Stephen F. Austin State University  
HDFS 3313.502 Family Communication  
Spring 2024

Instructor: Carla Coffee  
Office Phone: 936.468.4502  
Office Hours: Monday & Tuesday 4-5pm (CST) via Zoom (information is located at the end of the syllabus)

Preferred email: through D2L  
Email: Carla.Coffee@sfasu.edu  
Credits: 3

I. Course Description

Explores marital and family relationships and family systems to understand how families develop, maintain, enhance, and disturb family relationships through verbal and non-verbal communication.

Course Justification: HDFS 3313 “Family Communication” (3 credits). Students will receive extensive course content information either in-class or via online content modules equivalent to 2390 hours over the six week semester and includes a two-hour final exam. In addition, students have significant weekly reading assignments from the course textbook. Students in the course will engage in a variety of assignments which can include, but are not limited to, course content exams, in-class or online discussions, academic papers, presentations, reflection papers or journals, and quizzes. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities and assessments.

Course Delivery Modality: Course is delivered 100% online – asynchronously.

II. Intended Learning Outcomes, Goals, Objectives

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, social justice and continued professional and intellectual development in an interconnected global society.

Additional information about the College of Education vision, mission, and core values can be found at http://coe.sfasu.edu/about-us.

This course relates to the College of Education’s Conceptual Framework (CF) and/or Vision, Mission, Goals, and Core Values (VMGV).

III. Program Learning Outcomes

• Learners will identify social and cultural influences affecting family life.
• Learners will recognize healthy and unhealthy characteristics pertaining to family relationships.
• Learners will apply appropriate practices based on theories of human growth and development to individuals and families.
• Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.
• Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.
• Learners will develop culturally competent educational materials and learning experiences

**Student Learning Outcomes**
Upon completion of this course, students should be able to:

Recognize the impact of personality and communication skills on family systems across generations.
• Recognize the developmental stages of relationships in family systems
• Analyze interpersonal relationships among family members using various theories and perspectives
• Develop and implement relationship enhancement and enrichment strategies for families
• Develop and implement effective communication, problem solving, and conflict management strategies for families
• Communicate aspects of family relationships within the context of developmental stages
• Facilitate and strengthen family communication processes, conflict-management, and problem solving skills

**Family Life Educator Certification:**
Information from this class should be retained to use for review purposes for the National Council on Family Relations (NCFR) exam to be a Certified Family Life Educator. Please visit the NCFR for more information. The course content in this course (HDFS 3313) emphasizes these specific areas associated with the NCFR Family Life Education Content (#s 2, and 5). There are a total of ten content areas in all—but primarily only two are covered in this course:

- **Area II:** Internal dynamics of families
- **Area V:** Interpersonal relationships – an understanding of the development and maintenance of interpersonal relationships

**IV. Course Assignments, Activities, Instructional Strategies, use of Technology**

1. **Course Content Quizzes.** There will be 3 Course Content Quizzes on information relevant to our textbook and lecture. These course content quizzes are like traditional course exams

Important notes on quizzes:
   a. All Quizzes will be taken online via D2L. The D2L Quizzes will open at 12:01 AM (CST) according to the syllabus. They are due on the date listed on the calendar
by 11:30 PM (CST). Once you start, you have 120 minutes to complete the Quiz. You may take the quiz early, but once you start, you must complete the exam! Do NOT start the exam before you are ready to take it. You will not be allowed to take it again once you begin.

b. Students must have computer access and need to log in promptly in order to take the given Quiz. Please call Student Help Line at 468-1919 for technical assistance. Assistance is available M-F, 8:00-5:00 p.m. **NOTE: if you wait until after 5pm and have technical problems, you may not be able to finish the assignment. Technical difficulties will not be valid excuses for missing/not finishing Quizzes.

c. Students should take the exam early if they have a scheduling conflict on the due date. Missing a due date will result in a “0” for the exam.

2. Course Activities: There will be six general course activities throughout the semester for which you will receive a grade. These may be surveys you complete, discussion board posts where you synthesize the information you learned in a module, quizzes over the material in a module, or other activities assigned by the instructor. Activities open at 12:01 AM (CST) and close at 11:30pm on their due date. See the course calendar for activity names and due dates. Activities may be completed early (prior to the due date), but once submitted to D2L will be considered final. Do not upload rough drafts or unfinished work unless you want it to be graded as your final product.

General Note on Late Assignments: **Late assignments will not be accepted.** Examples of these late assignments would be submitting assignments as an attachment via email to the professor, requesting to submit the assignment after the due date has passed, requesting to redo the assignment after points have already been assigned, and if the assignment was submitted with improper formatting. You should always review the documents that you upload in Dropbox to ensure that they are readable and the appropriate document for the given assignment. Lastly, if you submit an assignment and did not follow all directions correctly, then you automatically receive a zero for the assignment since it is incomplete and you cannot resubmit.

Use of Technology: Please make sure that you have access to a working computer that has a reliable internet connection. You will also need to have speakers/headphones that work to complete the course. You will use Brightspace (D2L) to access all course materials, submit your assignments, take your quizzes, check your grades, and communicate with both your classmates and with me. Internet access, a working computer, and an SFA email account that you check often are essential parts of the course.

Required Technology:
- Working computer
- Reliable internet
• Camera & speakers
• Brightspace access
• SFA email

Important notes about D2L:
1. Course notices will be posted on the course homepage and it is the responsibility of each student to review D2L daily as you will be responsible for any information disseminated through D2L. You should check D2L on a daily basis. Neglecting to check D2L is NOT a valid excuse for not knowing course information.
2. Students should check their grades at least once a week. Any discrepancies in grades must be resolved within one week after assignment grades have been posted. Otherwise, the posted grade is considered final and will not be changed at a later date. I am always happy to discuss ways you can improve your work, even if the one-week limit for a grade change has passed.
3. Most assignments that you will upload to D2L should be done using a Word document or PowerPoint. If you do not currently have, or anticipate having, access to Microsoft Office, then please make the appropriate arrangements to secure the appropriate software for use in this course. Microsoft Office is the sole means of acceptable software to be used for uploading relevant documents.
4. The most appropriate browsers to use with D2L are either Google Chrome or Firefox.
5. Technical Support – if at any point during the course you experience technical difficulties in Brightspace, please:
   a. Contact the SFASU Brightspace support team by emailing d2l@sfasu.edu or calling 936.468.1919 (M-F 8am-5pm).
   b. Let your instructor know immediately. Please realize: (1) The instructor is not qualified to provide Brightspace support and (2) notifying your instructor of technical difficulties does not exempt you from assignments or activities that are due! Notifying your instructor is a courtesy.

Re-taking the Course: If you are retaking the course, all your work must be original. You may not use the work that you submitted previously to count as credit for this semester. It is a new semester and new work should be produced. If you submit previously written work and attempt to pass it as newly produced work, you will receive a “0” for the assignment. If you have questions or are in doubt about what you are producing, please talk with me about the assignment.

Mistakes in the Course: If you see a mistake in the course, aren’t able to open a document that should be open, see a due date that is incorrect, etc., please contact me ASAP!!! I check and double check the course, but I am still human, and as such, I make mistakes. Please do not be afraid to let me know! The sooner you notify me, the sooner I can fix it – and the better the course becomes!!

IV. Evaluation and Assessments
Evaluation & Assessments (Grading): The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total grades. All assignments will be graded on a 100-point scale, but will be weighted according to the percentages below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>79.5% - 89.4%</td>
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<tr>
<td>C</td>
<td>69.5% - 79.4%</td>
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<tr>
<td>D</td>
<td>59.5% - 69.4%</td>
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<tr>
<td>F</td>
<td>0% - 59.4%</td>
</tr>
</tbody>
</table>

Assignments & Quizzes Weights:

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignment Name</th>
<th>Points</th>
<th>Weight</th>
<th>SLOs Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Content Quizzes</td>
<td>Course Content Quiz 1</td>
<td>100</td>
<td>10%</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td></td>
<td>Course Content Quiz 2</td>
<td>100</td>
<td>25%</td>
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<tr>
<td></td>
<td>Course Content Quiz 3</td>
<td>100</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Course Activities</td>
<td>Activity #1: Introduce Yourself</td>
<td>10</td>
<td></td>
<td>1, 2, 3, 4, 5</td>
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<tr>
<td></td>
<td>Discussion</td>
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<td></td>
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<td></td>
<td>Activity #2: Theory Discussion</td>
<td>20</td>
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<td></td>
<td>Let’s Go to the Movie</td>
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<td></td>
<td>Activity #3: Family Stories</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion</td>
<td></td>
<td></td>
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<td></td>
<td>Activity #4: Reflection on Relationships Paper</td>
<td>20</td>
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<td>Activity #5: Sibling Discussion</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>Personality and Birth Order</td>
<td></td>
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<td></td>
<td>Activity #6: Family Stressors</td>
<td>20</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paper</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
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Note: All assignments are graded on a 0-100 scale (points) but are weighted differently (weight). An explanation of how to determine your grade will be given in class and an excel spreadsheet will be provided in D2L for you to use to keep track of your standing. D2L also auto-calculates your weighted grade for you throughout the semester. If you ever have grade questions, please ask, I feel very strongly that your standing in the course should never be a mystery to you!!

VI. Tentative Course Outline/Calendar:

**NOTE:** Modules will open at 12:01am (CST). Assignments are due on the due dates listed below by 11:30pm (CST). Early submissions are welcome. All submissions to D2L
Dropbox are considered final and will be graded as submitted. Late work is not accepted for credit.

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
<th>Reading/Assignments</th>
<th>Assignment Due Date</th>
</tr>
</thead>
</table>
| Welcome to HDFS 3313 Module 2 Module 3 | March 18-24 | Module 1: Welcome to HDFS 3313  
Read chapters 1, 2, 3, 4 and module content and suggested readings | Activity 1: Introduce Yourself Discussion  
Activity #2: Theory Discussion Let's Go to the Movie  
due March 24 at 11:30pm |
| Module 4 Module 5 Module 6 | March 25-April 1 | Read chapters 5, 6 and module content and suggested readings  
Quiz 1 covering chapters 1-6 | Activity 3: Family Stories Discussion  
Quiz 1  
due April 1 at 11:30pm |
| Module 7 Module 8 Module 9 | April 1-7 | Read chapters 7, 8, 9 and module content and suggested readings | Activity 4: Reflection on Relationships Paper  
Activity 5: Sibling Discussion Personality and Birth Order  
due April 7 at 11:30pm |
| Module 10 Module 11 | April 8-14 | Read chapters 10 and 11 and module content and suggested readings | Activity 6: Reflection Paper on Family Stressors  
due April 14 at 11:30pm |
| Module 12 | April 15-21 | Quiz 2 covering chapters 7-11 | Quiz 2  
due April 21 at 11:30pm |
| Module 13 Module 14 Module 15 | April 22-28 | Read chapters 12, 13, 14, 15, 17 and module content and suggested readings |  
due April 28 at 11:30pm |
| Module 16 | May 6-8 | Quiz 3 covering chapters 12-17 | Quiz 3  
due May 8 at 11:30pm |

Easter Break March 28-31
VII. Readings

**Course Readings (Required):** You may purchase digital copies if available.
2. Some lectures may require additional online readings. Online links to articles are provided to you in D2L in these cases.

**Course Readings (Recommended):**
You will be provided a number of readings online to use as extra resources. Some of these readings may be used as extra credit opportunities. If extra credit is offered for readings, it will be announced in class and offered to all students. **Under no circumstances will extra credit be offered on an individual student basis.**

VIII. Course Evaluations

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”

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

VIII. Student Ethics and Other Policy Information: Found at [http://www.sfasu.edu/policies/](http://www.sfasu.edu/policies/)

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status.
The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to HTTP://www.sfasu.edu/disabilityservices/

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university.

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

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4**

Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services www.sfasu.edu/counselingservices 3rd Floor Rusk Building 936-468-2401
SFASU Human Services Counseling Clinic www.sfasu.edu/humanservices/139.asp Human Services Room 202 936-468-1041
Crisis Resources: Burke 24-hour crisis line 1(800) 392-8343 Suicide Prevention Lifeline 1(800) 273-TALK (8255) Crisis Text Line: Text HELLO to 741-741

**X. Other Relevant Course Information:**

Acceptable Student Behavior
In an online course, acceptable behavior includes how you interact with your fellow students in online discussion forums and any group work. Language used should always be professional. Remember that your discussion posts are public and viewed by your classmates and myself. You
should never post personal information that you would not disclose in a public classroom with 60 other people present. While you are encouraged to share personal experiences as examples for synthesizing class information, it will never be required of you to disclose information that makes you uncomfortable.

When disagreeing with other students in the class, please be professional and refrain from profanity, personal attacks, and slurs. Comments that are offensive in nature will be deleted and you will not receive credit for the offensive post. The professor will notify you if a post is removed due to the nature of the language used.

Class participation
Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student's responsibility (and to his/her benefit) to read the material assigned in the class schedule prior to the assignment to be able to participate effectively in discussion postings and/or activities. Students are encouraged to collaborate with others in the class when studying and/or reviewing material via chat, student-created discussion board postings, in person, or other methods by which they will be successful.

Background Check Statement:
For careers working with children and families, you are almost always required to pass a criminal background check in order to be employed. In our degree, you are required to participate in service learning and a practicum that will likely require you to pass a criminal background check. It is the student’s responsibility to pass any required background checks. If you cannot pass a background check for a school related activity that is required for the course, you will not receive any credit for that assignment. In the case of a practicum, you will not be able to pass the course without securing a practicum related to the field of human development and family studies. If you cannot pass a criminal background check (and don’t anticipate your record to be cleared/expunged in the foreseeable future), you should seriously consider if enrollment in this degree program will lead to your career goals.

Zoom Office Hours
I conduct my office hours as if we were still in person! I want to see your face and get to visit with you. If you came to my physical office for office hours and another student was there, you would wait in the hall until I finished with the person who was already there, and then you would come in and have your time with me. What that means for you now that we are on Zoom is that when you follow the link below and log on to the office hours, you will be put into a "waiting room." You'll see a message that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I'm with someone. Don't worry, I WILL get to you in the order that you entered the waiting room. Even it is past the time for my office hours to end, I'll get to everyone who logs on! So if you have to wait, please be patient and know that I haven't forgotten you are there.
Carla Coffee is inviting you to a scheduled Zoom meeting.

**Topic:** SFA Zoom  
**Time:** Jan 22, 2024 04:00 PM Central Time (US and Canada)  
Every week on Mon, Tue, until Apr 30, 2024, 30 occurrence(s)
- Mar 18, 2024 04:00 PM
- Mar 19, 2024 04:00 PM
- Mar 25, 2024 04:00 PM
- Mar 26, 2024 04:00 PM
- Apr 1, 2024 04:00 PM
- Apr 2, 2024 04:00 PM
- Apr 8, 2024 04:00 PM
- Apr 9, 2024 04:00 PM
- Apr 15, 2024 04:00 PM
- Apr 16, 2024 04:00 PM
- Apr 22, 2024 04:00 PM
- Apr 23, 2024 04:00 PM
- Apr 29, 2024 04:00 PM
- Apr 30, 2024 04:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.
Weekly: https://sfasu.zoom.us/meeting/tJcrce-vrz0uG9ExZ2AhutyQsctw_O3wjQOG/ics?icsToken=98tyKuCrqD0sHdWTtBiCRowqBl_oM-3zmCFbjfp4hCW3lihGdhrHJeFWJY1QQ8_a

Join Zoom Meeting
https://sfasu.zoom.us/j/93666716415?pwd=cHIRdFQ0dJlaRXVrYnRhbGExeEpXdz09

Meeting ID: 936 6671 6415
Passcode: 953983

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One tap mobile
+13462487799,93666716415#,,,,,953983# US (Houston)  
+16694449171,93666716415#,,,,,953983# US

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Dial by your location
• +1 346 248 7799 US (Houston)
Carla Coffee, Carla.Coffee@sfasu.edu

• +1 669 444 9171 US
• +1 669 900 6833 US (San Jose)
• +1 719 359 4580 US
• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)
• +1 408 638 0968 US (San Jose)
• +1 312 626 6799 US (Chicago)
• +1 360 209 5623 US
• +1 386 347 5053 US
• +1 507 473 4847 US
• +1 564 217 2000 US
• +1 646 876 9923 US (New York)
• +1 646 931 3860 US
• +1 689 278 1000 US
• +1 301 715 8592 US (Washington DC)
• +1 305 224 1968 US
• +1 309 205 3325 US

Meeting ID: 936 6671 6415
Passcode: 953983

Find your local number: https://sfasu.zoom.us/u/aeJjSqROVp

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Join by SIP
• 93666716415@zoomcrc.com

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Join by H.323
• 162.255.37.11 (US West)
• 162.255.36.11 (US East)
• 115.114.131.7 (India Mumbai)
• 115.114.115.7 (India Hyderabad)
• 213.19.144.110 (Amsterdam Netherlands)
• 213.244.140.110 (Germany)
• 103.122.166.55 (Australia Sydney)
• 103.122.167.55 (Australia Melbourne)
• 149.137.40.110 (Singapore)
• 64.211.144.160 (Brazil)
• 149.137.68.253 (Mexico)
• 69.174.57.160 (Canada Toronto)
• 65.39.152.160 (Canada Vancouver)
• 207.226.132.110 (Japan Tokyo)
• 149.137.24.110 (Japan Osaka)

Meeting ID: 936 6671 6415
Passcode: 953983