Syllabus

RSTO 2307.502

Catering and Special Functions

Spring 2024

Instructor: Chef Kevin Hill, MEd.

Course Time & Location: RSTO 2307.502 is a three (3) credit hour class delivered 100% on line through Brightspace/D2L.

Office: MHS-North Room 106C

Office Hours: Tuesdays 8:00am-10:00am; Thursdays 8:00am -10:00am; and Fridays 9:00am – 10:00am

Office Phone: (936) 468-2130

Email: All course related matters will be emailed using Brightspace. Alternate, if Brightspace is unavailable, can be sent to kevin.hill@sfasu.edu.

This class is offered as a required course for Hospitality Administration students with a focus in Lodging, Restaurant Management and Meeting Planning; as an elective for the culinary focus; and open to any undergraduate SFA student as an elective.

Prerequisites/Corequisites: There are no prerequisites.

Course Fees: There are no course fees.

NOTE: Syllabus may change at the instructor’s discretion. Notification of changes will be through D2L.
I: Course Description and credit hour justification

Principles of catering and special functions operations with an emphasis on business start-up; cost analysis and profitability; use of event orders for staffing, food production and room set-up; food preparation and service; banquets beverage sales and responsible alcohol service related to on and off-premise functions; food and wine pairing; equipment management and service styles.

RSTO-2307 – Catering and Special Functions is a three (3) credit hour course. This course will be taught 100% online culminating with a two (2) hour final exam in week 16. This course will utilize online module lectures and assignments, special research and planning, PowerPoint projects, industry article reviews, and textbook readings totaling 140 hours of instruction and outside classroom required preparation.

II: Intended Learning Outcome/Goals/Objectives (Program/Student Learning outcomes)

This course supports the vision, mission, and core values of the James I. Perkins College of Education and the School of Human Sciences. It is a required course for Hospitality Administration students focusing in Lodging, Restaurant Management and Meeting and Planning; an elective course for focus areas in Culinary; and an elective open to any student attending SFA. The course aligns with the standards of AAFCS, the accrediting body of the School of Human Sciences.

James I. Perkins College of Education

The James I. Perkins College of Education (PCOE) includes the Departments of Elementary Education, Human Services, Kinesiology and Health Sciences, Secondary Education and Educational Leadership, and the School of Human Sciences. Each program offers a study in educator certification as well as in various non-teaching programs.
**Vision**

The James I. Perkins School of Education will be the college of choice for students striving to achieve professional excellence through exemplary programs that are recognized at the state, national, and international levels.

**Mission**

The mission of the James I. Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.

**To accomplish this mission, the goals of the Perkins College of Education are to:**

Provide programs at both the undergraduate and graduate levels based on sound pedagogical and clinical practice.

Prepare teachers, support personnel, and educational leaders for Texas Employ and support faculty members who are committed to excellence in teaching, scholarship, and service.

Provide a variety of teaching venues incorporating the latest technologies to a rage of diverse student interests, backgrounds, and aspirations.

Maintain resources and facilities that allow each program to meet its expected outcomes.

Collaborate with external partners to enhance students' knowledge, skills, and dispositions, and to influence the ongoing exchange of ideas for mutual benefit.

Engage in outreach services.

To address specific needs in the broader community.

To enhance student learning.

To instill commitment to service and to promote the reputation of the University.

To conduct research to advance knowledge and to contribute to the common good.
Course Goals: Program Learning outcome (PLOs)

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

**PLO 1 Assessment** – Technology Presentation – students will examine and determine current and emerging technology trends in the travel and tourism industry through a video recording by responding to embedded questions. (TRVM 1300).

**PLO 1 Assessment 2:** Sustainability Assignment – students will research sustainability industry practices and their application in specific focus areas as it relates to facilities and create a poster presentation. (HAMG 2337).

**Nuventive Assessment Criteria for PLO 1 Assessment 1:**

Students will complete the assignment within the course. Ninety percent of students will demonstrate comprehension and appropriate use of current and emerging technologies in the travel and tourism industry.

**Nuventive Assessment Criteria for PLO 1 Assessment 2:**

Students will complete the assignment within the course. Ninety percent of students will be able to synthesize the attributes of sustainability practices within 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 2 Assessment 1** – Responses from Internship Supervisor Survey from a Midterm and Final Evaluation (HMSC 4120).

**Nuventive Assessment Criteria for PLO 2:** Students will submit Internship Supervisor Evaluations through the Qualtrics. Ninety percent of students will score 3 or higher on each evaluation domain (collaboration, honesty/integrity, reflection, responsibility, adaptability to work environment, professionalism) of the Final survey.

**PLO 3 Financial Metrics:** The student will calculate, interpret, and demonstrate key ratios, financial statements, and budgets related to the hospitality industry.
PLO 3 Assessment 1 – The student will complete a Profit and Loss statement, as well as one year of sales and profit projections, based on data provided as a culminating assessment. (RSTO 3305).

**Nuventive Assessment Criteria for PLO 3:** Students will complete the assignment within the course. Ninety percent of students will demonstrate the proficiency in identification and calculation of the following domains: total sales, cost of goods sold, fixed expenses, variable expenses, gross profit, and net operating profit.

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

PLO 4 Assessment 1 – The students will complete an emotional quotient (EQ) pre-assessment of workplace service aptitude (HAMG 1321).

PLO 4 Assessment 2 - The student will complete an emotional quotient (EQ) post-assessment of workplace service aptitude. (RSTO 4100).

**Nuventive Assessment Criteria for PLO 4 Assessments 1** – The assessment results will be used to establish a base-line of the student’s service aptitude.

**Nuventive Assessment Criteria for PLO 4 Assessments 2** - Eighty percent of students will demonstrate the positive growth of the student’s service aptitude.

**Course Objectives: Student Learning Outcomes (SLO)**

This course is designed to provide students with a basic understanding of current practices in the mobile food industry. Upon successful completion of this course, students will be able to:

- List and describe catering and banquet function regulations in accordance with state and local directives
- Manage physical catering and banquet facilities
- Determine appropriate equipment and supplies needed for catering and banquet Functions
- Schedule and manage staff required to complete a catering or banquet
Determine and schedule appropriate transportation for the safe and sanitary movement of staff, equipment and food items for an off-site catering or banquet event

Draft and execute an event contract with client to meet client expectations.

Schedule and manage multiple caterings and events that take place simultaneously in different venues

Locate legal aspects of catering in accordance with state and local directives

Create a time table for the production of a catering or event

Create and lead a team in the scheduling and implementation of a catering and banquet timeline

Determine client’s theme and coordinate with client to properly decorate the Venue

Establish budget to stay within client’s desires while achieving adequate return on investment

Manage the production of Hot foods, Cold Foods, Beverages, and garnishes for a catering and banquet

Maintain food and beverage items within temperatures required to maintain food safety.

List and describe types of meetings, conventions, and trade shows

Manage physical meetings, conventions, and trade shows facilities

Determine appropriate equipment and supplies needed for meetings, conventions, and trade shows

Schedule and manage staff required to complete meetings, conventions, and trade shows

Draft and execute a meetings, conventions, and trade shows contract with client to meet client expectations.
Create a time table for programs and agendas related to meetings, conventions, and trade shows

Determine client’s theme and coordinate with client to properly decorate the Venue

Establish budget to stay within client’s desires while achieving adequate return on investment

Create a space set-up and layout design for meetings, conventions, and trade Shows

Students will be able to plan, schedule, and organize banquet and catering Events

Students will be able to plan, schedule, and organize a meeting, convention, and trade show

The student should be able to appropriately apply the above theories, techniques, methods, terms, and concepts in a simple situation laboratory scenario, or production exercise.

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

Assignments: Each student will have five (5) article reviews, four (4) minor D2L discussion assignments, and two (2) cost analysis worksheets due regarding catering issues. There will also be 4 major projects/assignments: Catering Business Project – each student will research and collect data on the legal requirements of starting a catering business in a certain state within the United States; A Small Scale Life Event – each student create a themed event presented as a PowerPoint presentation to the client including menu, décor, ancillary amenities, and cost; A 7-Course Wine/Beer Pairing Menu – each student will research tasting menus and create a 7 course meal with appropriate wine or beer pairings for each course; Film Industry Catering Business Profile – each student will research catering business that serves the film industry and prepare a PowerPoint presentation highlighting their products and services, clientele, and how they execute their events. All assignments will be due in D2L on the scheduled date by 11:00pm.
**Instructional Strategies:**

RSTO 2307 uses the online learning platform of Desire2Learn (D2L) for all course material, assignments and exams. Each student is required to have access to a computer with internet capabilities in order to access the Brightspace/D2L course components. Each student is also required to have a working, university (jacks.sfasu.edu) email account.

**Use of Technology:**

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.

Brightspace Technical Support: If at any point during the course you experience technical difficulties in Brightspace, please let your instructor know immediately. Please realize:

1.) That your instructor is not qualified to provide Brightspace support; and

2.) 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)**

**Grading Breakdown:**

Students have the opportunity to earn 955 points in this course. Grades are earned from a variety of assignments:

- State Business Project 100
- Small Scale Life Event 100
- 7-Course Pairing Menu 100
- Film Industry PowerPonit 100
- Article Reviews 50
- Minor D2L Assignments 80

Total 955
Grading Scale: A 855-955; B 760-854; C 664-759; D 569-663

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 constructive 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
- Reacts with critical thinking when met with unplanned obstacles
- Respects and assists other classmates

Every student is capable of an ‘A’! IF the student displays the above characteristics, as well as sound technical ability and theoretical knowledge, they will receive 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”.

If you feel you are tending toward a final grade below a ‘C’ contact your instructor immediately; help them help you.

If a student wishes to contest a grade, this must be done prior to week 16.

V: Tentative Course Outline/Calendar

V. Course Timeline – Spring 2024

All assignments are available in the Discussion and Dropbox tabs in D2L and will be due by 11:00pm on the scheduled day. They are listed below in bold italics: D2L assignments are in
Discussions tab and all article reviews are in Dropbox. All exams will be accessible on the scheduled day from 8:00am-11:00pm.

**Week 1 (Jan 18-21)** Course Introduction and Getting Started  
*Fri, Jan 19* **Student Introductions Due by 11:00pm**

**Week 2 (Jan 21-27)** Chapter 1 - Introduction to Catering  
*Wed, Jan 24* **Article Review on Different Types of Catering Operations Due by 11:00pm**  
Chapter 2 - Starting a Catering Business  
*Fri, Jan 26* **State Selection for project due – Final Project DUE Wed., April 27, 2022**

**Week 3 (Jan 28 – Feb 03)** Chapter 3 - Pricing for Profit  
*Fri, Feb 02* **Cost Analysis Worksheets Due by 11:00pm**

**Week 4 (Feb 04 - 10)** Chapter 3 continued  
*Wed, Feb 7* **Article Review on Catering Profitability Due by 11:00pm**  
*Fri, Feb 9* **EXAM #1 (Chs 1-3) – available from 8:00am-11:00pm**

**Week 5 (Feb 11-17)** Chapter 4 - Setting up the Catering Kitchen  
*Fri, Feb 16* **Food Safety Discussion Due by 11:00pm**

**Week 6 (Feb 18-24)** Chapter 5 - Staffing the Event  
*Fri, Feb 24* **Article Review on Training Catering Employees Due by 11:00pm**

**Week 7 (Feb 25-Mar 02)** Chapter 6 - Marketing the Catering Operation  
*Wed Feb 28* **Social Media Discussion Due by 11:00pm**  
*Fri, Apr 01* **EXAM #2 (Chs 4-6) – available from 8:00am-11:00pm**

**Week 8 (Mar 3 - 9)** Chapter 7 - Event Planning  
*Fri, Mar 9* **Small Scale Life Event PowerPoint Due by 11:00pm**

**Week 9 (Mar 10-16)** **NO CLASS – Spring Break!**

**Week 10 (Mar 17-23)** Chapter 8 - How can we Serve You?  
*Fri, Mar 22* **Service Standards Discussion Due by 11:00pm**

**Week 11 (Mar 24-30)** Chapter 9 - Food Preparation and Service  
*Fri, Mar 29* **Article Review on Catering Leftovers Due by 11:00pm**

**Week 12 (Mar 31-Apr 6)** Chapter 9 continued  
*Fri, Apr 5* **EXAM #3 (Chs 7-9) – available from 8:00am-11:00pm**

**Week 13 (Apr 7-13)** Chapter 10 - Dining Room and Beverage Management  
*Fri, Apr 12* **Article Review on Beverage Issues in Catering Due by 11:00pm**
Week 14 (Apr 14-20) Chapter 11 - Menus  
Fri, Apr 19 7 Course Wine/Beer Pairing Menu Due by 11:00pm

Week 15 (Apr 21-27) Catering in the Film Industry  
Fri, Apr 26 Film Industry Catering Business Profile PowerPoint Due by 11:00pm

Week 16 (Apr 28-May 4) Final Preparations  
Wed, May 01 State Catering Project/Outline Due by 11:00pm  
Fri, May 03 EXAM #4 (Chs 10-11 and Film Industry)-- available from 8:00am-11:00pm

Exam #4 is Friday, May 03, 2024 available from 8:00am-11:00pm

Make-up Policy: Make-up work is not allowed without a university-approved, documented excuse.

For the purpose of this class, only the following will be considered an excused absence.

Other absences may be excused at the discretion of the instructor.

Excused Absences: (An excused absence does not waive the submission of any required work missed during the absence. Make-up work is due seven (7) days from original due date)

- University-related event (i.e. athletic event) with letter of proof provided to the instructor, by

   The student, at least seven (7) days in advance.

- Observance of Religious Holy Day (a holy day is observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.) with letter provided to the instructor, by the student, at least seven (7) days in advance.

- Medical Emergency: There may be an instance of medical emergency that arises. Examples of medical emergency include, but may not be limited to, car accident, broken limbs, or extended hospitalization. Please make every effort to contact your instructor immediately in this instance. If you are unable to do so, please have a trusted friend or
family member do so. Your instructor will provide further information at that time to assist you in contacting other instructors.

*COVID-19 falls under the category of medical emergency. If you are diagnosed with COVID-19, please follow the university’s policies and procedures for reporting your diagnosis. Please contact your instructor, as well, to make course accommodations. Your instructor will require official notice of a COVID-19 diagnosis to accommodate you during your illness.

VI: Readings


VII: Course Evaluations

Course Survey: Near the conclusion of each semester, students in the 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. The course evaluation process 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. 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!
VIII: Student Ethics and Policy Information

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.

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
- 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

X: Additional Information Specific to Educator Preparation

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators.
To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public-school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual’s self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification. You are eligible to request a Preliminary Criminal History Evaluation if:

You enrolled or planning to enroll in an educator preparation program or,
You are planning to take a certification exam for initial educator certification, and
You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Provide one of the following primary ID documents:

- Passport
- Driver’s license, state or providence ID cards
- A national ID card, or military ID card to take the TExES exams
YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFA.

For further information, contact the Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

**XI: Other Relevant Course Information:**

**The Instructor’s Role in this Course:**

The Instructor’s role in this course is NOT to lecture or provide lengthy videos or presentations, but rather to facilitate a process that allows everyone to bring their own interests and expertise to the class. The Instructor will provide materials, experiences, and expertise that will encourage the students to interact and engage with the readings and other course materials. As someone conscious that there are many learning styles, the Instructor will make every attempt to present material in a variety of ways to better help facilitate learning and comprehension. Respectful exchanges and differing opinions are encouraged in the hope that this may help everyone learn from each other – including those who support stated opinions/viewpoints as well as those who present stated opinions/viewpoints that differ from our own.

**How to “Manage” Unexpected Emergencies**

Unexpected emergencies happen. To better prepare, please follow these guidelines:

**Evacuation:**

1. Calmly and quietly walk to the nearest exit.
2. Do not use elevators.
3. Follow instructions of emergency personnel, i.e. policemen or firemen.
Fire:
1. If it is safe to do so, activate the closest fire alarm.
2. Evacuate to the designated evacuation area.
3. Call 9-911 and report the location and nature of the fire.

Flood:
1. Do not enter any flooded area. i.e., basement, first floor, vaulted area, etc.
2. Minor Flooding: Call the Physical Plant and report the location and nature of the leak.

Medical Emergencies:
1. Dial 9-911 and report the nature of the illness or injury and the location of the emergency.
2. Stay with the victim until help arrives if there is no immediate danger to yourself.

Tornado or Other Weather Threat Alarms:
1. Take cover at the lowest level of the building. If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
2. Stay away from windows.
3. If outdoors take cover, if possible, inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low lying area or crouch near a strong building.
4. After the tornado passes, remain alert for signs of additional tornados and or flash/flooding.

Violence on Campus
1. Report any suspicious behavior or threats of any sort to your supervisor or instructor as soon as possible.
2. Do not attempt to resolve violent outbursts or outrageous acts of behavior yourself. Report such incidents to your supervisor or instructor as soon as possible. If violent activities are occurring immediately call 9-911 and report them to emergency personnel.
3. At the scene of any violent incident, attempt to move to a secure area as soon as possible and follow the instructions of the emergency personnel who respond to the incident. How to “Manage” Your Mental Health (Disaster Planning): The brain is an organ of the body, just like the heart. If you were told you needed help to keep your heart working properly, you would seek medical attention. If you need help to keep your brain working properly, you should do the same. Help yourself help yourself.
You are not alone! Research has shown that one-fourth (1 in 4) of today’s college students will experience a Mental Health issue at some point of their college career. Unfortunately, many of these students will not seek help, often because they do not know where to look. This leads to larger problems that affect not just school, but also work, relationships, and day-to-day life. This “Disaster Plan” is designed to assist students in finding the help and resources they need to prevent a Mental Health crisis.

Mental Health issues may include, but are not limited to, alcohol and drug addictions, anger, anxiety, codependency, depression, eating disorders, food addiction, gambling addiction, love and relationship addiction, obsessions and compulsions, physical-sexual-emotional abuse, and sexual addiction. If you or someone you know is dealing with any of these issues, please seek help.

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. Counseling is a free service for all SFA students designed to assist them in overcoming obstacles to their personal and academic goals. Schedule an appointment by emailing counseling@sfasu.edu or calling 936-468-2401. A Counseling Clinic is also available in Room 202 of PCOE’s Human Services Building (936-468-1041). Other Mental Health Providers are also available to help in and around the Nacogdoches area.