choices.
- Is able to apply academic skills in the context of life and work experiences related to family and consumer sciences.
- Is able to analyze the influence of written, verbal and nonverbal communication skills on the success of the home and workplace.
- Is able to develop goals and identify resources for meeting the special needs of individuals and families across the life span.

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

1. HMS 4375 Agreement Quiz (5%)

At the beginning of the semester, students will complete an agreement quiz stating that they understand and agree to the requirements for the course. You will not be allowed to continue through the course until you complete this agreement. In addition, not completing this assignment by the due date may result in your financial aid being withdrawn and/or you being dropped from the course.

2. AAFCS Practice Exams (80%)

Students will take a total of 8 practice exams during the semester – one for each of the content areas. You must pass each exam with a score of 90% or higher. You may retake the exam as many times as needed throughout the time during which the exam is taken. On the due date, if your score is 90% or higher, you will receive credit for the exam. If your grade is less than 90% you will not receive credit for the exam. In order to complete the class, all 8 exams must have been taken and a 90% earned.

3. Zoom Meeting Check-ins (10%)

You are required to check in with me two times via Zoom during the semester. Once on or before March 5th and once on or before April 30th.

4. Discussions (5%)

Students will complete two discussions – one at the beginning of the semester and one at the end of the semester.

General notes on assignments:

- HMSC 4375 is an online course and all content will be delivered through D2L. Information notices will be posted on the course home page. Home page includes tools for class assignments, discussion board questions, and grades. Students may contact the instructor and/or other students by clicking in the mail tool and selecting individual's name or click on class instructor's name or all instructors to send mail.
- Course content is delivered via class online content modules, Dropbox assignments, and discussion board questions directly relevant to the course content. Students should check the homepage on a daily basis for notices, mail, and assignments.
- Students should check their grade points at least once a week. 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.
- **Late assignments will not be accepted** e.g., submitting assignments as an attachment via email to professor, requesting to submit assignment after the due date has passed, requesting to redo assignment after points have already been assigned, and if assignment was submitted with improper formatting. You should always review documents that you upload in Dropbox to ensure that it is readable and it is the most appropriate document for the given assignment. When an assignment is uploaded correctly into Brightspace, you will receive a confirmation email letting you know it was submitted. Lastly, if you submit an assignment and did not follow all directions correctly, then you automatically receive a zero for the assignment since it is incomplete and you cannot resubmit.

Use of Technology:

Please make sure that you have access to a working computer that has a reliable internet connection. You will also need to have speakers/headphones that work to complete the course. You will use Brightspace (D2L) to access all course materials, submit your assignments, take your quizzes, check your grades, and communicate with both your classmates and with me. Internet access, access to Brightspace, and an SFA email account that you check often are essential parts of the course.

Required Technology:

- Working computer
- Reliable internet
- Camera & speakers
- Brightspace access
- SFA email

Important notes about Brightspace:

1. Course notices will be posted on the course homepage and it is the responsibility of each student to review Brightspace daily as you will be responsible for any information disseminated through D2L. You should log-on to Brightspace on a daily basis to check for notices (or download the app and set it to send you notifications). Neglecting to check Brightspace is NOT a valid excuse for not knowing course information.
2. Students should check their grades **at least once a week**. Any discrepancies in grades must be resolved within one week after assignment grades have been posted. Otherwise, the posted grade is considered final and will not be changed at a later date. I am always willing to discuss ways you can improve your future work, even if the one-week limit for a grade change has passed.
3. Most assignments that you will upload to Brightspace should be done using a Word document or PowerPoint. If you do not currently have, or anticipate having, access to

Microsoft Office, then please make the appropriate arrangements to secure the appropriate software for use in this course. It would be virtually impossible for the professor to save work in multiple formats to accommodate for all individual software available—as such Microsoft Office is the sole means of acceptable software to be used for uploading relevant documents.

4. The most appropriate browsers to use with Brightspace are either Google Chrome or Firefox.
5. Technical Support – if at any point during the course you experience technical difficulties in Brightspace, please:
 - a. Contact the SFASU Brightspace support team by emailing d21@sfasu.edu or calling 936.468.1919 (M-F 8am-5pm).
 - b. Let your instructor know immediately. Please realize: (1) The instructor is not qualified to provide Brightspace support and (2) notifying your instructor of technical difficulties does not exempt you from assignments or activities that are due! Notifying your instructor is a courtesy.

Re-taking the Course: If you are retaking the course, all your work must be original. You may not use the work that you submitted previously to count as credit for this semester. It is a new semester and new work should be produced. If you submit previously written work and attempt to pass it as newly produced work, you will receive a “0” for the assignment. If you have questions or are in doubt about what you are producing, please talk with me about the assignment.

IV. Evaluation & Assessments (Grading):

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total grades. All assignments will be graded on a 100 point scale, but will be weighted according to the percentages below.

- A = 89.5% -100%
- B = 79.5% - 89.4%
- C = 69.5% - 79.4%
- D = 59.5% - 69.4%
- F = 0% - 59.4%

Assignments & Quizzes Weights:

Category	Assignment Name	Points	Weight
Quizzes			
	HMSC 4375 Agreement Quiz	100	5%
Practice Exams			
	Standard I Integration of Foundations	100	10%
	Standard II Family Studies & Human Services	100	10%
	Standard III Human Development, Education, & Services	100	10%
	Standard IV Nutrition, Wellness, & Food Science	100	10%
	Standard V Food, Lodging, & Hospitality	100	10%
	Standard VI Consumer & Resource Management	100	10%
	Standard VII Textiles & Apparel	100	10%
	Standard VIII Environmental Design	100	10%
Zoom Meetings			
	Check-in #1	100	5%
	Check-in #2	100	5%
Discussions			
	Introductory Discussion	50	
	Final Thoughts Discussion	50	
	TOTAL	100	5%
TOTAL			100%

Note: All categories are graded on a 0-100 scale (points) but are weighted differently (weight). An excel spreadsheet will be provided in D2L for you to use to keep track of your standing. D2L also auto-calculates your *weighted* grade for you throughout the semester.

V. Tentative Course Outline

NOTE: All submissions, unless otherwise noted, are to be uploaded to D2L Dropbox by 11:59 PM (CST) on the day they are due!!! Course outline is tentative because it is the best plan of action for the course. At the discretion of the instructor, assignments, due dates, and readings may change.

Module	Date	Topics/Content	Readings	Assignments Due
Getting Started	Jan 8-17	Introduction to the course	Module Content & Suggested Readings	Introductory Discussion HUSC 4375 Agreement Quiz
Module 1	Jan 18-31	Standard I	Module Content & Suggested Readings	Standard I Exam
Module 2	Feb 1-14	Standards II & III	Module Content & Suggested Readings	Standard II Exam Standard III Exam
Module 3	15-28	Standard IV	Module Content & Suggested Readings	Standard IV Exam
Module 4	Mar 1-7	Standard V	Module Content & Suggested Readings	Check-in #1 Due by 5PM on March 5th
Spring Break March 8-14				
Module 4	Mar 15-21	Standard V	Module Content & Suggested Readings	Standard V Exam
Module 5	Mar 22- Apr 4	Standard VI	Module Content & Suggested Readings	Standard VI Exam
Module 6	5-18	Standard VII & VIII	Module Content & Suggested Readings	Standard VII Exam Standard VIII Exam
Module 7	Apr 19- May 2	Applying to take the exam & to clinical teach	Module Content	Check-in #2 due by 5PM April 30th Complete application for clinical teaching (in mySFA)
Module 8	May 3-5	Final Thoughts	Module Content	Final Thoughts Discussion Due by Wednesday May 5th

VI. Course Reading

There is no required text for the course. Students are provided with a resource list from AAFCS (American Association of Family & Consumer Sciences) of textbooks that they have likely had throughout their undergraduate career (or similar texts). Students should review their texts from these courses and/or find similar resources to review for the exam.

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 by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

Masks (cloth face coverings) must be worn over the nose and mouth at all times any time you are on campus and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave university buildings. All incidents of not

wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Additional Information Specific to Educator Preparation:

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y).

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification. You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will

be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation. Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information, contact [the](#) Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

X. Other Relevant Course Information:

Acceptable Student Behavior

In a face-to-face course, acceptable behavior includes how you interact with your fellow students in class discussions, online discussion forums, and any group work. Language used should always be professional. While you are encouraged to share personal experiences as examples for synthesizing class information, it will never be required of you to disclose information that makes you uncomfortable. When disagreeing with other students in the class, please be professional and refrain from profanity, personal attacks, and slurs.

Class participation

Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student's responsibility (and to his/her benefit) to read the material assigned in the class schedule prior to the assignment to be able to participate effectively in discussion postings and/or activities. Students are encouraged to collaborate with others in the class when studying and/or reviewing material via chat, student-created discussion board postings, in person, or other methods by which they will be successful.

Zoom Office Hours

I conduct my office hours (as much as I can) as if we were still in person! I want to see your face and get to visit with you. :) If you came to my physical office for office hours and another student was there, you would wait in the hall until I finished with the person who was already there, and then you would come in and have your time with me. What that means for you now that we are on Zoom is that when you follow the link below and log on to the office hours, you will be put into a "waiting room." You'll see a message that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I'm with someone. Don't worry, I WILL get to you in the order that you entered the waiting room. Even it is past the time for my office hours to end, I'll get to everyone who logs on! So if you have to wait, please be patient and know that I haven't forgotten you are there.