School of Human Sciences  
CMGT 3319:001 Codes and Materials  
Online  
Spring 2024

Instructor: Sally Ann Swearingen, M.A., MFA, RID, IDEC, ASID & IIDA.  
Course Time & Location:  
On-Line

Office: HMSS 101B  
Office Hours:  
MW 11:30-12 noon  
M 1:30-5 p.m.  
W: 1-2  
Available on-line to answer questions.  
Text first 936-554-9596 then we will set up a Zoom session or phone or office.

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. With zoom, we can follow the class link provided 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. The key is to do the readings and watch the video’s provided.

Prerequisites: None: Prefer Sophomore or later.

I. Course Description: Codes and Materials  
Building and interior codes, 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 an 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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<tr>
<th>Student Learning Outcomes</th>
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<tr>
<td><strong>Upon successful completion of the course, the student will:</strong> 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 15: Construction</strong></td>
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<td>f) Student work demonstrates understanding that design solutions affect and are impacted by building control systems.</td>
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<tr>
<td><strong>Standard 16. Regulations and Guidelines</strong></td>
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<tr>
<td>a) Students have awareness of the origins and intent of laws, codes, and standards.</td>
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<tr>
<td>c) Student work demonstrates understanding sector-specific regulations and guidelines related to construction, products, and materials.</td>
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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 have an opportunity if you attend guest lectures:

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 study problems, ceu's, service learning, video presentations 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 homepage. 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 PDF, or Word 2007 or later format, none other accepted.

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 2021 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. **10 Scenarios- which may include video presentations. (due each Friday at 11:59)**
      3. **Zoning Board Meeting** 20 pts
      4. **City Commission Meeting** 20 pts
      5. **Service Learning** 60 pts

   When you attend a city Commission Meeting and a Zoning Board Meeting you Must sign in and write a detailed paper on what was discussed at the meeting, list all the commissioners; state what you learned. You will earn up to 40 points toward your total points.

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 – construction Jacks speakers.

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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<td>Week</td>
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| Jan.18     | Module 1 | • Make sure you have Version, 8 of "The Codes Guidebook for Interiors" by Katherine E. Kennon 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 sessions.  
• Before you start expectations: You will need to read the Chapter required and the chapter that correlates in the IBC  
• Homework: Complete the Study problem worksheet that will due Fridays by 11:50 p.m. each week. There will be 1 to 3 Study problems. Which may include a video presentation. A quiz will be due no later than Saturday at noon over the chapter.  
• 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.**  
• Before Week begins: Read How to use text book, Abbreviations, and Chapter 1: About Codes, Make sure you watch all video’s. Review corresponding chapter in IBC. |
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<tr>
<th>Week</th>
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<td>Officials and the Code Process</td>
<td>• <strong>IBC – read Chapter 1 &amp; Chapter 11</strong></td>
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<td>• Watch the video</td>
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<td>• Work through the Study Problems – Due no later than 11:50 p.m. on Friday.</td>
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<td>• Take Quiz by Saturday – at noon.</td>
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<td>• Start Reading Chapter 2: Accessibility</td>
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<td>Week of Jan</td>
<td>Module 2</td>
<td>• Re-read Chapter 2: Accessibility</td>
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<td>28</td>
<td>Accessibility</td>
<td>• IBC Review Chapter 11, look at Texas Accessibility Standards – you can google and download.</td>
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<td>• Watch the video</td>
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<td>• Work through the Study Problems</td>
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<td>• Take the Quiz</td>
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<td>• Start reading Chapter 3: Occupancy Classifications and Loads</td>
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<tr>
<td>Week of Feb.</td>
<td>Module 3 Occupancy Classifications and Loads</td>
<td>• Read in the text book Chapter 3: Note it normally takes reading 2-3 times.</td>
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<td>4</td>
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<td>• Read in IBC code book: Chapter 3 Occupancy Classification and Use</td>
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<td>• Download the Study Problems and use the IBC book to answer the questions</td>
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<td>• Take Quiz</td>
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<td>• Start reading the next Chapter. 4 &amp; reviewing Chapter 5 &amp; 6 in IBC</td>
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<tr>
<td>Week of Feb.</td>
<td>Module 4</td>
<td>• Re-read Chapter 4 and reviewing Chapter 5 &amp; 6 of IBC.</td>
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<tr>
<td>11</td>
<td>Construction Types &amp; Bld Sizes</td>
<td>• Download the Study Problems and use the IBC book to answer the questions.</td>
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<td>• Complete Study Problems by Friday</td>
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<td>• Take Quiz by</td>
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<td>• Start reading the next Chapter 5 in text book &amp; Chapter 10 in IBC</td>
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<tr>
<td>Week of Feb.</td>
<td>Module 5</td>
<td>• Re-Read Chapter 5 in text &amp; Chapter 10 in IBC</td>
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<td>18th &amp; 25th</td>
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<tr>
<td>Week</td>
<td>Module</td>
<td>Assignments</td>
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| March 7    | Means of Egress                             | • Download the Study Problems and start working through. Use the IBC Code book  
• Complete study problem by Friday March 1 & Quiz by Sat. March 2  
• Start reviewing Chapters 1-5 for mid-term. Review all chapters in text and IBC | |
| March 10   | Mid-term                                    | • Mid-term will open Tuesday March 5\(^{th}\) and Due Friday by 10 p.m.  
• You will download and show all of your work. Must show how you got your answer to receive full credit.  
• Make sure it is uploaded and readable.  
• Start reading Chapter 6 in Text and Chapter 7 Fire and Smoke protection Features in IBC | |
| March 17   | Spring Break                                | • March 10-17 Spring Break                                                                                                                  | |
| March 17   | Module 6 Fire and Smoke Resistant Assemblies| • Re-read Chapter 6 Fire and Smoke Resistant Assemblies & Chapter 7 in IBC  
• Download Study Problem and start working through the problem. Upload by Friday  
• Take Quiz by Saturday at noon  
• Start reading in Text Chapter 7- Fire Protection Systems and Chapter 9- Fire Protection and Life Safety Systems in IBC | |
| March 24   | Module 7 Fire Protection Systems Easter Break is Thurs. & Fri. Still have homework do early. | • Re-read Text Chapter 7- Fire Protection Systems and Chapter 9- Fire Protection and Life Safety Systems in IBC  
• Download Study Problems and start working through the problem. Upload by Friday.  
• Take Quiz by Saturday at noon.  
• Start reading Chapter 8: Plumbing and Mechanical Requirements and in IBC Chapter 28 & 29. | |
| March 31   | Module 8 Plumbing and Mechanical             | • Re-read: Chapter 8: Plumbing and Mechanical Requirements and in IBC Chapter 28 & 29.  
• Download the Study problems and start working through the problems. Upload by Friday.  
• Take Quiz by Saturday at noon. | |
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<tr>
<th>Week</th>
<th>Module</th>
<th>Assignments</th>
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<tr>
<td>Week of April 7</td>
<td>Module 9 Electrical &amp; Communication Requirements</td>
<td>- Start Reading Chapter 9: Electrical and Communication Requirements, and Chapter 27 in IBC.</td>
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<td></td>
<td>- Re-Read Chapter 9: Electrical and Communication Requirements, and Chapter 27 in IBC.</td>
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<td>- Download Study Problems and start working through.</td>
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<td>- Take Quiz</td>
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<td>- Start Reading Chapter 10: Finish and Furniture in Text and Chapter 8 in IBC.</td>
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<tr>
<td>Week of April 14</td>
<td>Module 10 Finish and Furniture</td>
<td>- Re-read Chapter 10: Finish and Furniture in Text and Chapter 8 in IBC</td>
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<td>- Download Study Problems and start working through.</td>
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<td>- Take Quiz</td>
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<td>- Start Reading Chapter 33 in IBC Safeguards During Construction</td>
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<tr>
<td>Week of April 21</td>
<td>Application of Safety Plan</td>
<td>- You are to review what you have read since mid-term.</td>
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<td>- Download floor plan and apply Life- Safety Plan assignment.</td>
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<td>- Work through and apply/ Upload by Friday</td>
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<td>- Take quiz</td>
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<tr>
<td>Week of April 28</td>
<td>Review plans &amp; Prepare for Final Exam</td>
<td>- Will have a Zoom meeting to review plans and ask questions for comprehensive Final</td>
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<tr>
<td>Week of May 5-</td>
<td>Finals Week</td>
<td>Exam opens Monday at 8 a.m. and closes Wednesday at 6 p.m.</td>
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**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  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.supportTAID.org

VII. Course Evaluations and Assessments: (Grading)

The importance of completing the course evaluations is to improve faculty planning and instruction and course and program improvement to secure ACCE accreditation. This is an opportunity for you to express what the faulty member can: start doing, stop doing, or continue doing in this course. This is not an opportunity to bash the instructor as this type of feedback is not helpful in improving course planning and instruction. The course evaluations are reviewed by the Director of the department and used when making decisions on faculty tenure, promotion, pay, and retention.

• Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses (the teaching itself and the content/assignments) taken within the PCOE. Evaluation data is used for a variety of important purposes including:
  ▪ Course and program improvement, planning, and accreditation;
  ▪ Instruction evaluation purposes; and
  ▪ Making decisions on faculty (full-time and part-time) annual evaluation processes, 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 summarized data will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Policy

Institutional Absences (HOP 04-110)

• An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional
purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

My policy is if you miss three unexecused times, it will be automatica one lower grade. This course is based on team work, and cannot be done if you are absent. Six unexcused is an automatic two letter grades.

**Code of Student Conduct and Academic Integrity**

- The Code of Student Conduct and Academic Integrity (HOP 04-106) 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. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

**Withheld Grades Semester Grades Policy (HOP policy 02-206)**

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/docs/hops/02-206.pdf.

- **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, 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/.
• **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.

• **Other important course-related policies:**

***Other SFA policy information is found in the Handbook of Operating Procedures (HOP)***

IX: Resources

• **On-campus Resources:**

  o **The Dean of Students Office** (Rusk Building, 3rd floor lobby)
    www.sfasu.edu/deanofstudents
    936.468.7249
    dos@sfasu.edu

  o SFASU Counseling Services • www.sfasu.edu/counselingservices
    Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401
  
  o SFASU Human Services Counseling Clinic •
    www.sfasu.edu/humanservices/139.asp
    Human Services Room 202 • 936-468-1041

  o **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](http://www.sfasu.edu/thehub)
    936.468.4008
    thehub@sfasu.edu

  - **Crisis Resources:**
    - Burke 24-hour crisis line 1(800) 392-8343
X: Dress Policy: Professional Dress Policy

There are times throughout the Construction Management program when students are required to wear “professional attire.” This attire might be needed to present a project, to visit a CMGT company, attend career day, or to interview for an internship or job. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit or jacket and add one or two items to the wardrobe each semester. Other appropriate attire maybe business casual, men khaki pants and polo shirts. Women, slacks and polo. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

Field trips to job sites or labs that require appropriate field attire include: Steel toed shoes, safety glasses, hard hat, hair pulled back in a pony tail if long and gloves when appropriate.

XI: Other Relevant Course Information:

Dept./School Final Exam Policy

Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time without having a legitimate reason. If this is the case, then the student must submit a letter to the School Director which then must be approved by all HMS faculty/coordinators before a date change will occur.

Service Learning

Students are required to document 6 hours of service-learning hours that is preferred related to their major. The form is located in a module in bright-space. The six hours is for the entire semester and can be used in each CMGT/INDS course for the documented 60 points. Hours must be completed before the final exam week. You must fill out the form, have the service sign, document with a picture of the service and a small written summary of what you did. Join the ABC Construction Jacks or ASID or NKBA to get easy service hours within construction.