I. Course Description: (brief paragraph)

This course will introduce students to those concepts and topics necessary for the comprehensive understanding of the fundamentals of the meetings, events, expositions and event technology industries. The course will review the roles of the organizations and people involved in the businesses that comprise the MEET industry.

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

The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

The 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. The goals of this course support the goals of the COE by:

- Preparing leaders in the hospitality and tourism field. As one of the largest industries in Texas, the hospitality industry needs competent and skilled leaders. The students will become familiar with the different aspects of the Meetings, Events, Expositions and Technology (MEET) industry in the course.
• Provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations. Students will be exposed to online resources such as NBC Learn, webinars and others that are relevant to the course.

• Collaborate with external partners to enhance students’ knowledge, skills, and dispositions, and to influence the ongoing exchange of ideas for mutual benefit. Outside resources will be utilized to enhance the curriculum of this course through the utilization of guest speakers.

• Engage in outreach services. Each student will have an opportunity to contribute to the hospitality field through service learning component activities. Activities can be events around town and/or university where students are to work three 2-hour shifts to fulfill the requirements.

• Conduct research to advance knowledge and to contribute to the common good. This will be done through case studies, research and reflection papers.

_Hospitality Administration Program Learning Outcomes_

**PLO 1 – Resource Development:** The students will identify appropriate technology use and sustainability practices in the hospitality industry.

**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.

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

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

_Student Learning Outcomes_

At the completion of this course students will be able to:

• Explain the importance of defining meeting goal and objectives.
• Develop a meeting budget and understand its elements.
• Identify the basic steps in selecting a site.
• Demonstrate integrated marketing strategies.
• Define and understand the roles of committees, volunteers, convention and visitors’ bureaus, suppliers and third-party vendors.
• Identify the legal and ethical responsibilities of a meeting planner.
• Analyze the elements of an effective learning environment.
• Explore the role of a meeting planner in the pre-event, onsite and post-event stage.
• Demonstrate the elements of effective exposition.
• Identify new meeting technology, trends and future enhancements.

_III. Course Assignments, Activities, Instructional Strategies, use of Technology:_

**Course Participation**

Students will be required to attend each week's class meetings; read the required readings and handouts; take four exams; complete quizzes and class assignments as directed; contribute to a group project and group paper; work on the online activities; prepare for the technology certification exam and write a final
report. Participation and attendance are critical to the success of this class and will be used to help determine the final grade.

**Instructional Strategies:**
Lectures, interactive open discussions, videos and guest speakers will comprise the presentation of course content. Students will be called on to answer questions, explain material and provide relevant examples. Students will also have a group project due during the semester that will take them through the planning of a proposed event and the presentation of that proposal.

**Desire2Learn**
D2L will be used for the content of the course, to post grades, to post notes and assignments, and to make any announcements/notifications. Your success in this course will depend upon your ability to check D2L regularly for any updates and announcements.

**Use of Zoom**
This class will utilize the Zoom web-conferencing tool for virtual class meetings and office hours. All SFA faculty, students, and staff can access and use Zoom by via sfasu.zoom.us. Students are required to have a webcam in order to participate. Cell phone access is available with the Zoom mobile app. Zoom link will be provided by the professor directly to the student. Important note: Zoom auto transcribes all recorded sessions. Transcriptioning is automated, often includes errors, and thus should not be considered a wholly accurate record of the session. Should errors exist in a Zoom session transcript, please contact me immediately.

**Restriction of Audio or Visual Recording, Reproduction, and Distribution of Content in Online Courses (Adapted from the University of Denver)**
At Stephen F. Austin State University, we value and strive to protect the intellectual property of our faculty. We also value and strive to safeguard the privacy of all our students. To this end, students may not record, reproduce, screenshot, photograph, or distribute any video, audio, or visual content from a course without the express written permission of the faculty of record. This restriction includes but is not limited to:

- Pre-recorded and live lectures
- Live discussions
- Discussion boards
- Simulations
- Posted course materials
- Faculty feedback forms
- Visual materials that accompany lectures/discussions, such as slides
- Virtual whiteboard notes/equations, etc.

As we engage in online learning as an academic community, it is imperative to be respectful of your peers and instructor(s). Keep in mind that if any student is identifiable in an online class recording, this may constitute a violation of the educational record protections provided under the Federal Educational Rights and Privacy Act (FERPA).

Students who violate this policy may be reported to the Office of Community Standards and subject to both legal sanctions for violations of copyright law and disciplinary action.

**Virtual Office/Student Hours (from Dr. Rachel Jumper, School of Human Sciences)**
Virtual Office/Student 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
Dr. Gina Fe G. Causin is inviting you to a scheduled Zoom meeting. Join Zoom Meeting
https://sfasu.zoom.us/j/97623413899?pwd=QzJxdDkyeFRUUTBNeHlya2ZuSG9vQT09

Safe Space and Inclusion (Adapted from University of Iowa College of Education)
Please know that my office and our physical and virtual classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Challenging Conversations (Adapted from Alisse Portnoy, University of Michigan)
In our structured and unstructured discussions and dialogues, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the difficult conversations that arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions.

IV. Evaluation and Assessments (Grading):

**Determination of Grade:**
In general, students can determine their standing in the course throughout the semester by keeping track of points on each assignment. Students can also access their grade and points for assignments by using their SFASU D2L account. If a student has questions regarding an earned grade on an assignment or need clarification regarding a grade, they should come to see the professor during office hours or should make an appointment to see the professor to discuss their questions. Grades will not be discussed during class hours.

If there is an opportunity to complete extra credit, the professor will announce it during class time to give opportunity to all students to be able to get an extra credit.

**Attendance/Participation (200 points):**
Attendance is expected, and roll will be taken at any time during class. Attendance is important to your learning and to the learning of the others in the class. The professor will call the roll and students are required to sign the sign-up sheet provided. In case a sign-up sheet is not available, students are required to write their names in a piece of paper and the professor will count that as attendance.

A student who misses class for six (6) meetings will get zero (0) for attendance points. Note: A valid excuse is sickness (verified by a physician), death in the immediate family (must be verified), or on a case-by-case basis. Any absence other than university-approved absence will result in the loss of attendance points. It is in the best interest of the student to notify the professor of any unforeseen circumstances.
that would cause the student to miss class as soon as possible. Every time a student misses a class, the student will miss the attendance points for the class. There is no make-up for miss attendance points.

It is not enough to merely attend class, but participation in class activities, projects, and discussions are required. Participation is expected of all students in this class. And, it is expected to be active, enthusiastic, regular, intelligent, and with a highly visible role by the student. This is a major course which will require you to get-involved, analyze cases, work in small groups, regularly challenge others around you, and constructively make event operations "come to life." Everyone is expected to pull his or her weight in terms of class participation. Excessive absences, lack of participation in class, lack of regular contribution to in-class discussions based on readings in advance, etc. will all negatively affect your participation grade.

Getting to class on time is also important for a positive classroom environment. Please note that disruptive behavior, tardiness, tone and positive/negative comments will be a component of your attendance/participation grade. It is not enough to "come to class"- be involved and help yourself and others to learn.

**In-Class Activity & Assignments (150 points).**
During class time, students may be required to conduct class activities related to the topic discussed in class. Activities can be done individually or by team. This can be in or out-of-class activities. Unannounced class activities will be conducted. Some of these activities are: attend SFA internships & expo, conference, write a post-event evaluation. There is no make-up for missed class activities.

Homework assignments may be assigned as required by the professor. Homework assignments may be online, paper-based or both. Pay attention to the due dates as specified by the professor. Late assignments will not be accepted, except in case of extreme emergency pre-approved by the professor. Assignments are due at the beginning of the class period on which they are due.

**Event Projects & Report (150 points)**
You will be assigned to a team and your team will put together a virtual and face-to-face event projects. The details for this team projects will be posted in D2L. Sample projects are: HMS Back to School Bash, RAICES Conference, and Planning the 0-50,000 Travel and Tourism Conference. Students will be required to fill out forms and surveys and create reports. Check D2L for the project guidelines.

**Exams and Final Exam (250 points):**
Exams and Final exam will be given on the date indicated in the syllabus. Internet-based Exams will be given on the date on the syllabus unless prior approval is received by the professor due to emergency situations. No make-up exams will be given, with the exception of serious illness or emergency. The professor must be contacted regarding such an emergency prior to the exam and will follow SFASU policies regarding if the situation was indeed of a warranted, serious nature. All situations will be subject to proof of acceptable documentation from the student to the professor.

A make-up exam is not guaranteed and is subject to the above-mentioned review by the professor and, if necessary, the administration. If an exam is not taken, the student will receive a zero on that particular exam. There will be no make-up exams given for unexcused absences. Excused make-up exams will be given on the day scheduled by both professor and student right after the student comes back to class.

Cell phones will not be allowed to be used as a calculator for the exams...please bring a 4-function calculator on exam days to use it for the exam, in case it is needed.

**Service Learning Component (50 points)**
In order to prepare competent professionals for a global society, the faculty of the hospitality program had implemented a service learning component across multiple courses. Students are required to sign up for APPROVED events outside of class time to fulfill this component. Hours will be documented by both
the student and the approved site supervisor. Failure to complete six hours of service learning will result in no points awarded. This is an "all or nothing" assignment.

Additional information will be given in class for specific event times and dates. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development. Hospitality Administration faculty have determined specific guidelines for service learning opportunities, explained below. Failure of a student to follow the guidelines lead to nullification of the student’s service learning hours.

**Why Service Learning?**

Service learning links academic study and civic engagement through meaningful service that meets the needs of the community. Service learning allows you to explore careers and, at the same time, helps you to develop skills employers want. This gives you more tools in your toolkit and makes you a marketable employee upon graduation.

**Where can I complete Service Learning?**

Students are responsible for finding service learning opportunities in the communities they live and work in. These opportunities must be tied to the hospitality industry (culinary, lodging, recreation, tourism, or event coordination). Possible opportunities include docent work at CVB’s, Chambers of Commerce, and museums. Local food banks often seek volunteers to help sort and distribute food to clients. Community farms may need assistance with planting, harvesting, or selling product. Some non-profit organizations also seek volunteers to assist with event planning, both in person and virtual, as well as culinary and restaurant functions at in-person events. If you are unsure if an activity or event qualifies, please reach out to your professor for clarification.

**How do I submit my Service Learning hours for points?**

Completed Service Learning logs should be submitted to the appropriate Dropbox in each class you are seeking points. The due date and time for ALL classes is Friday, completed means you have your name on the log, your service is explained in full, your hours are listed (beginning, end, and total), the log is signed by a designated supervisor, and a contact phone number and email address for the supervisor are included for verification purposes. Service Learning hours that are written on notebook paper, or anything other than the provided log, will not be accepted.

**NOTE:**

Since this is a senior-level course, it assumed that you are to write in the professional manner with correct grammar, sentence usage and spelling. For every paper/project that you submit, points will be deducted for any violations. Tutors are available for assistance through academic Assistance and Resource Center (AARC) located in the Steen Library.

**Netiquette:** All work, including emails, assignments, and discussion boards must abide by "netiquette" rules. Professional and appropriate language, grammar, spelling and syntax must be used in all communications. Be respectful to your classmates and professor. **Do not use "IM-style" writing at ANYTIME.** Grades will reflect your level of professionalism.

ALL e-mails must contain grammar, spelling, and sentence structure. No ALL CAPS, run-on sentences, texting-type or IM-type of writing will be accepted. Improper e-mails will be returned, unanswered. This is a university-level course and students must use professional emails in preparation for future management positions.
Grading Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation</td>
<td>200</td>
<td>25.00%</td>
</tr>
<tr>
<td>In-Class Activities/Assignment</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Team Project and Report</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Exams – 3 @ 50</td>
<td>150</td>
<td>18.75%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>12.50%</td>
</tr>
<tr>
<td>Service Learning</td>
<td>50</td>
<td>6.25%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>800</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Grade Distribution

- A = 720-800 points
- B = 640-719 points
- C = 560-639 points
- D = 480-559 points
- F = Less than 480 points

There are enough assignment and exam points to GREATLY impact your grade. The grade you receive is the grade you will have earned. **This is a university course and will be graded as such.**

Guidelines for Evaluating Students in the Hospitality Administration Program

**What is an "A" Student?**

- Consistently goes above and beyond what is required in the experience
- Displays initiative
- Looks up information on own before asking questions of staff
- Contributes meaningfully to the faculty
- ACTS enthusiastic, even if he/she does not feel that way at the time
- Is open to criticism without getting defensive
- Does not like a "know it all"
- Displays maturity
- Is proactive – does not wait to be told to do everything; takes care of things before they become problems.
- Has good verbal and written communication skills
- Is willing to risk failure in order to learn something new
- Displays common sense
- Has strong "people skills"
- Is flexible
- Stays until the job is done – is NOT a "clock watcher"
- Every student should not expect an "A"! It is the people who display the above characteristics, AS WELL AS HAVING SOUND TECHNICAL ABILITY AND THE THEORETICAL KNOWLEDGE who receives the "excellent" grade.
- A grade of "B" or "C" should not be perceived as failure.
- A grade of "B" means "good" and a grade of "C" means "average". Not everyone is an "outstanding" student.
- A grade of "D" or "F" is appropriate when a student does not perform, does not know basic information or display basic skills, or if a student has a "real" attitude problem.
V. Tentative Course Outline/Calendar: Note: Changes in the course outline are possible with the discretion of the professor.

Readings, lectures, and/or assignments of this class addresses the influence of diversity within the overall focus of this course. Example: Discussion on the different types of customer preferences on food, space, destinations, etc. In addition, the discussion about international events will focus about cultures.

<table>
<thead>
<tr>
<th>MODULE / WEEKS</th>
<th>TOPICS</th>
<th>ASSIGNMENTS AND DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE: WKS 1&amp;2</td>
<td>Course Introduction; Getting Started; Syllabus, Course Expectations; Team Assignment; OVERVIEW OF THE MEET INDUSTRY</td>
<td>8/29: Class will NOT meet on this day because Dr. Causin will attend the PCOE Faculty Perkins Foundation Reception at Citizens 1st Bank (this event is mandatory for those who received the Perkins Travel Fund). 8/31: Project Discussion – Project 1: Back-to-School Bash; Project 2: RAICES Conferences; Project 3: Planning the 0-50,000 Travel &amp; Tourism Conference 2024 by Team. 8/31: RAICES Project by Carrie Wright &amp; Darius Tubbs 9/5: Makerspace Field Trip. Steen Library. 9/7: Class Meets</td>
</tr>
<tr>
<td>THREE: WKS 5&amp;6</td>
<td>INTRODUCTION TO THE ART OF THE SHOW Introduction, History &amp; Overview Exhibitions Defined Careers in the Exhibitions &amp; Events Industry</td>
<td>Sept. 26: BLS Meeting/Event Careers Assignment due Dropbox Sept. 28: EXAM 1 (ONLINE) 10/3: 4:00 pm – 5:15 pm: Event Walk Through/ECRC 10/5: 4:00 pm – 5:15 pm: Swag Bags set-up 10/6: Set-up: Registration, Food Tables, Carnival Area Oct. 7, 2023; 7:00am-6:00 pm: RAICES Conference; ECRC Building. ALL HANDS ON DECK</td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Details</td>
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<td><strong>FOUR: WKS 7&amp;8</strong></td>
<td><strong>EXHIBITION PLANNING</strong>&lt;br&gt;Strategic Enterprise Management: Process and Outcomes&lt;br&gt;Budget Management&lt;br&gt;Learning Experiences on the Exhibition Floor&lt;br&gt;Sustainability Evaluation</td>
<td>Oct. 10&amp;12: In-Class Meeting&lt;br&gt;Oct. 10: Event Budget Assignment Due in the Dropbox.&lt;br&gt;Oct. 12: RAICES Post Event Evaluation&lt;br&gt;Oct. 18, 2023; 1pm-4pm; BPSC Grand Ballroom: ALL Majors Career Fair. ALL students are required to attend this event (this is in lieu of the class on 10/13/22).&lt;br&gt;Oct. 16-19, 2023: IMEX America in Las Vegas. Dr. Causin along with 5 HADM students will attend and present during the Faculty Engagement Forum and Future Leaders Forum.</td>
</tr>
<tr>
<td><strong>FIVE: WKS 9&amp;10</strong></td>
<td><strong>VENUE/FACILITY CONSIDERATIONS</strong>&lt;br&gt;Request for Proposals&lt;br&gt;Destination Marketing Organizations&lt;br&gt;Facilities&lt;br&gt;Site Selection&lt;br&gt;Developing Floor Plans&lt;br&gt;Hospitality Industry Networking, Panel and Reception Event</td>
<td>10/24 &amp; 26: 2023 Texas Downtown Conference; Dr. Causin will exhibit at the Fredonia Hotel.&lt;br&gt;10/24: Set up – 3:00pm-6:00pm&lt;br&gt;10/25: Exhibit Area Open – 7:30am-4:00pm&lt;br&gt;10/26: Exhibit Area Open – 7:30am-12:00pm&lt;br&gt;Oct. 27: RFP Assignment Due in the Dropbox.&lt;br&gt;10/30: CARRI Showcase, 5:00pm, Twilight Ballroom. Dr. Causin will present.&lt;br&gt;10/31&amp;11/2: In-Class Meeting</td>
</tr>
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<td><strong>SIX: WKS 11&amp;12</strong></td>
<td><strong>EXHIBITION MARKETING</strong>&lt;br&gt;Marketing Strategies and Tactics&lt;br&gt;Sponsorship and Promotional Opportunities&lt;br&gt;Booth/Stand Sales&lt;br&gt;Hospitality Industry Networking, Panel and Reception Event</td>
<td>Nov. 12-15, 2023: HEAT Conference at Hilton University of Houston, TX. Dr. Causin will attend, exhibit and present at the conference.&lt;br&gt;Nov. 14: EXAM 2 (ONLINE)&lt;br&gt;Nov. 14: Out-of-Class Assignment - Sponsorship Packet Assignment Due in the Dropbox&lt;br&gt;Nov. 16: 4:00 pm – 5:15 pm: Event Walk Through/ECRC; Swag Bags set-up&lt;br&gt;Nov. 17: Set-up: Registration, Food Tables, Carnival Area at ECRC.&lt;br&gt;Nov. 18, 2023; 7:00am-6:00 pm: RAICES Conference; ECRC Building. ALL HANDS ON DECK</td>
</tr>
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<td><strong>SEVEN: WKS 13&amp;14</strong></td>
<td><strong>EXHIBITION OPERATIONS</strong>&lt;br&gt;Housing and Registration&lt;br&gt;On-site Operations&lt;br&gt;Official and Specialty Service Contractors&lt;br&gt;Hospitality Industry Networking, Panel and Reception Event</td>
<td>Nov. 21-23, 2023: THANKSGIVING HOLIDAY/NO CLASS&lt;br&gt;11/28: Creating a BEO Assignment due&lt;br&gt;11/28&amp;30: In-Class Meeting; RAICES Post Event Evaluation</td>
</tr>
</tbody>
</table>
EIGHT: 15&16

| LEGAL, RISK, SAFETY AND CRISIS MANAGEMENT |
| Basics of Hotel and Venue Contracts |
| Exhibition Insurance |
| Exhibition Security, Risk and Crisis Management |
| Business Ethics |

Dec. 5: Dissecting a Contract Assignment due
Dec 7: Team Projects Reports due.
Dec. 12: 4:00pm-6:00pm: Final Exam

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

**Required Textbook:**


**Recommended Textbook:**

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 Policy. Important course related policies:

Course Grades (Including WH), 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.
Final Course Grade Appeals by Students, Policy 6.3

Academic Accommodation for Students with Disabilities, Policy 6.1

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, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Appeal Procedure Relating to the Provision of accommodations for students with Disabilities, Policy 6.6

Class Attendance, Policy 6.7

Code of Student Conduct and Academic Integrity, Policy 10.4

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.

***Other SFA Policy Information

IX: Resources

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
- 936.468.7249
- dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
- www.sfasu.edu/humanservices/139.asp
- 936.468.1041

**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

- www.sfasu.edu/thehub
- 936.468.4008
- thehub@sfasu.edu

**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: