School of Human Sciences  
CMGT 3319:001 Codes and Materials  
Fall 2023

Instructor: Sally Ann Swearingen, M.A., MFA, RID, IDEC, ASID & IIDA.  
Course Time & Location:  
On-Line & Virtual when needed. Watch for dates.

Office: HMSS 101B  
Office Hours:  
MW 11:00-12 noon  
M 1:30-3:30 p.m.  
Friday: 10:00-11 .  
Available on-line to answer questions.  
Text first 936-554-9596 then we will set up a Zoom session.

Office Phone: 936 468-2048  
Other Contact Information:  
HMS Office 936 468-4502  
Credits: 3  
Email: sswearingen@sfasu.edu  
Cell: 936-554-9596

Office Hours:  
I will conduct my office hours virtually or face to face. I want to see your face and get to visit with you. If you see that I have someone in my office, and another student is there, you can wait in the hall until I finished with the person who was already there, then you would come in and have your time with me. With zoom, we can follow the class link and meet virtually if you choose. We can set up a waiting room if necessary so you can have your privacy. Please call my office and we can set up a session.

Prerequisites: None: Prefer Sophomore or later.

I. Course Description: Codes and Materials  
Building and interior does, including model codes, life safety, ADA and building materials used in residential and commercial interiors.

Course Justification: CMGT 3319 – Codes and Materials (Lecture) is a 3-credit course that meets once a week Hybrid/Asynchronous & offered as a online course, the other 75 minutes of readings, lectures and assignments for 14 weeks culminating with a 120 minute final exam. Students will also participate in an asynchronous instruction (service-learning charrette or 6 hours of service learning hours) which totals 870 minutes of class activity, plus attend two city meetings which total 120 minutes. Students complete significant readings, daily exercises, written research, 11 quizzes, and 10 scenarios plus 3 exams. These activities require a minimum of 6 hours of preparation time outside of the class.
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 and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

- Academic excellence through critical, reflective and creative thinking
- Life-long learning
- Collaboration and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community

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<tr>
<th>Program Learning Outcomes</th>
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<tr>
<td>The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.</td>
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<tr>
<td>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.</td>
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<tr>
<td>The student will demonstrate competence in his/her specific discipline using oral and written forms.</td>
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<td>The student will be able to identify basic design fundamentals such as the elements and principles of design.</td>
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<td>Students will be able to graphically convey a perspective drawing in 3 dimensions.</td>
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<th>Student Learning Outcomes</th>
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<tr>
<td>Upon successful completion of the course, the student will: CIDA</td>
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<tr>
<td><strong>Standard 6: Business Practices and Professionalism</strong></td>
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<td>m) The interior design program provides exposure to the role and value of life-long learning.</td>
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<td><strong>Standard 8: Design Process</strong></td>
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<td>i) Students understand the importance of evaluating the relevance and reliability of information and research impacting design solutions.</td>
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<td><strong>Standard 15: Construction</strong></td>
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<tr>
<td>f) student work demonstrates understanding that design solutions affect and are impacted by monitoring systems pertaining to energy, security, and building control systems.</td>
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<td>g) Vertical and horizontal systems of transport and circulation such as stairs, ramps, elevators, or escalators</td>
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<tr>
<td><strong>Standard 16. Regulations and Guidelines</strong></td>
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<td>a) Students have awareness of the origins and intent of laws, codes, and standards.</td>
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c) Student work demonstrates understanding sector-specific regulations and guidelines related to construction, products, and materials.
e) Student work demonstrates understanding of compartmentalization such as fire separation and smoke containment
f) Student work demonstrates suppression such as devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.
g) Student work demonstrates the ability to apply federal, state/provincial and local codes including occupancy group and load calculations; h) movement, travel distance, and means of egress; i) Barrier-free and accessibility regulations and guidelines.

Upon successful completion of the course, the student will: ACCE Standards

| SLO #1: | Create written communications appropriate to the construction discipline |
| SLO #2: | Create oral presentations appropriate to the construction discipline |
| SLO #3: | Create a construction project safety plan - prepare safety fact sheets. |
| SLO #8: | Analyze methods, materials, and equipment used to construct projects. |
| SLO #9: | Understand the role of the construction manager as a member of different multi-disciplinary project teams. |
| SLO #12: | Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process. |

Additional Students will:

b) Discuss and value of integrated design & construction practices. Guest lecturers creates an awareness of integrated practices in which the design process along with the approval process of working drawings within a jurisdiction.
d) interaction with multiple disciplines representing a variety of points of view and perspectives. Guest lecturers of city building officials and city fire marshal creates an awareness of different disciplines perspective or point of view on interpretation of codes. Students visited different jobs sites with building officials to get a clearer understanding of their interpretation of residential and commercial codes.

This course enhances student learning in the area of Codes and serves as one of the foundation courses in the Construction Management Program in the School of Human Sciences. It also aligns with the standards of the Council for Interior Design Accreditation (CIDA) & American Council for Construction Education (ACCE) to promote learning and understanding of health, safety, and welfare issues in the built environment. In addition, For additional information on meaningful and measurable
learning outcomes see the assessment resource page http://www.sfasu.edu/assessment/index.asp

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

Course Assignments/ Activities: In-class assignments & study problems and quizzes or all listed on the course calendar.

Instructional strategies may include: lectures, class discussion, group participation, guest speakers, and videos.

Use of Technology include: D2L/Bright space/ internet assignments/activities/research, and word processing plus video. Students MUST have access to a microphone, camera with their computer.

1. CMGT 3319 is a D2L on-line course. Information notices will be posted on the course home page. The homepage includes icons for class assignments (dropbox), discussion board questions, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon, chats, and/or discussion postings. Please, if you have questions, contact me. We are here to help, but please read everything first.

2. Course content is delivered via video class lectures, readings and discussions, assigned readings, assignment, and questions directly relevant to the course content. Students should check the homepage on a daily basis for notices, mail, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date. Most worksheets are due before the video that shows up on Tuesday and the quizzes and study problems by Friday. PLEASE be observant.

3. 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.

4. Assignments that are posted on the D2L Management System are predominately saved in the Word 2007 or later format or PDF.

IV. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course. (total of points)
A=90-100% of required points; B=80-89%; C=70-79%; F=0-69 %.

(Final points may vary slightly due to pop quizzes and/or in class participation).

Course Points are earned through:

1. **Scores on exams.** There will be 2 main exams during the semester, which will be administered via MyCourses. Each week you will have a Quiz over each module/chapter... Students must contact the instructor prior to the exam or quiz dates if rescheduling is necessary for a **compelling** reason. All exams/ quizzes must be made up within 4 class days or a grade of zero will be recorded.
   
   A. **Exams and Quizzes include:** Chapters Referenced: The codes guidebook for Interiors. Additional content information will be used from IBC. When taking Exams and Quizzes you may use the IBC Code book. We want to get you familiar with the content.
      1. **Two major Exams** – Mid-Term and Final
      2. **Quizzes** – you have 11.

2. **In - or out - of class assignments.** In-class assignments **cannot be made up** if missed due to an absence, unless **prearrangements** have been made with the instructor. Students must be present in class to turn in all assignments that are due in class. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email. Review the Modules, Homepage and Course Calendar.
   
   A. **Assignments include:**
      1. **Students introduce yourself video**
      2. **11 Assignments**- (due Before Week begins)
      3. **10 Study Problem** (due on Friday after class)

   **Extra Points:** If you attend a city Commission Meeting and a Zoning Board Meeting you can receive extra credit. Must sign in and write a detailed paper on what was discussed at the meeting, list all the commissioners; state what you learned. You can earn up to 40 points toward your total points.

   4. **Zoning Board Meeting**  
      20 pts
   5. **City Commission Meeting**  
      20 pts

3. **Extra-Credit Options.** Opportunities to earn extra-credit may be given during the semester. These assignments may not be announced ahead of time and cannot be made up if missed. You may attend up to two 50 minute CEU’s that pertains to codes in general to receive a 10 point bonus each.. You MUST have proof of attendance and a one page summary must be submitted. The 10 points are added to the total of your accumulative points.
Evaluation forms are located in course through D2L

WATCH FOR POSTED DATES OF DESIGN CEU’S on campus or attend one
provided by TAID, ASID, IIDA, CM or ID faculty.

V. Tentative Schedule
Please Note: This calendar is subject to change at the discretion of the instructor. Check the
calendar frequently for updates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Assignments</th>
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| Sept 4 | Module 1 | • Make sure you have Version, 7 of “The Codes Guidebook
for Interiors” by Katherine E. Kenyon and Sharon K.
Harmon and the 2021 IBC Codes book. |
| | | • We will review how the class is set up and discuss
expectations. |
| | | • Note: Class is online will have a virtually recorded
session on Tuesdays from 1:30 p.m. after Sept. 10th You
need to attend to understand the information and be
willing to ask questions. |
| | | • Before you start assignments expectations: You will
need to read the Chapter required and the chapter each
week. |
| | | • Complete the Assignment worksheet that will due
Wednesdays |
| | | • Homework: You will have 1 to 2 Study problems that
will be due each Saturday by 11:30 a.m. Friday's you
will Take a quiz over the chapter, due by 5 p.m. |
| | | • Read the next chapter. |
| | | • Make sure you review all video's and read the
corresponding chapter in the IBC Book |
| | | • 1st Weeks HOMEWORK: Get a jump start on next week
- it is two chapters. Start reading Chapter 1- you can
complete your assignments ahead of time but NO late
work is permitted. Chapter 1 assignment Worksheet due
this FRIDAY by 5 p.m. Study Problem and Quiz due by
SATURDAY, at 11:30 p.m.. (This week only) |
| | Module 1 | • Before Week begins: Read Chapter 2: About Codes,
Make sure you watch all video's. Review corresponding
chapter in IBC. Chapter 2. Complete Assignment
Worksheet and upload. |
<table>
<thead>
<tr>
<th>Week of Sept. 11th</th>
<th>Module 3: Occupancy Classifications and Loads</th>
<th>Assignments</th>
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<td>- Read Chapter 2 in Text book: Accessibility &amp; watch the video. IBC Read Chapter 11: Accessibility. Complete worksheet for Chapter 2. Watch the Ron Blank &amp; Associates video (52 minutes) and take the quiz and upload for a grade.</td>
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<td></td>
<td>- (The Codes Guidebook for Interiors/7th edition). Will review Module 1 &amp; 2. Will discuss items within Codes, review the IBC book, how the course is set up. Will review ADA, &amp; you will learn what TAS stands for. Be ready to look for discussion questions.</td>
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<td>- <strong>Homework assignment</strong>: Study Problems Due Sat. at 11:30 a.m.; Quiz 2 Due Friday by 5 p.m.</td>
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<td>- Begin reading next chapter.</td>
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<tr>
<th>Week of Sept. 11th</th>
<th>Module 3: Occupancy Classifications and Loads Cont'd</th>
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<td></td>
<td>- <strong>Before Week begins</strong>: Review the entire module. Read Chapter 3 in the Text book (pages 55-94) and Read Chapter 3 in IBC - Use and Occupancy Classification.</td>
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<td>- <strong>During week in videos</strong>: Re-read Chapter 3 Pages 55-94. Be ready to work through some scenarios. <strong>No work turned in till next seek.</strong></td>
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<td>- <strong>Homework</strong>: Read in Text book Pages 94-107, Assignments and worksheets due next week. So read many times the chapter.</td>
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<th>Week of Sept. 18th</th>
<th>Module 4: Construction Types and Building Sizes</th>
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<td>- <strong>Before week begins</strong>: Re-read entire chapters. Work through the Assignment Worksheet for Module 3. Due Wednesday. Work through them, then upload.</td>
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<td>- <strong>After reading</strong> - be prepared to work through different scenarios and learn how to figure occupant loads.</td>
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<td>- <strong>Homework</strong>: Complete Study Problems Due Saturday at 11:30 a.m. &amp; take Quiz Chapter 3 by Friday at 5 p.m.</td>
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<th>Week of Sept. 25th</th>
<th>Module 4: Construction Types and Building Sizes</th>
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<td>- <strong>Before Week begins</strong>: Read Chapter 4 in Text book and Chapter 5 &amp; 6 in IBC.</td>
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<td>- Work through the Assignment Worksheet for Module 4 Due Wed.</td>
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<td>- <strong>During week in videos</strong>: - be prepared to work through scenarios and learn how to utilize tables in IBC.</td>
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<tr>
<td>Week of Oct. 2</td>
<td>Module 5: Means of Egress</td>
<td>Assignments</td>
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<tr>
<td><strong>Week of Oct. 9</strong></td>
<td>Module 5: Means of Egress Cont'd</td>
<td><strong>Assignments</strong></td>
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<tr>
<td><strong>Week of Oct. 16</strong></td>
<td>Mid-Term</td>
<td><strong>Assignments</strong></td>
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<tr>
<td><strong>Week of Oct. 23</strong></td>
<td>Module 6 - Fire and Smoke Resistant Assemblies</td>
<td><strong>Assignments</strong></td>
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- **Homework:** Complete study problem Worksheet Due Sat. 11:30 a.m. and take Quiz Chapter 4 by Friday at 5 p.m.

- **Before Week begins:** Read Chapter 5 in Textbook and Chapter 10 in IBC. (Lots of information so read it thoroughly)

- **During week in videos:** - be prepared to work through tables in the chapter and scenarios from IBC

- **Homework:** Re-read Chapters above, you also have a CEU video to watch and upload the certificate. It is a 50 minute video with a 10 question quiz. NO study problems this week.

- **Before Week begins:** Review readings. Work through Assignment worksheet for Module 5, Due Wed.

- **During week in videos:** - continue with tables and discussion.

- **Homework:** Complete study problems 1 & 2 by Sat. 11:30 am and Take quiz Chapter 5 by Friday at 5 p.m.

- **Before Week begins:** Review all your modules and worksheets: Answers will be posted for your review.

- **Class Recordings** we will review the Scenarios and work through and entire scenario to prepare for your Mid-term which is over Chapters 1-5, but you will need to use the IBC Code book and reference it for your Mid-term.

- **Mid-Term** - Open Thursday Oct. 19 - 9 a.m. - Closes Saturday Oct. 20th at 11 p.m. You will download fill it out, following the directions.

- **Before Week begins:** Read Chapter 6 in your text book and in IBC Read Chapter 7 and content in Module.

- **Start working on Assignment worksheet. Complete Before Week begins, 8 a.m.**

- **During week in videos:** - We will discuss charts and tables and work through some scenarios.

- **Homework:** Read Pages 232 - 256. Complete Study Problems, and take Quiz, Due Friday at 5 p.m. You have
<table>
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<tr>
<th>Week</th>
<th>Module</th>
<th>Assignments</th>
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<tr>
<td>Week of Oct. -30</td>
<td>Module 7 - Fire Protection Systems</td>
<td>a CEU assignment that is due Saturday, will take around 50 minutes to read through the PPT. (Worth 50 points).</td>
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<td><strong>Before Week begins:</strong> Read Chapter 7 in your textbook and in IBC Read Chapter 9, start working on assignment worksheet and complete by designated times. (may want to look at Chapter 24 in IBC)</td>
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<td><strong>During week in videos:</strong> We will discuss locations of equipment, review charts and have a guest speaker.</td>
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<td><strong>Homework:</strong> Study Problems due, Sat., 11:30 a.m. and take Quiz by Friday at 5 p.m.</td>
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<td>Week of Nov. 6</td>
<td>Module 8 - Plumbing and Mechanical Equipment Requirements</td>
<td><strong>Before Week begins:</strong> Read Chapter 8 in your text book and Chapter 29 &amp; 28 in IBC</td>
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<td>Complete Assignment Worksheet</td>
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<td><strong>During week in videos:</strong> Discuss Charts, work through scenarios</td>
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<td><strong>Homework:</strong> Study Problems and take Quiz. Note you also have a CEU assignment it will take approximately 52 minutes to complete, you must take the quiz afterwards and upload the certificate.</td>
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<tr>
<td>Week of Nov. 13</td>
<td>Module 9 Electrical and Communication Requirements</td>
<td><strong>Before Week begins:</strong> Read Chapter 9 in your textbook and Chapter 27 in IBC.</td>
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<td>Complete Assignment Worksheet Before by Wed.</td>
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<td><strong>During week in videos:</strong> Discuss Charts and wiring.</td>
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<td><strong>Homework:</strong> Study Problem due. Sat. 11:30 a.m. (Only have 1 study problem) and take Quiz, due Friday by 5 p.m.</td>
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<tr>
<td>YOU ARE ALMOST DONE! Keep reading and working hard! THANKSGIVING BREAK</td>
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<td>Week of Nov.-27</td>
<td>Module 10: Finish and Furniture Selection</td>
<td><strong>Before Week begins:</strong> Read Chapter 10 in your textbook and Chapter 8 in the IBC.</td>
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<td>Complete Assignment Worksheet, due 8:00 a.m.</td>
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<td><strong>During week in videos:</strong> Discuss the different testing, review Charts, how to specify materials and what to look for.</td>
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CMGT 3319 Codes
Swearingen – Fall 2023

Assignments

- **Homework**: Study Problems, Sat. 11:30 a.m. and Quiz due by Friday at 5 p.m.
- If you get a chance in your hometown - Go meet the building inspector and learn and ask about their process on getting a building permit.

Week of Dec. 4

- Module 11: Code Officials and the Code Process

- **Before Week begins**: Read Chapter 11 in your textbook and Appendix C and Appendix A in IBC
- Assignment Worksheet due, Wed. by 8 a.m.
- **During week in videos**: Discuss Charts, work through the process and guest speaker of a code official.
- **Homework**: NO Study Problem, Quiz due Friday at 5 p.m.

Thursday we will review online/zoom at 4 p.m. and ask questions.

Exam opens Monday Dec. 11th at 8 a.m. and closes Thursday morning Dec. 14th at 10 a.m.

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

Harmon, S. *The Codes Guidebook for Interiors*, edition 7

International Building Code  Purchase 2021 edition of IBC/ join (Student Membership to ICC International Code Council for $55, receive IBC Code book free) [http://www.iccsafe.org](http://www.iccsafe.org)  Go to membership – students / will need to send a copy of transcript.  Please do this no later than two weeks prior to class.

Texas Accessibility Standards Field Reference Manual, order by [www.supportTAPIID.org](http://www.supportTAPIID.org)

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:

**Attendance: (Interior Design & Construction Management Policy)**
Class attendance is vital to success in this course and is expected from all students. Class will begin and end on time. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for a quiz, test, or special activity. In addition, any hard copy assignments and projects due will be due at the beginning of class. Due to the potential for excessive disruption in the learning environment, please be punctual in attending class. One free, undocumented absences per course each semester. Please use wisely.

The instructor should be notified immediately if an extended illness occurs. Documentation of an extended illness is mandatory. Any student having a PLANNED ABSENCE for an SFA university function MUST NOTIFY the professor IN WRITING/ Email prior to the absence. This note should be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes may be verified on the web page for the Registrar’s Office that documents the absence of students for University related functions. It is the responsibility of the student to plan for missed time BEFORE the absence occurs.

**Policy 6.7 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 Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.
Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**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 to read the material assigned in the class schedule **prior** to the class period to be able to participate effectively in class discussions and/or activities.

**Cell Phones:**
Cell phones must be **turned off** and placed out of sight. During week in videos: in videos: in videos: . It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. In the unusual circumstance that one must leave his/her phone on vibrate (with a sick child at home or waiting for emergency information via phone), notifying the instructor at the beginning of class is appropriate and expected to avoid confusion.

**Presentation Attire:**
Modest, comfortable dress is expected for regular classes. For class presentations, professional dress or professional casual is required. In general, professional dress includes: a jacket or jacket-substitute such as a vest or cardigan, modest full-length pant or knee-to-calf length skirt, modest shirt with sleeves, and closed-toe shoes or dressy sandals. Hair of shoulder-length or longer should be pulled up or back. Common professional dress ERRORS TO AVOID are denim clothing, tennis shoes, flip-flops, sleeveless clothing, tight-form-fitting clothing, bare midriffs, underwear that shows, low-rise pants which reveal naval abdomen or lower hips area, and low-cut tops which reveal the male chest or female cleavage.

**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:
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

Final Exams: Final exam date and time is established by the university, and are not to be changed by the faculty. Please do not ask to change the final exam date or time. Your exam will be on-line.

Students with Disabilities

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.

Academic Integrity

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.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp .

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 *Semester 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.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

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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.

**Instructor Conferences:**
All students are encouraged to take time to meet individually with the instructor during the semester. Every effort will be made to respond to individual needs. If at
any time a student feels that s/he is having problems related to the course, s/he is advised to contact the instructor as soon as possible. Likewise, the instructor may request a meeting with a student outside of class time if necessary. Many problems can be resolved easily if promptly addressed. Students are invited to "chat" with their instructor, in addition to face to face meetings. While the instructor does hold regular office hours, it is strongly recommended that students make an appointment to avoid unforeseeable conflicts.