I. Course Description

Examine the management and operation of fundraising events, design, marketing, and promotion efforts by identifying sponsors, marketing to attendees, exhibitors, and other participants.

This course will be taught 150 minutes per week for 15 weeks utilizing the face-to-face lecture platform and a 2-hour cumulative final exam in week 16. Students will have extensive assignments; and produce a large-scale event; site visits; in-class activities each week for 16 weeks. There is an optional service learning hours up to 6 hours. There are no prerequisites for this course other than being a junior classification or approved by advisor and instructor. There are no course fees associated with this course.

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.
- This course supports the mission of the College of Education "to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development."

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

This course is designed to provide students with an understanding of the skills needed to be an event manager. Upon successful completion of this course, students will be able to:
1. Develop skills needed to be an event manager.
2. Develop creative theming ideas to use for events.
3. Take an event from beginning to end and then analyze the successes and failures of the event postproduction.
4. Differentiate among a variety of event promotion strategies.
5. Analyze the effectiveness of event promotion strategies.
6. Create promotional plans for a variety of events.
7. Design an event sponsorship prospectus.
8. Plan, implement, take down and evaluate a fundraising event.

For additional information on meaningful and measurable learning outcomes see the assessment resource page https://www.sfasu.edu/oie.

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

Required Technology: This course will be delivered through the university’s Learning Management System (LMS), Brightspace. Each student is required to have access to a computer with internet capabilities in order to access the course. Each student is also required to have a working, university (jacks.sfasu.edu) email account. Brightspace by 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.

As a student of Stephen F. Austin State University, you have free access to this course’s Brightspace site. You will need to access the course regularly throughout the semester. Assignments for this course will be submitted electronically through Brightspace, unless otherwise instructed. Some assignments may require audio files. Students must have a working computer microphone or the ability to add audio to files on their computer to complete these assignments. Files with audio are submitted as PowerPoint files unless otherwise instructed. All other submitted files must be in PDF or Word format.

Brightspace Technical Support: If at any point during the course you experience technical difficulties in Brightspace, please let your instructor know immediately. Please realize that your instructor is not qualified to provide Brightspace support; and that notifying your instructor of technical difficulties does not exempt you from assignments or activities that are due. Notifying your instructor is a courtesy.

In order to obtain proper technical assistance you will need to contact the SFASU Brightspace Support Team by emailing d2l@sfasu.edu or calling 936.468.1919.

IV. Evaluation and Assessments (Grading):

Students have the opportunity to earn 1,550 points in this course. 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 grades 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 instructor during office hours or should make an appointment to see the instructor to discuss their questions.

Grades are determined from a variety of assignments:

Weekly Assignments 50 points each / 350 points total
Article Summary 100 points total
Survey Completion 50 points each / 100 points total
Class Attendances 20 points each / 300 points total
Class Participation 20 points each / 300 points total
HMS Fundraising Event Attendance 100 points total
HMS Fundraising Event Performance 200 points total
Exams 50 points each / 100 points total
TOTAL COURSE POINTS 1,550 POINTS

Grade Distribution SCALE:

A=1,550-1,395 pts (90%)
B=1,394 - 1,240 pts (80%)
C=1,239 – 1,085 pts (70%)
D=1,084 – 930 pts (60%)
F = Less than 929 points

The grade you receive is the grade you will have earned. This is a university course and will be graded as such. IF a student wishes to contest a grade, this must be done prior to the semester's Final's Week.

Asynchronous Minutes: In order to complete the necessary hours for this course, 150 asynchronous minutes are required. Due to the hands-on learning experience students will receive during the HMS Program Fundraising Event, these minutes will be fulfilled during event setup, performance, and cleanup on March 31 and April 1.

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

Deadlines Procedure: In this course you are part of an active community of learners, and as such, meeting the due dates and deadlines is extremely important. You are expected to keep an eye on the Course Timeline and to complete work on time. You cannot wait until the end of the semester to complete assignments; you must complete them as the semester progresses. All assignments are due on the dates indicated on the Course Timeline and will not be accepted late unless prior approval is received by the instructor due to emergency situations. No make-up exams will be given with the exception of serious illness or emergency. The instructor 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 instructor. Improperly submitted assignments, or assignments that are emailed without prior instruction to do so, will fall under the category of late. All assignments submitted after the due date will receive partial credit.

Your instructor will reserve the right to raise or lower a grade by as much as 5% in response to conspicuously high or low levels of participation in the module. If, due to unforeseen circumstances, you feel you need a brief extension on any due date, please contact your instructor 2-3 business days ahead of time to discuss alternate arrangements.

A make-up exam is not guaranteed and is subject to the above-mentioned review by the instructor 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 the instructor and student right after the student comes back to class.

Attendance and Professionalism Policy: Attendance will be taken every class period. For every missed class period, a student will lose attendance and professionalism points. When a student misses class, it affects the professionalism grade. Excused attendance includes: ailment with Dr.’s Note; death in the family; participation in conferences/trips approved by the school; and other official school travels. There is no make-up for missed attendance and professionalism points. Students are expected to be professional and respectful in the classroom environment.

Participation in each class is essential. The class will have open discussions frequently, and participation in the discussions will be noted. Students that choose to positively participate in the class and add to the discussion will earn a higher grade than the student that chooses to not participate.
Discourteous or offensive behavior directed toward the instructor/instructor, students or others will not be tolerated. Examples of such behavior include, but are not limited to:

- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Mobbing
- Other unprofessional or inappropriate behavior

Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior (e.g. "mobbing") which has a negative impact on the classroom and/or on others (http://www.pcc.edu/hr/contracts/behavior.html).

**Fundraising Event Project: Kentucky Derby Dinner and Silent Auction.**

The class will plan and implement a fundraising event in collaboration with the Fredonia Hotel and the Catering Class. The students are required to work the event from inception, actual implementation to post event evaluation. The details for this class project will be presented in class.

Each student is expected to be in attendance for the School of Human Sciences Fundraising Event, tentatively scheduled for **April 1st, 2022**, for the entire time determined and announced by the professor. This is a major portion of total grade points available.

**Exams:** Students’ performance will be evaluated through their attendance and performance during the HMS Shindig. There will be a required Event Wrap Up Exam the class following the event and an Event Manager Summary Exam will be provided during the scheduled final exam time slot. Paper-based or 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 the professor and student right after the student comes back to class.

**Optional - Service Learning Component:** Students can complete up to 6 hours of volunteer work to fulfill requirement. 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 optional assignment. Students must document all the hours that 6 they have completed, verified and signed by the supervisor using the log sheet provided by the professor in D2L. Once the students have completed up to 6 hours of service learning activities, scan the completed log sheet and submit it to D2L Dropbox, unless otherwise directed by the School of Human Sciences director.

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.
**Expectations:** Since this is a junior-level course, it is 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 the 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 instructor. Do not use “IM- style” writing at ANYTIME. Grades will reflect your level of professionalism. ALL emails must contain grammar, spelling, and sentence structure. No ALL CAPS, run-on sentences, texting-type or IM-type of writing will be accepted. Improper emails will be returned, unanswered. This is a university-level course and students must use professional emails in preparation for future management positions.

Here are some basic Netiquette rules to help you get the most out of online learning:
- ALL CAPS IMPLIES THAT YOU ARE SHOUTING - Please do not do this (unless you are capping specific words, nicely, for emphasis)!
- Watch your “tone” - it's written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- Check spelling - Always!
- Make your messages easier to read by making your paragraphs short and to the point.
- Never “say” anything that you would not want posted on the wall of a face-to-face classroom, because it could be!
- Behave as you would in a face-to-face classroom.
- Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
- Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face-to-face classroom).
- Think about what you have written before you submit it.

**Conduct:** Discourteous or offensive behavior directed toward the instructor/instructor, students or others will not be tolerated. Examples of such behavior include, but are not limited to:
- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Mobbing
- Other unprofessional or inappropriate behavior

Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior (e.g, "mobbing") which has a negative impact on the classroom and/or on others ([http://www.pcc.edu/hr/contracts/behavior.html](http://www.pcc.edu/hr/contracts/behavior.html)).

**Guidelines for Evaluating Students in Human Sciences degree programs:**

**What is an ‘A’ Student?**
- Consistently goes above and beyond what is required in the experience
- Displays initiative
- Looks up information before asking questions
- Contributes meaningfully to the class
- Acts enthusiastic, even when he/she does not feel that way
- Is open to criticism without getting defensive
- Does not act 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
• Displays common sense
• Is flexible

Every student should not expect an ‘A’! It is the student who displays the above characteristics, as well as sound technical ability and theoretical knowledge, who receives the “excellent” grade. A grade of ‘B’ should not be perceived as failure. A grade of ‘B’ means you have done “good” or “above average” work. A grade of ‘C’ means “average”. Be extremely careful of the number of ‘C’ grades you earn as graduate students are expected to perform at above average levels. If you feel you are tending toward a final grade of ‘C’ contact your instructor; help him/her help you.

V. Tentative Course Outline/Calendar:

Changes in the course outline are possible with the discretion of the instructor. The calendar here is a tentative outline of the course. Your instructor reserves the right to change/modify this calendar as the course progresses. All changes/modifications will be announced on Brightspace.

Please see the official Course Timeline on the Brightspace homepage (this is not the Brightspace Calendar) for a complete schedule of all due dates and times.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Date</th>
<th>Topics</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>January 23</td>
<td>First Day of Class&lt;br&gt;Class Introduction&lt;br&gt;Syllabus Review&lt;br&gt;Event Summary&lt;br&gt;Fundraising&lt;br&gt;Event Planner Skillset&lt;br&gt;Mission and Goals Fundraising&lt;br&gt;Donations&lt;br&gt;Ticket Sales&lt;br&gt;Contract Discussion</td>
<td>Student Skillset Survey Opens-Due Sun, Jan 28 by 11:30 p.m.&lt;br&gt;Weekly Assignment 1: Kentucky Derby Research-Due Sun, Jan 28 by 11:30 p.m. in D2L</td>
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<td>Week 2</td>
<td>January 30</td>
<td>Kentucky Derby Research Findings&lt;br&gt;Mission and Goals&lt;br&gt;Etiquette Training Discussion&lt;br&gt;Invitation Design&lt;br&gt;Marketing Pieces - Posters, Handbills, PSA, etc.&lt;br&gt;Centerpiece Assignment Discussion (Weekly Assignment 5)</td>
<td>Weekly Assignment 2: Kentucky Derby Decor Ideas-Due Sun, Feb 4 at 11:30 p.m. via D2L&lt;br&gt;Event Assigned Task Survey – Due Sun, Feb 4 by 11:30 p.m.</td>
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<td>Week 3</td>
<td>February 6</td>
<td>Meet at Fredonia (tentative)&lt;br&gt;Event site walk through; event room layout discussion&lt;br&gt;Parking Discussion&lt;br&gt;Ticket Sales&lt;br&gt;Event Components: Meeting Planning,</td>
<td>Weekly Assignment 3: Kentucky Derby Menu Ideas – Due Sun, Feb 11 at 11:30 p.m. via D2L</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Events</td>
<td>Weekly Assignment</td>
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<td>4</td>
<td>February 13</td>
<td>Event Budget Planning Invitation List Invitation Components Centerpiece and Decor Discussion Menu Discussion</td>
<td>Weekly Assignment 4: Silent Auction Ideas - Due by Sun, Feb 18 at 11:30 p.m.</td>
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<td>5</td>
<td>February 20</td>
<td>Guest Speakers- Sam Mora and Amie Ford from SFASU Alumni Assn. to discuss silent auction (tentative) Menu Planning Make it or Break it Discussion Centerpiece and Decor Sponsorship Lists Planning Decor and Centerpiece Design</td>
<td>Weekly Assignment 5: Centerpiece Samples – Due Feb 27 in Class Images and explanation of centerpiece samples - Due in D2L Feb 27 by 11:30 p.m.</td>
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<tr>
<td>6</td>
<td>February 27</td>
<td>Discussion and Group leader assignments Budget Review Donations Invitations Mailed</td>
<td>Weekly Assignment 6: Social Media Examples- Due Sun, March 3 at 11:30 p.m. via D2L</td>
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<td>7</td>
<td>March 5</td>
<td>Silent Auction Update/Discussion</td>
<td>Marketing Campaign – Posters, handbills, PSA Delivery to be completed by Mar 9 at 5pm</td>
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<td>8</td>
<td>March 12</td>
<td>Spring Break</td>
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<td>9</td>
<td>March 19</td>
<td>Social Media Update</td>
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<td>10</td>
<td>March 26</td>
<td>Ticket Sales Donation and gift acceptance Event assignments finalized Working with volunteers discussion</td>
<td>Weekly Assignment 7: Event Budget Draft- Due Sun, March 31 by 11:30 p.m.</td>
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<td>11</td>
<td>April 2</td>
<td>Ticket Sales Seating Chart Discussion Seating Chart Design Working with Volunteers</td>
<td>Donation Inventory Gift-in-kind Inventory Ticket Sale Inventory</td>
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<tr>
<td>12</td>
<td>April 9</td>
<td>Walk through/Final headcount due to venue Final Seating Chart Final Event Checklist review Event Prep</td>
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<td>13</td>
<td>April 16</td>
<td>In Class Final Prep</td>
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<td>Week</td>
<td>Date</td>
<td>Event/Task</td>
<td>Notes</td>
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<tr>
<td>April 18</td>
<td></td>
<td>Event Setup (times TBD)</td>
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<td>April 19</td>
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<td>Event Day</td>
<td>Fundraising Event Attendance and Performance Fundraising Event Cleanup</td>
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<td></td>
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<td>Location: Fredonia Hotel</td>
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<td>Student Call Time: TBD</td>
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<td>Event Start Time: 7 p.m.</td>
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<td>Week 14</td>
<td>April 23</td>
<td>Exam - Event Wrap Up</td>
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<td>Thank you notes</td>
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<td>Final Budget Review</td>
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<td>Event Wrap Up Discussion</td>
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<tr>
<td>Week 15</td>
<td>April 30</td>
<td>Meeting and Conference Planning</td>
<td>Article Review Assignment-Due Sun, May 5 at 11:30 p.m.</td>
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<td>Review for Exam</td>
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<td>Final event wrap up tasks</td>
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<tr>
<td>Week 16</td>
<td>May 7</td>
<td>Final Exam (regular class time)</td>
<td>Final exam (50 Pts) Due in class today.</td>
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VI. Readings:

Online Resources:
- Emily Post – https://emilypost.com/
- SFA University Marketing Identity Standards—
- Online Giving Site for Hospitality Shindig – www.sfasu.edu/give/hmsevent
- Social Tables – www.socialtables.com
- Previous Shindig Press Releases
  http://www.sfasu.edu/9915.asp
  http://www.sfasu.edu/9866.asp
  http://everythingnac.com/archives/65308

FEM Statement: This course does NOT use FEM.

LiveText/Watermark Statement: This course does NOT use LiveText/Watermark.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

VIII. Student Ethics and 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.

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:
- 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
IX. Other Relevant Course Information:

**Professional Standards**

- Students should prepare themselves adequately for each semester. Instructors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.
- Students should exhibit professional courtesy and conduct. Examples include a positive work attitude, sensitivity to others, attentiveness, and cooperation.
- Faculty are committed to providing information and prompt response to students on the web, return student work in a timely fashion, honored posted office hours, provide feedback on student progress, and working with field supervisors.