I. Course Description:
Investigation of the nature of travel and tourism, factors that impact mobility, travel/tourism related concepts and services, and impact on hospitality industry.

Course Justification: TRVM 1300 Introduction to Travel and Tourism
Travel and Tourism is a 3-credit hour lecture course taught online in a 15 - week period and is offered in the fall and spring semesters and online in a 6-weeks period during summer. According to the SFA policy 5.4, one-semester hour of credit is granted for 750 minutes of classroom instruction and 1500 minutes of outside of class student work. This course is taught fully online utilizing the Brightspace learning system and includes online module lectures and assignments, power point projects, research projects related to the travel and tourism industry, textbook readings, online chapter quizzes and exams, meeting the required online instruction hourly requirements.

Course Modality: This course is taught fully online delivered asynchronously.

Critical Assignment: This course contains a critical assignment for the Hospitality Administration Program. PLO 1 Assessment 1 Students will submit a video recording responding to embedded questions related to current and emerging technology trends in the travel and tourism industry.

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:
The course objectives provide an opportunity for learning to:

- Understand and explain the basic definition of tourism.
- Identify trends affecting tourism and travel.
- Identify the factors that affect mobility.
- Identify the major participants and forces shaping the tourism industry.
- Understand why study tourism from the systems approach.
- Identify future challenges and opportunities facing the tourism industry.
- Evaluate the career prospects in the tourism industry.
- 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:

Technology: Brightspace, internet assignments/activities/research, and word processing.

1. TRVM 1300.501 is a fully online course. Informational notices will be posted on the homepage of the course. As an online course delivered through the university's Learning Management System (LMS) Brightspace. It is your responsibility to have a secure internet connection and capabilities in order to access the course.

2. Course content will be delivered via learning modules, assigned readings, assignments, and discussion board questions directly related to the course content. Students should check the homepage on a daily basis for notices, email, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

3. Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date. Completing an assignment does not automatically merit a grade of A. Average work will receive a grade of C. To receive a grade of B or A, student must go beyond basic requirements of the assignment. Discrepancies in grades or assignments will not be considered during dead or finals week.

4. Assignments that are posted on D2L are predominately saved in Word format. The instructor must be able to open the file in order to receive a grade for the assignment.

5. Assignment format: All posted assignments must be typed in 12-point font, Times Roman font. Assignments should be posted in Dropbox provided, unless otherwise noted in instructions. Handwritten or assignments not turned in online in any part are not-acceptable. Having technical issues with computer/printer, or failing to view the assignments is unacceptable reasons for failure to complete an assignment by the due date. Do not request to turn in an assignment late for any of these reasons. Technical issues should be reported immediately through email and/or phone call to professor and D2L technical support (936-468-1919) – no matter what time of day!

IV. Evaluation and Assessments (Grading)

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course.

Grading Criteria

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>20 pts</td>
</tr>
<tr>
<td>Student Introduction</td>
<td>30 pts</td>
</tr>
<tr>
<td>Texas Forest Trail (Texas Time Travel)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Transportation Assignment</td>
<td>50 pts</td>
</tr>
<tr>
<td>This Place Matters Assignment</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussions/Flip/One Pager</td>
<td>370 pts</td>
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<tr>
<td>Examinations (4)</td>
<td>250 pts</td>
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<tr>
<td>Total points</td>
<td>810 pts</td>
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TOTAL COURSE POINTS 810 POINTS

Grade Distribution SCALE:
810 – 729 = 90% = A
728 – 648 = 80% = B
647 – 567 = 70% = C
566 – 486 = 60% = D
485 – below = F

Assignments, Syllabus Quiz, Introductions
Throughout the session you will be given assignments to complete. NO LATE HOMEWORK will be accepted. THERE ARE NO MAKEUPS ON ASSIGNMENTS OR EXAMS. It is your responsibility to keep up with the reading. See course calendar below for due dates.

1. Syllabus Quiz 20 points
Quiz covering the content from the syllabus.

2. Student Introduction 30 points
Online student introductions. Please include information about your hometown, major, and interest in travel and tourism.

3. Texas Time Travel (Heritage Trails) Assignment 40 points
Visit and review the website and answer question related to the website.

4. Transportation Assignment (Chapter 6) 50 points
You will be researching Intermodal Transportation. Students will be randomly given a specific destination. For your given destination, you will detail cost and methods of transportation, necessary for you to depart from your hometown and arrive at your destination. Information for this assignment is posted in D2L Dropbox.

5. This Place Matter Assignment (Chapter 9) 50 pts
You will identify a meaningful place (a business, a building, a specific location, etc.) that is significant to you. Download the “This Place Matters” sign, and take a picture of you at this location and submit a brief summary of its significance to you.

Assignment format: All submitted assignments must be typed in 12 point, Times New Roman font. Assignments should be posted in drop box provided, unless otherwise noted in instructions. Handwritten or assignments not turned in online in any part are non-acceptable. Having problems with the computer and/or printer, or failing to view the assignment is unacceptable for failing to complete an assignment on the due date. Do not request to turn in an assignment late for any of these reasons. If you have technology issues of any kind: Immediately notify me through an email in D2L and call tech support – Center for Teaching and Learning (CTL) at 936-468-1919 – no matter what time of day or night!

Topics to be discussed in the course include the following:
Discussion must be submitted by the posted due date to receive credit; responses should be concise but thorough. Grading the discussion post will be based on clarity of content, quality, timeliness, grammar, and punctuation. The rubric for grading criteria is attached to each assignment under the Discussion tool.

Discussions/Flip Gird/One-Pager topics/prompts:

1. Chapter 1 Discussion Future Opportunities and Challenges Facing Tourism 30 points

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Chapter 1 provides discussion questions concerning opportunities and challenges facing the future of tourism as well as situations or problems identifying ethical and unethical behavior. Carefully read the section titled, “Tourism’s Challenges and Opportunities”, and select three (3) of the bulleted questions from the ‘challenges and opportunities’ section. Post the questions you have chosen and your responses in the Discussion section in D2L by the Posted Due Date.

2. **Chapter 2 Flip Video Intro to Tourism – What Type of Tourist Are You? 40 points**
What type of tourist do you think you are? Take the survey and respond to the questions. Discuss your results of the survey (what “type” of tourism you are) and whether or not you agree with the survey in your Flipgrid video. Record your Flip video and reply to at least three of your classmates on or before the Posted Due Date.

3. **Chapter 3 Discussion Post – Comparison of Service Expectations and Actual Experiences 20 points**
Defining “quality in service” can be difficult. After reading Chapter 3 Delivering Quality Tourism Service – What a guest expects, their perception, and actual experience relates to their satisfaction. Post your response to the questions presented under the Discussion tab titled “Chapter 3 – Comparison of Service Expectations and Actual Experiences” by the Posted Due Date.

4. **Chapter 4 Flip Video - Impact of Social Media in Travel Decisions 40 points**
What impact does social media have on decisions made by Gen Z travelers? In this video, you will answer questions to find out how social media influences your travel decisions. Record your Flip video and reply to at least three of your classmates on or before the Posted Due Date.

5. **Chapter 5 Flip Video – Technology in the Travel Industry 40 points**
The implementation and use of technology are continuous in the travel and tourism industry. Find out your travel interests and activities in the metaverse. Record your response in Flip and reply to at least three of your classmates on or before the Posted Due Date.

6. **Chapter 7 Discussion Post – Focus and Roles of a Lodging General Manager 20 points**
The lodging industry relies heavily on the steady flow of new and repeat guests; what are the focus and roles of a General Manager. Post response to question presented in the Discussion section titled, “Chapter 7 – Focus and Roles of a Lodging General Manager” by the Posted Due Date.

7. **Chapter 8 – Flipgrid Favorite Eating Establishment 40 points**
After reading Chapter 8 tell us about your favorite place to eat. In your video, explain where the establishment is located, why it is your favorite, and what establishment is on your bucket list to try in the future. Record your response in Flipgrid and reply to at least two of your classmates on or before the Posted Due Date.

8. **Chapters 11 – Discussion Post – Negative and Positive Impact of Tourism 20 points**
Tourism can have both a negative and positive impact on a destination. Post your response to the questions presented under the Discussion tab titled “Chapter 5 – Negative and Positive Impact of Tourism” by the Posted Due Date.

9. **Chapters 12 – One-Pager Effects of Mass Tourism 50 points**
Read the posted article “The Effects of Mass Tourism” and select one destination. Respond to the discussion question concerning Mass Tourism and Carrying Capacity by
creating a One Pager. Submit your One Pager questions in Dropbox in D2L by the Posted Due Date.

10. Chapter 13 Discussion Post – Tourism, Too Much of a Good Thing 20 points
Mass tourism can lead to multiple costs to a destination including the environment, social and cultural structure, and local residence. Respond to the discussion questions concerning sustainability presented under the Discuss tab titled, “Chapter 13 – Tourism, Too Much of a Good Thing” by the Posted Due Date.

11. Chapter 14 One-Pager Current State of the Travel and Tourism Industry and Future of the Travel and Tourism Industry 50 points
Read the article related to the future of global travel. Respond to the information presented by creating a One Pager. Submit your One Pager by the Posted Due Date.

12. Open Travel Discussion If you are traveling in the near future or have traveled recently, please share your experiences with the class, especially if they relate to topics we have been learning about and discussing (i.e., use of technology, concerns of sustainability, mass tourism, accommodations or food and beverage experiences). Please post appropriate pictures of your locations. Post your responses to the discussion questions in the Discussion section in D2l anytime during the semester; this is an optional assignment and will not be graded.

Participation:
Your success is going to be dependent upon your ability to work on the course every day - just as if you were attending a face-to-face class. You are expected to have access to the internet, login to the course, read and review all content presented in this course on a regular basis.

Exams (3 @ 50 points each; final 100 pts) - The exams will cover the material in your textbook as well as information that has been presented in lecture and in the content modules. They are designed to gauge your progress toward mastering the assigned material. The exams are worth a total of 250 points. If you have technology issues of any kind: Immediately notify me through an email in D2L and call tech support – Center for Teaching and Learning (CTL) at 936-468-1919 – no matter what time of day or night! NO MAKEUP EXAMS WILL BE GIVEN.

Exams Dates: EXAMS will be on the following dates and times; it is in your best interest not to wait until the last minute to begin the exams! Modules covered in the exams will close at 7:30 am the day of the exam.

Exam 1 50 points (Chapters 1, 2, 3)
Exam will be available starting Tuesday, February 13 beginning at 8:00 a.m. until 11:30 pm. Once you start the exam, you will have 45 minutes to complete the exam.

Exam 2 50 points (Chapters 4, 5, 6)
Exam will be available starting Tuesday, March 5 beginning at 8:00 a.m. until 11:30 pm. Once you start the exam, you will have 45 minutes to complete the exam.

Exam 3 50 points (Chapters 7, 8, 9)
Exam will be available starting Tuesday, April 2 beginning at 8:00 a.m. until 11:30 p.m. Once you start the exam, you will have 45 minutes to complete the exam.

Exam 4 100 points (Chapters 11, 12, 13, 14)
Exam will be available starting Tuesday, May 2, beginning at 8:00 a.m. until Thursday, May 7 11:30 p.m. Once you start the exam, you will have 60 minutes to complete the exam.

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V. Tentative Course Outline/Calendar:
(This syllabus is subject to change. All changes will be posted on the homepage of the course; it is your responsibility to note them).

Jan 18 - 19
Week 1
Opens
Getting Started Module
Student Introductions
Syllabus Quiz
Texas Time Travel Assignment

Jan 22 - 26
Week 2
DUE: Monday, January 22 by 11:30 pm
Student Introductions – 30 pts
Syllabus Quiz – 20 pts

Opens
Chapter 1 - Intro to World’s Largest Industry, Tourism
Discussion Chapter 1 – Opportunities and Challenges
Chapter 1 Review Quiz

Jan 29 - Feb 2
Week 3
DUE: Monday, January 29 by 11:30 pm
Texas Time Travel Assignment – 40 pts
Discussion Chapter 1 – Future Opportunities and Challenges – 30 pts

Opens
Chapter 2 - Marketing to the Traveling Public
Flip Video Discussion Chapter 2 – What Type of Tourist Are You?
Chapter 2 Review Quiz

Feb 5 - 9
Week 4
DUE: Monday, February 5 by 11:30 pm
Flip Video Discussion Chapter 2 – What Type of Tourist Are You? – 40 pts

Opens
Chapter 3 – Delivering Quality Tourism Service
Discussion Chapter 3 – Quality Tourism Expectations and Actual Experiences
Chapter 3 Review Quiz

Feb 12 - 16
Week 5
DUE: Monday, February 12 by 11:30 pm
Discussion Chapter 3 – Comparison of Service Expectations and Actual Service Encounters – 20 pts

TUES, February 13
Chapters 1, 2, 3 Modules and Review Quizzes Closes 7:30 am
EXAM 1 – Chapters 1, 2, 3 (8:00 am – 11:30 pm) 45 minutes – 50 pts

Opens
Chapter 4 – Bringing Travelers and Tourism Suppliers Together
Flip Discussion Chapter 4 – Impact of Social Media in Travel Decisions
Chapter 4 Review Quiz

Feb 19 - 23
Week 6
DUE: Monday, February 19 by 11:30 pm
Flip Video Discussion Chapter 4 – Impact of Social Media in Travel Decisions – 40 pts
Opens

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Chapter 5 – Capturing Technology’s Competitive Advantage

Flip Video Discussion Assignment Chapter 5 – Technology in the Travel Industry
Chapter 5 Review Quiz

<table>
<thead>
<tr>
<th>Feb 26 - Mar 1</th>
<th><strong>DUE:</strong> Monday, February 26 by 11:30 pm</th>
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<tbody>
<tr>
<td>Week 7</td>
<td>Flip Video Discuss Chapter 5 Technology in the Travel Industry – 40 pts</td>
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<tr>
<th>March 4 - 8</th>
<th><strong>DUE:</strong> Monday, March 4 by 11:30 pm</th>
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<tbody>
<tr>
<td>Week 8</td>
<td>Transportation Assignment – 50 pts</td>
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<tr>
<td><strong>TUES, March 5</strong></td>
<td>Chapters 4, 5, 6 Modules and Review Quizzes <strong>Closes 7:30 am</strong></td>
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<td>EXAM 2 – Chapters 4, 5, 6 (8:00 am – 11:30 pm) 45 minutes – 50 pts</td>
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| March 11 - 15 | **SPRING BREAK!!** |

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<th>March 18 - 22</th>
<th><strong>DUE:</strong> Monday, March 18 by 11:30 pm</th>
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<tr>
<td>Week 9</td>
<td>Discussion Chapter 7 – Focus and Roles of a Lodging General Manager – 20 pts</td>
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<th>March 25 - 29</th>
<th><strong>DUE:</strong> Monday, March 25 by 11:30 pm</th>
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<tbody>
<tr>
<td>Week 10</td>
<td>Flip Video Discussion Chapter 8 – Favorite Eating Establishment – 40 pts</td>
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<tr>
<th>April 1 - 5</th>
<th><strong>DUE:</strong> Monday, April 1 by 11:30 pm</th>
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<tr>
<td>Week 11</td>
<td>This Place Matters Assignment – 50 pts</td>
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<tr>
<th>April 8 - 12</th>
<th><strong>DUE:</strong> Monday, April 8 by 11:30 pm</th>
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Week 12  
**Discussion Chapter 11 – Negative and Positive Impact of Tourism** – 20 pts

**Opens**
Chapter 12 Environmental and Social/Cultural Impacts of Tourism
One Pager for Chapter 12 – Effects of Mass Tourism
Chapter 12 Review Quiz

| April 15 - 19 | **DUE:** Monday, April 15 by 11:30 pm
| Week 13 | One Pager for Chapter 12 – Effects of Mass Tourism – 50 pts

**Opens**
Chapter 13 Sustaining Tourism’s Benefits
Discussion Chapter 13 – Tourism, Too Much of a Good Thing
Chapter 13 Review Quiz

| April 22 - 26 | **DUE:** Monday, April 22 by 11:30 pm
| Week 14 | Discussion Chapter 13 - Tourism, Too Much of a Good Thing – 20 pts

**Opens**
Chapter 14 – The Future of Tourism
One Pager for Chapter 14 – Future of Tourism
Chapter 14 Review Quiz

| April 29 - May 3 | **DUE:** Monday, April 29 by 11:30 pm
| Week 15 | One Pager for Chapter 14 – Where Do You See Future Tourism – 50 pts

| May 6 - 10 | Chapters 11, 12, 13, 14 Modules and Review Quizzes **Closes 7:30 am**
| Week 16 | **FINAL EXAM 4 Chapters 11, 12, 13, 14 (60 minutes)** – 100 pts

**TUES, May 7**  
**Opens:** Tuesday, May 7, 8:00 am  
**Closes:** Tuesday, May 7, 11:30 pm

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**VI. Readings**

**Required textbook:**
ISBN: 978-0-448448-8
Additional readings from websites and posted articles.

**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.**

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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](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 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

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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

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IX. Other Relevant Course Information:
Please know in the Discussion section, there is a topic titled, General / Frequently Asked Questions. You can use this section to post any questions or concerns that you believe may be relevant to other people in the class.

Tips to Be Successful in an Online Course
1. Make the course a priority – You are expected to complete every reading, assignment, and discussion.
2. Set aside a minimum of one hour a day to work on the course. Think of the one hour as your class time.
3. Make a study plan. Set a fixed time during the week to work on the course and make a schedule.
4. Get rid of distractors. Allow time to focus without outside distractions such as social media, cell phone, etc.
5. Take notes as you read content. Review the assignment before reading the material and make notes from the readings that relate to the assignment.
6. Take a break and stay healthy. Maintain regular breaks to avoid strain; involve exercise and fresh air – eat good food!
7. Connect with others. Take the class with a friend and/or have a study buddy.
8. Ask questions. If you are confused about an assignment, ask for clarification – in a timely manner, not the date the assignment is due.
9. Beat deadlines. Be aware of due dates, finishing assignments early leaves time to ask questions before submitting.