School of Human Sciences  
TRVM 1300.502 Introduction to Travel and Tourism  
Fall 2023  
August 28 – December 15, 2023

Instructor: Dr. Mary Olle  
Office: HMS N 106 B  
Office Phone: 936-468-1872  
Other Contact Information: 936-468-4502  
Prerequisites: None

Course Time & Location: Brightspace  
F2F M 11:00 am–3:00 pm; T 3:00 – 4:00 pm and by ZOOM appointment  
Credits: 3  
Email: ollemary@sfasu.edu

Please correspond through D2L; response to emails will be within 24 - 48 hrs. during regular hours. When sending emails, please use Brightspace include the course number somewhere in the subject line.

I. Course Description:
Investigation of the nature of travel and tourism, factors that impact mobility, travel/tourism related concepts and services, and impact on hospitality industry.

Course Justification: TRVM 1300 Introduction to Travel and Tourism  
Travel and Tourism is a 3-credit hour lecture course taught online in a 15 - week period and is offered in the fall and spring semesters and online in a 6-weeks period during summer. According to the SFA policy 5.4, one-semester hour of credit is granted for 750 minutes of classroom instruction and 1500 minutes of outside of class student work. This course is taught fully online utilizing the Brightspace learning system and includes online module lectures and assignments, power point projects, research projects related to the travel and tourism industry, textbook readings, online chapter quizzes and exams, meeting the required online instruction hourly requirements.

Course Modality: This course is taught fully online delivered asynchronously.

Critical Assignment: This course contains a critical assignment for the Hospitality Administration Program. PLO 1 Assessment 1 Students will submit a video recording responding to embedded questions related to current and emerging technology trends in the travel and tourism industry.

PCOE James I. Perkins College of Education Diversity Statement  
The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect and shared responsibility, faculty, staff and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion and spiritual values in order to enhance the quality of life in a diverse, global community. It is found at the following link: https://www.sfasu.edu/coe/about/deans-office-statements

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
This course supports the mission of the College of Education “to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.”

THE COLLEGE OF EDUCATION VALUES AND GOALS ARE:
1. Academic excellence through critical, reflective, and creative thinking  
2. Life-long learning  
3. Collaboration and shared decision-making  
4. Openness to new ideas, to culturally diverse people, and to innovation and change  
5. Integrity, responsibility, diligence, and ethical behavior

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6. Service that enriches the community

Program Learning Outcomes:

1. **PLO 1 Resource Development**: The students will identify appropriate technology use and sustainability practices in the hospitality industry.
   Assessment: Assessment 1 – Technology Presentation – the student will examine and determine current and emerging technology trends in the travel and tourism industry through a video recording by responding to embedded questions.

2. **PLO 2 – Career Readiness**: 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 focus area in the field of Human Sciences and Hospitality.

3. **PLO 3 Financial Metrics**: The student will calculate, interpret, and demonstrate key ratios, financial statements, and budgets related to the hospitality industry.

4. **PLO 4 – Service Aptitude**: The students will demonstrate positive service aptitude through transformational experiences.

Student Learning Outcomes:

The course objectives provide an opportunity for learning to:

- Understand and explain the basic definition of tourism.
- Identify trends affecting tourism and travel.
- Identify the factors that affect mobility.
- Identify the major participants and forces shaping the tourism industry.
- Understand why study tourism from the systems approach.
- Identify future challenges and opportunities facing the tourism industry.
- Evaluate the career prospects in the tourism industry.

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

Technology: Brightspace, internet assignments/activities/research, and word processing.

1. TRVM 1300.501 is a fully online course. Informational notices will be posted on the homepage of the course. As an online course delivered through the university's Learning Management System (LMS) Brightspace. It is your responsibility to have a secure internet connection and capabilities in order to access the course.

2. Course content will be delivered via learning modules, assigned readings, assignments, and discussion board questions directly related to the course content. **Students should check the homepage on a daily basis for notices, email, and assignments.** Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

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. Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, student must go beyond basic requirements of the assignment. Discrepancies in grades or assignments will not be considered during dead or finals week.

4. Assignments that are posted on D2L are predominately saved in Word format. The instructor must be able to open the file in order to receive a grade for the assignment.

5. Assignment format: All posted assignments must be typed in 12-point font, Times Roman font. Assignments should be posted in Dropbox provided, unless otherwise noted in instructions. Handwritten or assignments not turned in online in any part are not-acceptable. Having technical issues with computer/printer, or failing to view the assignments is unacceptable reasons for failure to complete an assignment by the due date. Do not request to turn in an assignment late for any of these reasons. Technical issues should be reported immediately through email and/or phone call to professor and D2L technical support (936-468-1919) – no matter what time of day!
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.

760 – 684 = 90% = A  
683 – 608 = 80% = B  
607 – 532 = 70% = C  
531 – 456 = 60% = D  
455 – below = F

Assignments, Syllabus Quiz, Introductions

Throughout the session you will be given assignments to complete. NO LATE HOMEWORK will be accepted. THERE ARE NO MAKEUPS ON ASSIGNMENTS OR EXAMS. It is your responsibility to keep up with the reading.

1. Syllabus Quiz 20 points
   Quiz covering the content from the syllabus.
   Due Online: Monday, September 4 by 11:30 p.m.

2. Student Introduction 30 points
   Online student introductions. Please include information about your hometown, major, and interest in travel and tourism. Due Online in Discussion by: Monday, September 4 by 11:30 p.m.

3. Texas Time Travel (Heritage Trails) Assignment 40 points
   Visit and review the website and answer question related to the website.
   Due Online in Dropbox by: Monday, September 4 by 11:30 p.m.

4. Transportation Assignment (Chapter 6) 50 points
   You will be researching Intermodal Transportation. Students will be randomly given a specific destination. For your given destination, you will detail cost and methods of transportation, necessary for you to depart from your hometown and arrive at your destination. Information for this assignment is posted in D2L Dropbox.
   Due Online in Dropbox by: Monday, October 17 by 11:30 p.m.

5. This Place Matter Assignment (Chapter 9) 50 pts
   You will identify a meaningful place (a business, a building, a specific location, etc.) that is significant to you. Download the "This Place Matters" sign, and take a picture of you at this location and submit a brief summary of its significance to you.
   Due Online in Dropbox by: Monday, November 13 by 11:30 p.m.

Assignment format: All submitted assignments must be typed in 12 point, Times New Roman font. Assignments should be posted in drop box provided, unless otherwise noted in instructions. Handwritten or assignments not turned in online in any part are non-acceptable. Having problems with the computer and/or printer, or failing to view the assignment is unacceptable for failing to complete an assignment on the due date. Do not request to turn in an assignment late for any of these reasons. If you have technology issues of any kind: Immediately notify me through an email in D2L and call tech support – Center for Teaching and Learning (CTL) at 936-468-1919 – no matter what time of day or night!

Topics to be discussed in the course include the following:
Discussion must be submitted by the posted due date to receive credit; responses should be concise but thorough. Grading the discussion post will be based on clarity of content, quality, timeliness, grammar, and punctuation. The rubric for grading criteria is attached to each assignment under the Discussion tool.

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Discussions Videos/One-Pager topics/prompts:

5. **Chapter 1 Video Discussion Future Opportunities and Challenges Facing Tourism 30 points**
   Chapter 1 provides discussion questions concerning opportunities and challenges facing the future of tourism as well as situations or problems identifying ethical and unethical behavior. Carefully read the section titled, "Tourism’s Challenges and Opportunities", and select three (3) of the bulleted questions from the ‘challenges and opportunities’ section. Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

6. **Chapter 2 Video Discussion Intro to Tourism – What Type of Tourist Are You? 40 points**
   What type of tourist do you think you are? Take the survey and respond to the questions. Discuss your results of the survey (what “type” of tourism you are) and whether or not you agree with the survey. Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

7. **Chapter 3 Video Discussion Post – Five Service Quality Dimensions 20 points**
   Defining “quality in service” can be difficult. After reading Chapter 3 Delivering Quality Tourism Service – People tend to judge the quality of service based on five dimensions that put quality into serve. Post your response to the questions presented under the Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

8. **Chapter 4 Video Discussion - Impact of Social Media in Travel Decisions 40 points**
   What impact does social media have on decisions made by Gen Z travelers? In this video, you will answer questions to find out how social media influences your travel decisions. Record your video and reply to at least three of your classmates on or before the Posted Due Date.

9. **Chapter 5 Video Discussion – Technology in the Travel Industry 40 points**
   The implementation and use of technology are continuous in the travel and tourism industry. Find out your travel interests and activities in the metaverse. Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

10. **Chapter 7 Video Discussion – It’s All About Marketing 20 points**
    The lodging industry offers a wide variety of accommodations in size and complexity that requires dedication to detail and a strong desire to welcome and serve each guest as if that guest were the first and most important person of the day. Identify and discuss four (4) key topics presented. Record your response in Video and reply to at least three of your classmates on or before the Posted Due Date.

11. **Chapter 8 – Video Discussion Favorite Eating Establishment 40 points**
    After reading Chapter 8 tell us about your favorite place to eat. In your video, explain where the establishment is located, why it is your favorite, and what establishment is on your bucket list to try in the future. Record your response in Video and reply to at least three of your classmates on or before the Posted Due Date.

12. **Chapters 11 – Video Discussion – Negative and Positive Impact of Tourism 20 points**
Tourism can have both a negative and positive impact on a destination. Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

13. Chapters 12 – One-Pager Effects of Mass Tourism 50 points
Read the posted article “The Effects of Mass Tourism” and select one destination. Respond to the discussion question concerning Mass Tourism and Carrying Capacity by creating a One Pager. Submit your One Pager questions in Dropbox in D2L by the Posted Due Date.

14. Chapter 13 Video Discussion Post – Tourism, Too Much of a Good Thing 20 points
Mass tourism can lead to multiple costs to a destination including the environment, social and cultural structure, and local residence. Record your response as a video discussion and reply to at least three of your classmates on or before the Posted Due Date.

15. Chapter 14 One-Pager Current State of the Travel and Tourism Industry and Future of the Travel and Tourism Industry 50 points
Read the article related to the future of global travel. Respond to the information presented by creating a One Pager. Submit your One Pager by the Posted Due Date.

16. Open Travel Discussion If you are traveling in the near future or have traveled recently, please share your experiences with the class, especially if they relate to topics we have been learning about and discussing (i.e., use of technology, concerns of sustainability, mass tourism, accommodations or food and beverage experiences). Please post appropriate pictures of your locations. Post your responses to the discussion questions in the Discussion section in D2L anytime during the semester; this is an optional assignment and will not be graded.

Participation:
Your success is going to be dependent upon your ability to work on the course every day - just as if you were attending a face-to-face class. You are expected to have access to the internet, login to the course, read and review all content presented in this course on a regular basis.

Exams (3 @ 50 points each; final 100 pts) - The exams will cover the material in your textbook as well as 5information that has been presented in lecture and in the content modules. They are designed to gauge your progress toward mastering the assigned material. The exams are worth a total of 250 points. If you have technology issues of any kind: Immediately notify me through an email in D2L and call tech support – Center for Teaching and Learning (CTL) at 936-468-1919 – no matter what time of day or night! NO MAKEUP EXAMS WILL BE GIVEN.

Exams Dates: EXAMS will be on the following dates and times; it is in your best interest not to wait until the last minute to begin the exams! Once you have started, you will have 60 minutes to complete the exam. Modules covered in the exams will close at 7:30 am the day of the exam.

Exam 1 50 points (Chapters 1, 2, 3)
Exam will be available starting Tuesday, February 7 beginning at 8:00 a.m. until 11:30 pm. Once you start the exam, you will have 45 minutes to complete the exam.

Exam 2 50 points (Chapters 4, 5, 6)
Exam will be available starting Tuesday, February 28 beginning at 8:00 a.m. until 11:30 pm. Once you start the exam, you will have 45 minutes to complete the exam.

Exam 3 50 points (Chapters 7, 8, 9)

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Exam will be available starting **Tuesday, March 28 beginning at 8:00 a.m. until 11:30 p.m.** Once you start the exam, you will have **45 minutes** to complete the exam.

**Exam 4**  100 points *(Chapters 11, 12, 13, 14)*

Exam will be available starting **Tuesday, May 2, beginning at 8:00 a.m. until Thursday, May 3 11:30 p.m.** Once you start the exam, you will have **60 minutes** to complete the exam.

**Grading Criteria**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>20 pts</td>
</tr>
<tr>
<td>Student Introduction</td>
<td>30 pts</td>
</tr>
<tr>
<td>Texas Forest Trail (Texas Time Travel)</td>
<td>40 pts</td>
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<tr>
<td>Transportation Assignment</td>
<td>50 pts</td>
</tr>
<tr>
<td>This Place Matters Assignment</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussions/Flip/One Pager</td>
<td>370 pts</td>
</tr>
<tr>
<td>Examinations (4)</td>
<td>200 pts</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td>760 pts</td>
</tr>
</tbody>
</table>

760 – 684 = 90% = A  
683 – 608 = 80% = B  
607 – 532 = 70% = C  
531 – 456 = 60% = D  
455 – below = F

**V. Tentative Course Outline/Calendar:**

(This syllabus is subject to change. All changes will be posted on the homepage of the course; it is your responsibility to note them).

**August 28 – Sept 1**  
**Week 1**  
Getting Started Module  
Student Introductions  
Syllabus Quiz  
Texas Time Travel (Heritage Trail) Website Assignment

**Sept 4 - 8**  
**Week 2**  
**DUE: Monday, September 4 by 11:30 pm**  
- Student Introductions – 30 pts  
- Syllabus Quiz – 20 pts  
- Texas Time Travel Assignment – 40 pts  
**Opens**  
Chapter 1 - Intro to World’s Largest Industry, Tourism  
Video Discussion Chapter 1 – Opportunities and Challenges  
Chapter 1 Review Quiz

**Sept 11 - 15**  
**Week 3**  
**DUE: Monday, September 11 by 11:30 pm**  
Video Discussion Chapter 1 – Future Opportunities and Challenges – 30 pts  
**Opens**  
Chapter 2 - Marketing to the Traveling Public  
Video Discussion Chapter 2 – What Type of Tourist Are You?  
Chapter 2 Review Quiz

**Sept 18 - 22**  
**Week 4**  
**DUE: Monday, September 18 by 11:30 pm**  
Video Discussion Chapter 2 – What Type of Tourist Are You? – 30 pts  
**Opens**

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Chapter 3 – Delivering Quality Tourism Service
Discussion Chapter 3 – Five Dimensions of Service Quality
Chapter 3 Review Quiz

Sept 25 - 29  
**DUE:** Monday, September 25 by 11:30 pm  
Video Discussion Chapter 3 – Dimensions of Service Quality – 30 pts

**TUES, September 26**

- Chapters 1, 2, 3 Modules and Review Quizzes  
  **Closes 7:30 am**

- **EXAM 1 – Chapters 1, 2, 3 (8:00 am – 11:30 pm)**  
  45 minutes – 50 pts
- **Opens**

- Chapter 4 – Bringing Travelers and Tourism Suppliers Together

- **Video Discussion** Chapter 4 – Impact of Social Media in Travel Decisions

Oct 2 - 6  
**DUE:** Monday, October 2 by 11:30 pm  
Video Discussion Chapter 4 – Impact of Social Media in Travel Decisions – 40 pts

- **Opens**

- Chapter 5 – Capturing Technology’s Competitive Advantage

- Video Discussion Assignment Chapter 5 – Technology in the Travel Industry

- Chapter 5 Review Quiz

Oct 9 - 13  
**DUE:** Monday, October 9 by 11:30 pm  
Video Discuss Chapter 5 Technology in the Travel Industry – 30 pts

- **Opens**

- Chapter 6 - Transportation

- Transportation Assignment

- Chapter 6 Review Quiz

Oct 16 – 20  
**DUE:** Monday, October 17 by 11:30 pm  
Transportation Assignment – 50 pts

**TUES, Oct 17**

- Chapters 4, 5, 6 Modules and Review Quizzes  
  **Closes 7:30 am**

- **EXAM 2 – Chapters 4, 5, 6 (8:00 am – 11:30 pm)**  
  45 minutes – 50 pts
- **Opens**

- Chapter 7 – Accommodations

- Discussion Chapter 7 – It's All About Marketing

- Chapter 7 Review Quiz

Oct 23 - 27  
**DUE:** Monday, October 23 by 11:30 pm  
Video Discussion Chapter 7 – It’s All About Marketing – 30 pts

- **Opens**

- Chapter 8 Food and Beverage

- Video Discussion Chapter 8 – Favorite Eating Establishment

- Chapter 8 Review Quiz

Oct 30 – Nov 3  
**DUE:** Monday, October 30 by 11:30 pm  
Video Discussion Chapter 8 – Favorite Eating Establishment – 30 pts

- **Opens**

- Chapter 9 Attractions and Entertainment

- This Place Matters Assignment

- Chapter 9 Review Quiz

Nov 6 – 10  
**DUE:** Monday, November 6 by 11:30 pm

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Week 11

**TUES, November 7**
- Chapters 7, 8, 9 Modules and Review Quizzes **Closes 7:30 am**
- **EXAM 3 – Chapters 7, 8, 9 (8:00 am – 11:30 pm)** 45 minutes – 50 pts
  - **Opens**
  - Chapter 11 Economic and Political Impacts of Tourism
  - Video Discussion Chapter 11 – Negative and Positive Impact of Tourism
  - Chapter 11 Review Quiz

**Nov 13 - 17**
- **DUE: Monday, November 13 by 11:30 pm**
  - **Week 12**
  - This Place Matters Assignment – 50 pts
  - Video Discussion Chapter 11 – Negative and Positive Impact of Tourism – 30 pts
  - **Opens**
  - Chapter 12 Environmental and Social/Cultural Impacts of Tourism
  - One Pager for Chapter 12 – Effects of Mass Tourism
  - Chapter 12 Review Quiz

**Nov 20 – 24**
- **THANKSGIVING BREAK**

**Nov 27 – Dec 1**
- **DUE: Monday, November 27 by 11:30 pm**
  - **Week 14**
  - One Pager for Chapter 12 – Effects of Mass Tourism – 50 pts
  - **Opens**
  - Chapter 13 Sustaining Tourism’s Benefits
  - Video Discussion Chapter 13 – Tourism, Too Much of a Good Thing
  - Chapter 13 Review Quiz

**Dec 4 - 8**
- **DUE: Monday, December 4 by 11:30 pm**
  - **Week 15**
  - Chapter 13 - Tourism, Too Much of a Good Thing – 30 pts
  - **Opens**
  - Chapter 14 – The Future of Tourism
  - One Pager for Chapter 14 – Future of Tourism
  - Chapter 14 Review Quiz

**Dec 11 - 15**
- **DUE: Monday, December 11 by 11:30 pm**
  - **Week 16**
  - One Pager for Chapter 14 – Where Do You See Future Tourism – 50 pts
  - **FINAL EXAM 4 Chapters 11, 12, 13, 14 (60 minutes)** – 50 pts

**TUES, December 12**
- Chapters 11, 12, 13, & 14 Modules and Review Quizzes **Closes 7:30 am**
  - **Opens:** **Tuesday, December 12, 8:00 am**
  - **Closes:** **Tuesday, December 12, 11:30 pm**

VI. Readings
**Required textbook:**
Boston: Pearson.
ISBN: 978-0-448448-8
Additional readings from websites and posted articles.

VII. Course Evaluations:
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Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. 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 COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the 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:

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.

Attendance:
Course content will be delivered via learning modules, assigned readings, assignments, and discussion board questions directly related to the course content. Students should check the homepage on a daily basis for notices, email, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date. There are deadlines that must be met. No late assignments will be accepted.

Due to collaborative and reflective nature of the course and the sequence of activities, students are required to actively participate in a professional manner.

In the case of emergencies, the student is responsible for contacting his/her professor in a timely fashion and apprising the professor of the situation. E-mail contact is typically the most efficient and reliable method of contact, however, when an emergency occurs in route, then a phone call is appropriate.

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/

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.

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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.

**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; 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 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; 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**
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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**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

Upon the request from student to the instructor of record and at the discretion of the instructor of record with the approval of the academic unit head, a grade of WH may be assigned only if the student cannot complete the coursework 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.

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.

**Student Code of Conduct: Policy 10.4**
Disorderly conduct including but not limited to: (a) disruption or Interference of Students, faculty, administration, staff, the educational mission, or routine operations of the University. (b) Commercial solicitation on campus or with University resources without prior approval from University officials. (c) Failure to comply with a reasonable and lawful request or directive of University Officials. (d) Facilitation of Student misconduct including but not limited to assisting, conspiring, soliciting, or encouraging others to engage in conduct which violates the Student Code of Conduct. More information on Student Code of Conduct can be found at [https://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf](https://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf)

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.

**Student Wellness and Well-Being**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:**
The Dean of Students Office (Rusk Building, 3rd floor lobby)  
[www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)  
936.468.7249  
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202

Updated 7/25/2023  
TRVM 1300.501  
M. Olle
The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

IX. Other Relevant Course Information:
Please know in the Discussion section, there is a topic titled, General / Frequently Asked Questions. You can use this section to post any questions or concerns that you believe may be relevant to other people in the class.

Tips to Be Successful in an Online Course
1. Make the course a priority – You are expected to complete every reading, assignment, and discussion.
2. Set aside a minimum of one hour a day to work on the course. Think of the one hour as your class time.
3. Make a study plan. Set a fixed time during the week to work on the course and make a schedule.
4. Get rid of distractors. Allow time to focus without outside distractions such as social media, cell phone, etc.
5. Take notes as you read content. Review the assignment before reading the material and make notes from the readings that relate to the assignment.
6. Take a break and stay healthy. Maintain regular breaks to avoid strain; involve exercise and fresh air – eat good food!
7. Connect with others. Take the class with a friend and/or have a study buddy.
8. Ask questions. If you are confused about an assignment, ask for clarification – in a timely manner, not the date the assignment is due.
9. Beat deadlines. Be aware of due dates, finishing assignments early leaves time to ask questions before submitting.

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