### INSTRUCTOR INFORMATION

<table>
<thead>
<tr>
<th><strong>Instructor</strong></th>
<th>Dr. Susan Reily</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Location</strong></td>
<td>ECRC 201P</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:reilys@sfasu.edu">reilys@sfasu.edu</a></td>
</tr>
<tr>
<td><strong>Office Phone</strong></td>
<td>468-2368</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Office Hour Links</strong></td>
<td><a href="https://sfasu.zoom.us/j/5294517546">https://sfasu.zoom.us/j/5294517546</a></td>
</tr>
<tr>
<td><strong>Other Contact Info:</strong></td>
<td>Text: 254-541-0044</td>
</tr>
</tbody>
</table>

### SECTION 1: COURSE INFORMATION

<table>
<thead>
<tr>
<th><strong>COURSE TIME AND LOCATION:</strong></th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE MODALITY</strong></td>
<td>Online</td>
</tr>
<tr>
<td><strong>CREDIT HOURS:</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

**COURSE BULLETIN DESCRIPTION**

Rigorous study of developmentally appropriate assessments, including standardized and authentic assessments in formal and informal contexts for the early childhood environment. Focus on best practices and technical aspects of classroom assessments. Content is enriched through experiences in the field.

**COURSE JUSTIFICATION**

Assessment in ECH (3 credit) focuses on best practices and technical aspects of classroom assessment. The online course supports the rigorous study of developmentally appropriate assessments, including standardized and authentic assessments in formal and informal contexts for early childhood environments. Candidates will engage in course discussions, quizzes, and course assignments. For a minimum of 15 weeks of scheduled learning PLUS 1 week of final assessment / exams students should expect a minimum of two hours each week to complete module content.

**CO-REQUISITES (Courses taken with this course.)**

None

**PRE-REQUISITES (Courses that must be completed before taking this course.)**

None
PERKINS COLLEGE OF EDUCATION VISION, MISSION, GOALS, AND CORE VALUES (VMGV) GENERAL STATEMENT

Each assignment in ECED 5325 is designed to reinforce the shared vision and purpose of the SFASU College of Education. It is this philosophy and vision that helps distinguish our graduates from those of other institutions. Please review the Perkins College of Education Vision, Mission, Goals and Core Values (VMGV) below.

<table>
<thead>
<tr>
<th>VISION OF THE COLLEGE OF EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Department of Education Studies will be a leader in preparing professionals to have a positive impact on advocacy, teaching and learning in a diverse and evolving world</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSION STATEMENT OF THE COLLEGE OF EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Department of Education Studies prepares professionals to become reflective and informed practitioners, social justice advocates, and transformational leaders in their professional fields and in the larger society. To that end, we demonstrate and foster in one another creativity, critical insight, empathy, intellectual courage, and civic engagement, everlasting grounds for lifelong inquiry and the foundations for democratic citizenship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VALUES OF THE COLLEGE OF EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Integrity:</strong> We follow moral and ethical principles in all aspects of life, including professional areas at work such as decision making, interacting honestly with colleagues, and serving students and the community in general.</td>
</tr>
</tbody>
</table>

| Diversity and inclusion: We honor, respect, and affirm difference. We thrive in democratic engagement and perform based on the quality and strength of our inclusive social connections, openness to learning from and with others and the depth of the decision-making mindset that it generates. |

| Reflective Informed Practice: We critically reflect on our actions, creatively engage in a process of life-long continuous learning and are committed to collaborative pedagogical relationships based in sound theory, consistent praxis and academic excellence in benefit of our students. |

| Equity and Social Justice: We believe that each person should have equal access to well-being, health, education, wealth, opportunity and justice. We believe that resources should be distributed equitably. We nurture empathy and a spirit of service in our students, equip them with critical frames of understanding and prepare them to become agents of social change. |

| Democratic Citizenship: We believe that, as a community of learners, faculty, students, and staff have an active investment in true voice expression and active participation in decision making. |

SECTION II: INTENDED LEARNING OUTCOMES/GOALS/OBJECTIVES
**PROGRAM LEARNING OUTCOMES, STUDENT LEARNING OUTCOMES, AND ASSESSMENTS**

**PROGRAM LEARNING OUTCOME (PLO) 3: Child Observation, Documentation, and Assessment:** Early childhood educators (a) understand that the primary purpose of assessments is to inform instruction and planning in early learning settings. They (b) know how to use observation, documentation, and other appropriate assessment approaches and tools. Early childhood educators (c) use screening and assessment tools in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to document developmental progress and promote positive outcomes for each child. Early childhood educators (d) build assessment partnerships with families and professional colleagues. (NAEYC 3)

<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES</th>
<th>ASSESSMENTS/ASSIGNMENT DESCRIPTION</th>
<th>ASSOCIATED STANDARDS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 3.7 Candidates understand qualities of standardized assessments (reliability, validity, absence of bias, developmentally appropriateness) and use these qualities to choose appropriate assessments for classroom environments.</td>
<td>SLO 3. 7-13a Reliability Validity &amp; Bias Assignment</td>
<td>NAEYC 3a, 3b, 3c, 3d</td>
<td>9 pts.</td>
</tr>
<tr>
<td></td>
<td>SLO 3. 7-13b Formal-based Project Plan Assignment</td>
<td></td>
<td>5 pts.</td>
</tr>
<tr>
<td></td>
<td>SLO 3. 7-13c Research Topic</td>
<td></td>
<td>4 pts.</td>
</tr>
<tr>
<td></td>
<td>SLO 3. 7-13d Formal-based Assessment Project</td>
<td></td>
<td>15pts.</td>
</tr>
<tr>
<td></td>
<td>SLO 3. 7-13e Informal-based Assignment</td>
<td></td>
<td>15pts.</td>
</tr>
<tr>
<td></td>
<td>SLO 3. 7-13f Assessment Research Paper</td>
<td></td>
<td>20 pts.</td>
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</tbody>
</table>

SLO 3.8 Candidates design classroom assessments, including performance tasks, portfolios, and authentic assessment, to gauge student understanding of learning outcomes.

SLO 3.9 Candidates design developmentally appropriate rubrics to assess student understanding of learning outcomes.

SLO 3.10 Candidates understand assessment data (standardized scores, percentile ranks, raw scores) and use this data to inform instructional decisions or plan instructional tasks.
SLO 3.11 Candidates understand how to use appropriate assessments for the identification of special populations, including students who show developmental delays and those who are advanced in comparison to age-level peers.

SLO 3.12 Candidates conduct assessments demonstrating professionalism and ethical behavior, including observing confidentiality of student information.

SLO 3.13 Candidates engage families as partners in assessing children.

**PROGRAM LEARNING OUTCOME (PLO) 6:** Professionalism as an Early Childhood Educator: Early childhood educators (a) identify and participate as members of the early childhood profession. They serve as informed advocates for young children, for the families of the children in their care, and for the early childhood profession. They (b) know and use ethical guidelines and other early childhood professional guidelines. They (c) have professional communication skills that effectively support their relationships and work young children, families, and colleagues. Early childhood educators (d) are continuous, collaborative learners who (e) develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession. (NAEYC 6)

<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES</th>
<th>ASSESSMENTS/ASSIGNMENT DESCRIPTION</th>
<th>ASSOCIATED STANDARDS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 6.1 Candidates demonstrate professional demeanor and behaviors.</td>
<td>SLO 6.1-3a Syllabus Quiz</td>
<td>NAEYC 6a, 6b, 6c, 6d, 6e</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>SLO 6.1-3b Formal-based Assessment Parent Letter</td>
<td></td>
<td>5 pts</td>
</tr>
<tr>
<td>SLO 6.2 Candidates demonstrate professional reflection of own work and work of others.</td>
<td>SLO 6.1-3c Affective Discussion</td>
<td></td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>SLO 6.1-3d Teacher-created Test Discussion</td>
<td></td>
<td>5 pts</td>
</tr>
<tr>
<td>SLO 6.3 Candidates actively participate in class discussions,</td>
<td>SLO 6.1-3 Rubric Assessment Discussion</td>
<td></td>
<td>5 pts</td>
</tr>
</tbody>
</table>
contributing to the greater knowledge and understanding of course content.
## LOCATION OF ASSIGNMENTS
Assignments, assessments, and discussion links are presented in D2L. It is your responsibility to complete work ONLY AFTER you have read the assigned information in the text and modules. Going straight to the assignments IS NOT considered responsible and may show in your work. This course may be accessed through MySFA or directly at https://d2l.sfasu.edu/

## ACCESSING ASSIGNMENTS ON D2L
You must have a browser that supports D2L at SFA. All necessary software information is available from SFAOnline.

Know that if you intend to use a "dial-up" connection to access the Internet and this course that you may experience long wait times for files to download and you MAY NOT be able to view all pages in the course. Not being able to view all information is NOT a valid reason to miss requirements. Please make arrangements ahead of time to ensure that you are able to access all components of this online course and are able to log in to the course daily.

Some files, at first appearance, may be distorted; however, all word and PDF files can be opened by downloading the document. All videos and links can be accessed by opening the document in a new tab.

If you encounter issues with D2L, please contact the Office of Instructional Technology (OIT) at 936-468-1919.

## FORMATTING REQUIREMENTS OF ASSIGNMENTS
All assignments must be submitted as required (word, PDF, PPT, video). HEIC files are not compatible with the D2L system. Unless noted otherwise written assignments must be typed and submitted as a Microsoft Word document online through D2L. You are responsible for checking your attachments to ensure it is in the correct format. Assignments submitted in an incorrect file type may earn a grade of zero.

## ASSIGNMENT DEADLINES
All assignments are due according to the dates listed on the course timeline.

If you experience extenuating circumstances, contact the instructor via D2L email prior to missing the due date. In the event of a truly extenuating circumstance (e.g., you are in the hospital for several days) that prevents you from contacting the instructor ahead of time, you must contact the instructor via D2L email within 24 hours of missing an assignment to make arrangements for making it up. Please be aware that you may be asked to provide documentation of the extenuating circumstance and that the instructor reserves the right to not grant an opportunity to submit a missed assignment, in which case a grade of zero will be earned. A broken computer or no internet is not an acceptable excuse for not completing work by the required deadlines.

## QCLASSROOM REQUIREMENTS
This course does not require that you submit designated assignments to Q Classroom by submitting required documents to the assigned Dropbox in the d2L course connected to Q Classroom. For those courses with a required time log for field hours, both a paper and electronic record must be completed. The electronic time log must be completed after each field experience using the time log provided in Q Classroom. Assignments submitted to d2L/Q Classroom are related to accountability and accreditation measures for Education Studies. Scoring guides for these assignments are located in the d2L course and Q Classroom.

Failure to upload the required documents into d2L/Q Classroom will result in zero credit being received for those assignments.

## ASSIGNMENTS/ASSOCIATED STANDARDS/POINTS
Assignments will be given to enhance the teacher candidate’s understanding of content, pedagogy, and professional standards. Assignments will be submitted via D2L, unless otherwise specified by your instructor.

To enhance learning in this course, assignments may be altered, or additional assignments may be added as the need arises.

### Assignment Policy
- Students must complete all assignments including documentation when required. Students are expected to complete assignments on the due date shown in the course timeline. Failure to complete course work will result in a grade of zero, or “Fail”, for the assignment. Repeated failure to complete course work may result in an
automatic reduction of the final course grade earned. Of course, extenuating circumstances are always considered, but communication with the instructor is essential. Communicate with your instructor BEFORE, not after, problems occur with course requirements.

SECTION IV: EVALUATION OF ASSESSMENTS (GRADING)

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>70%-79%</td>
</tr>
<tr>
<td>F</td>
<td>69 or fewer</td>
<td>0%-69%</td>
</tr>
</tbody>
</table>

Please note that final grades may be rounded up. (For example, a final score of 89.5 to 89.9 out of 100 points may be entered as a “A”.

You must earn a “C” or better in the course. Anything below a “C” is an “F”, no “D” will be awarded.

PROFESSIONALISM

Professionalism is expected for all students in all courses whether fully online, hybrid or face-to-face.

All teacher candidates must follow the TX Educators Code of Ethics, as well as State and federal anti-discrimination laws.

Candidates are expected to be professional at all times. Behaving unprofessionally can adversely affect the candidate’s grade. Candidates are subject to loss of points and/or a course letter grade for behavior unbecoming a professional teacher candidate as determined by instructor discretion. Each teacher candidate exhibits professionalism by:

- attending/participating in all class meetings in accordance with the policies of the university;
  [http://www.sfasu.edu/policies/class_attendance_excused_abs.asp](http://www.sfasu.edu/policies/class_attendance_excused_abs.asp)
- becoming familiar with the SFA Policies and Procedures Manual regarding cheating and plagiarism;
  [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)
- contacting the professor prior to missing a class assignment;
- reading course outline/syllabus and following directions for assignments;
- reading each assigned reading by the stated due date;
- completing ALL ASSIGNMENTS/QUIZZES independently unless otherwise stated by the instructor;
- completing ALL ASSIGNMENTS/QUIZZES on or before the due date;
- submitting ALL REQUIRED WORK in order to complete this course;
- being prepared for quizzes and exams;
- participating intelligently in all class discussions;
- completing the end-of-course online evaluation;
- being professional in demeanor, attitude; and
- maintaining confidentiality at all times.

Professionalism is also considered when teacher candidates take time to help fellow peers who have difficulty reading/finding specifics in the course. Teacher candidates who help fellow peers remain positive and promote change for efficiency in teaching will also be considered to promote professionalism. Being negative is not considered professional.

WORK POLICY EXPECTATIONS

- Late Work— Late work receives no credit unless there is prior approval from the instructor.
- Make-up Work Policy— The decision whether to accept make-up work is at the discretion of the instructor.
• “Redo Work” Policy—Some assignments may be subject to editing and resubmission at the discretion of the instructor. In this event, the resubmitted work is due no later than one week, or the deadline specified by the instructor. Edited work resubmitted without the original work will not be accepted.
• Students must submit all assignments in the requested format found in the assignments.

**TEACHER CANDIDATE PROFESSIONALISM EXPECTATIONS**

**Academic Honesty:** Teacher candidates complete original assignments and/or give credit to individuals if using resources to prepare assignments. The teacher candidate understands that original material not created by the teacher candidate is the intellectual property of another (plagiarism) and may not be published in any format or third-party site without written permission from the owner (collusion).

- **Self-plagiarism** is reusing your own specific wording and ideas from work that you have previously submitted.
- **Collusion** is a form of cheating which occurs when a submission restricted to individual effort is shared with another individual through direct contact or third-party resources allowing another individual to use and submit the copied work as their own.

**Appearance:** Teacher candidates must be appropriately dressed for the required setting. When engaging with students, whether in person or in virtual formats, candidates dress according to the campus dress code.

**Assigned Responsibilities:** While in field placements, teacher candidates must follow the lead of the mentor teacher to carry out all responsibilities with enthusiasm while demonstrating initiative. Candidates are encouraged to focus on their own personal experience rather than the experiences of other teacher candidates.

**Attendance:** It is the expectation of the Department of Education Studies that all enrolled students demonstrate professionalism through a consistent presence in required class meetings. At the beginning of the semester, candidates must confirm in each course that they have read and understand the course syllabus and the expectations for participation in the class. Any student who does not attend class and/or does not have a record of participation as stated in the course requirements will fail the course. Absences must be excused with proper documentation. Excessive absences, unexcused absences, and excessive tardies will result in loss of points on the teacher candidate’s professionalism grade and/or assignment grades that pertain to the day(s) and/or time(s) missed. Absences whether excused or unexcused that result in missing 15% or more of instructional time/content will result in failure of the course.

The threshold for consistent presence is 85% of all class meetings. Students who have a medical or other extreme emergency must provide documentation to excuse absences beyond the 85% threshold. Students who do not meet this threshold, unless excused due to documented medical or other unforeseeable emergencies will not be able to successfully pass the course.

The instructor AND/OR mentor teacher in field courses must be notified of each absence prior to or immediately upon the occurrence of the absence. Any missed observation time must be made up minute for minute.

This is also an expectation for online courses. While this looks different in courses that are synchronous versus asynchronous courses, the expectation is still 85% engagement. In synchronous courses, this means attendance in class meetings 85% of the time. In asynchronous courses, this means engagement in class materials 85% of the time. Students who have a medical or other extreme emergency must provide documentation to excuse absences beyond the 85% threshold. Students who do not meet this threshold, unless excused due to documented medical or other unforeseeable emergencies will not be able to successfully pass the course.

**Interpersonal Communication:** Teacher candidates must demonstrate collaborative efforts with mentor teachers, other teacher candidates, and instructors/professors. Candidates are expected to respond professionally to peers, mentors, the site coordinator, and others on the campus. The candidate will maintain professional communication about individuals and groups associated with SFASU and partnering facilities on all social and print media published and/or shared with others.

- When you email any representative from the Education Studies department, remember that you are emailing a professional. Look at what you have typed before you send the email. Remember to begin the
email with an appropriate salutation and to end by signing your name. Make sure that the email includes a specific question and/or provides clear information. Make sure to proofread for typos prior to sending. You should expect a response within 48 hours of sending your email. If you do not receive an answer in 48 hours (during the week), please re-send the email. The weekend is not a time when emails are checked regularly, and instructors may not check email outside of normal working hours. If you email Friday night, you may not receive a response until Monday. Check your email daily so you do not miss course information and announcements.

**Professionalism and Commitment:** Teacher candidates are expected to employ effective teaching strategies. Candidates must demonstrate a commitment to the teaching profession by being punctual, attending ALL lab and university classes, attending all stated meetings, exhibiting enthusiasm and initiative, and maintaining confidentiality at all times (inside and outside of school).

**Professional Demeanor:** Teacher candidates must maintain a high level of professionalism, including a professional demeanor which includes presenting oneself in a professional manner, refraining from activities that may interfere with your professionalism the next day, maintaining a drug free and alcohol-free body, practicing appropriate language, and maintaining confidentiality at all times, including the use of social media. Teacher candidates are expected to communicate professionally in verbal and written communication (including electronic communication) when communicating with students, peers, mentor teachers, and site supervisors. Electronic devices, including cell phones, are not allowed in any mentors’ classrooms without prior approval from the site supervisor.

**Punctuality:** Teacher candidates should arrive to class and field experience locations ten (10) minutes prior to the report time. **To be “on time” is to be late.** Teacher candidates are expected to remain in class setting requirements for the expected time. Candidates may be required to document. Punctuality expectations also apply to virtual observations.

### CONSEQUENCES OF UNPROFESSIONALISM

A combination of any three behaviors that display a lack of professionalism will result in a 10-point reduction in your overall course grade. The candidate will also be referred to the Program Review Panel, which may result in failure.

- **1st Professionalism Behavior Concern** – Email from course instructor
- **2nd Professionalism Behavior Concern** – Meeting with course instructor
- **3rd Professionalism Behavior Concern** – Referral to Program Review Panel

Examples of behaviors that signify lack of professionalism include/but are not limited to the following: inappropriate dress, tardiness, unexcused absences, late assignments, academic dishonesty, and ongoing submission of incorrect assignments. Note, a combination of three behaviors can come from one professionalism component (i.e., being absent 3 times).

### QCLASSROOM REQUIREMENTS

This course does not require that you submit designated assignments to Q Classroom.

Failure to upload the required documents into Q Classroom will result in zero credit being received for those assignments.

### ATTENDANCE AND PARTICIPATION REQUIREMENTS

At the beginning of the semester, candidates must complete an assignment that signifies their reading of the course syllabus and participation in the class. For reporting purposes, a student who does not attend class and/or shows participation will be dropped from financial aid for the course.

Regular attendance and participation may affect your final grade in the course.
The tentative course overview calendar is located below and a more detailed timeline included as a separate document in D2L. Although all sections of this course may follow a uniform course calendar, individual course instructors may adjust the course outline and calendar when special circumstances require adjustments to the timeline.

Unless noted differently, all assignments listed under the TASKS TO COMPLETE column are due by Sunday 11:59 pm. I am flexible with deadlines as long as you email me in advance that you need additional time.

<table>
<thead>
<tr>
<th>WEEK/CLASS</th>
<th>TOPIC/ASSIGNMENTS</th>
<th>TASKS TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1/2</td>
<td>Before Class Begins, Syllabus and Timeline, LiveText, APA,</td>
<td>Read - all files in modules: Before Class Begins, Syllabus and Timeline, LiveText, &amp; APA, Article: A Terse Self-Test about Testing Quiz: Syllabus Quiz Discussion – Introduction Discussion Checklists - LiveText, APA, Module 1</td>
</tr>
<tr>
<td>Due 1/28</td>
<td>Module 1: Course Introduction, Types of Assessment, Reliability, Validity, and Bias</td>
<td>Read - Textbook: Popham, Ch 1-5; Wortham Ch 5 Dropboxes - Formal-based Assessment Parent Letter Assignment &amp; Reliability, Validity, and Bias Assignment Checklists - Module 1</td>
</tr>
<tr>
<td>Due 2/11</td>
<td>Module 2: Standardized and Formal-based Assessments 1</td>
<td></td>
</tr>
<tr>
<td>Due 2/25</td>
<td>Module 4: Classroom Assessments 1</td>
<td>Read- Popham Ch. 6,7,11; Wortham, Ch 9; Kingore Ch. 8 Article: Thinking Like an Assessor, Dropboxes – Teacher-created Test Assignment &amp; Assessment Research Paper Topic Assignment Checklists - Module 4</td>
</tr>
<tr>
<td>Week 9/10</td>
<td>Module 4: Classroom Assessments 1</td>
<td></td>
</tr>
<tr>
<td>Due 3/24</td>
<td>Module 5: Classroom Assessments 2</td>
<td>Read – Popham Ch 8; Wortham Ch 7, 8; Kingore Ch. 6, 7, Articles: Self-Assessment Through Rubrics, How to Create Rubrics, Observation, Assessment, and Portfolios in the Early Childhood Classroom Dropboxes - Rubric Assignment &amp; Informal-based Assessment Assignment Checklists - Module 5</td>
</tr>
<tr>
<td>Week 11/12</td>
<td>Module 5: Classroom Assessments 2</td>
<td></td>
</tr>
<tr>
<td>Due 4/7</td>
<td>Module 5: Classroom Assessments 2</td>
<td>Read- Popham Ch 10-12, Wortham Ch 10</td>
</tr>
<tr>
<td>Week 13/14</td>
<td></td>
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</tbody>
</table>
| Due 4/21 | Module 6: Classroom Assessments 3 | Assessment Research Paper Directions  
|Discussion - Affective Assessment  
|Discussion  
|Checklist - Module 6 |
| Week 15/16  
|Due 5/5 | Module 7: More About Assessment  
|Module 8: Synthesis of Learning  
|Read - Popham Ch 9, Wortham Ch 11  
|Dropbox – Assessment Research Paper Assignment (Due by 5:00pm)  
|Checklist - Module 7  
|Checklist – Module 8  
|Course evaluation |
SECTION VI: ADDITIONAL RESOURCES TO SUPPORT LEARNING

<table>
<thead>
<tr>
<th>REQUIRED READING:</th>
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<table>
<thead>
<tr>
<th>RECOMMENDED READING:</th>
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</table>

SECTION VII: COURSE EVALUATIONS
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. The feedback should be professional. 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.

SECTION VIII: STUDENT ETHICS AND POLICY

STUDENT ETHICS AND OTHER POLICY INFORMATION

<table>
<thead>
<tr>
<th>INSTITUTIONAL ABSENCES (HOP policy 04-110)</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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](https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences).

<table>
<thead>
<tr>
<th>WITHHELD GRADES SEMESTER GRADES POLICY: (HOP policy 02-206)</th>
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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.

CODE OF STUDENT CONDUCT AND ACADEMIC INTEGRITY: (HOP Policy 04-106)
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.

OTHER IMPORTANT COURSE-RELATED POLICIES
Other SFA policy information is found in the Handbook of Operating Procedures (HOP)

DEPARTMENT STUDENT ACADEMIC DISHONESTY POLICY
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

DEFINITION OF ACADEMIC DISHONESTY
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

• using or attempting to use unauthorized materials on any class assignment or exam;
• falsifying or inventing of any information, including citations, on an assignment;
• helping or attempting to help another in an act of cheating or plagiarism.
Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
• submitting an assignment as one's own work when it is at least partly the work of another person;
• submitting a work that has been purchased or otherwise obtained from the Internet or another source;
• incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**PENALTIES FOR ACADEMIC Dishonesty**
• Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.
• 1st Time – Conference with course instructor and zero for assignment
• 2nd Time – Conference with course instructor and chair of department (failure of course discussion)
• 3rd Time – Conference with course instructor, chair of department and dean of college

**STUDENT APPEALS**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**SECTION IX: ON-CAMPUS RESOURCES**

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<th><strong>ON-CAMPUS RESOURCES</strong></th>
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| **The Dean of Students Office** (Rusk Building, 3rd floor lobby)  
  www.sfasu.edu/deanofstudents  
  936.468.7249  
  dos@sfasu.edu |
| SFASU Counseling Services • www.sfasu.edu/counselingservices  
  Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401 |
| SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp  
  Human Services Room 202 • 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)  
  Crisis Text Line: Text HELLO to 741-741 |
### REPEATING THIS COURSE POLICY

If you are repeating this course for a second time, then ALL of your work must be original to the repeated course. That means work from a previous semester of this course may **not** be resubmitted in the repeated course. Work of any kind submitted from a prior semester will receive a score of “0” with no redo available. Work of any kind submitted by another student who completed this course is grounds for academic dishonesty/plagiarism review.