Instructor: Jennifer Luque, RID, LEED AP ID+C

Office: Human Sciences South
       Room 102A

Office Phone: 936-468-1413
              Cell 972.757.9250

Other Contact Information: HMS Office
                           936-468-4502 (sec.)

Credits: 3 semester hours

Email Please utilize the email feature in D2L for
day-to-day communication regarding the class.

Prerequisites: CMGT 3114 & INDS 4318

I. Course Description:
   Principles underlying origination, production, promotion, distribution, marketing, storage, advertising, and
   consumption.

II. Intended Learning Outcomes/Goals/Objectives:
   The content of HMSC 4120 relates to the College of Education’s Conceptual Framework and Vision, Mission,
   Goals and Core Values. As with all interior design courses, concerted effort is made in HMSC 4120 to
   prepare students for excellence in the profession.

   The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic
   professionals dedicated to responsible service, leadership and continued professional and intellectual
development.

   In the College of Education at Stephen F. Austin State University, we value and are committed to:

   • Academic excellence through critical, reflective and creative thinking
   • Life-long learning
   • Collaboration and shared decision making
   • Openness to new ideas, culturally diverse people and innovation and change
   • Integrity, responsibility, diligence, and ethical behavior, and
   • Service that enriches the community

   This course enhances student learning in the area of interior design and serves as one of the upper level
courses in the Interior Design Program in the School of Human Sciences. It also aligns with the standards of
the Council for Interior Design Accreditation (CIDA) to promote learning and understanding of health, safety, and welfare issues in the built environment.

This course is designed as an internship/practicum course for the interior design program. Utilization and actual application of content from earlier studios and lectures should be implemented through practical experiences. Through this hands-on learning approach, students will be challenged to increase their knowledge. In addition, the experience will prepare students to work in the field of interior design, with design teams to generate contract documents with interior specifications for furniture, finishes, and equipment. Through work with actual clients and collaboration with other professionals, students will gain a better understanding of generating design solutions.

Program Learning Outcomes

The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.

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 discipline) expected in the field of Human Sciences.

The student will demonstrate competence in his/her specific discipline using oral and written forms.

The student will be able to identify basic design fundamentals such as the elements and principles of design.

Student Learning Outcomes

The following Council for Interior Design Accreditation Standards (2017) will be addressed. Upon successful completion of the course, the student will have achieved the following objectives:

Standard 4: Global Context
   d. exposure to the current and emerging issues that are shaping contemporary society and the world.

Standard 6: Business Practices and Professionalism
   a. awareness of contexts for interior design practice
   b. awareness of Impart of Regional and Global Markets on Design Practices
   c. awareness of breadth of depth of interior design’s impact and value
   d. awareness of the components of business practice
   e. Understand types of Professional Business Formations
   g. Understand instruments of service: contract documents, transmittals, schedules, budgets, and specification.
   h. Understand professional ethics and conduct.
   j. Program provides exposure to the role and value of recognition for the profession.
   l. Diversity equity and inclusion in workplace practices
   m. life-long learning

NCIDQ Certification
Course content prepares students for successful competition of the National Council for Interior Design Qualification (NCIDQ) exam, the national certification exam for registered interior designers in the state of TX.

Information from this class should be retained to use for review purposes for the NCIDQ exam.

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

Course Assignments/Activities: All assignments and exercises will be announced via D2L, and students should submit their completed assignments via Dropbox in D2L. Assignments should also be submitted to Q classroom and in the course Teams Folder. A training of this will happen Tuesday, June 6th at 6 p.m. a link will be sent to you.

Instructional Strategies: The course may include class discussion, web conferences via zoom, and chats.

Use of Technology: Technology will include D2L (Dropbox assignments, emails, web conferencing via zoom), Q classroom, internet assignments/activities/research, Power Point presentation, and word processing.

1. HMSC 4120 is a D2L-enhanced course. Information announcements will be posted on the course home page. The homepage includes icons for class assignments (Dropbox), course emails, and grades. Students are encouraged to contact the professor and/or other students via the homepage mail or set up a zoom session.

2. As a practicum/internship class, course content is delivered via assigned readings and assignments directly relevant to the workplace. Students should check the homepage on a daily basis for notices, mail, 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.

4. Assignments that are posted on the D2L Learning Management System are predominately saved in the Word or as a PDF. It would be virtually impossible for the instructor to save work in multiple formats to accommodate for all individual software available. A PDF format is standard and easy for all to use.
IV. Evaluation and Assessments (Grading):

**HMS 4120**

**Tentative Semester Scoresheet**

*Student semester grade based on completion of all items listed below as well as positive evaluation from internship employer. All required items must be received by professor on or before the last class day of the term.*

<table>
<thead>
<tr>
<th>Intern Form (provide copy to faculty with student contact information and internship location) Find in d2L under content, confirming name of firm, who your supervisor is, addresses, emails, and phone calls. This must be done the first week you start your internship.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Point Presentation (recorded presentation); <a href="#">submit in Dropbox</a></td>
<td>100 pts</td>
</tr>
<tr>
<td>Weekly Assignments (<a href="#">submit to Dropbox</a>)</td>
<td></td>
</tr>
<tr>
<td>Assignment/Lesson 1: General Info</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 2: Office Organization Structure, What type of business formation, Mission statement, Business Plan, Market</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 3: Moral within the Workplace</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 4: Professional Attributes Related to ID, TBAE, NCIDQ, ASID, IIDA</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 5: Conflict Resolution, Impact of Interior Designers - Value</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 6: Process of work within office; Paperwork</td>
<td>50 pts</td>
</tr>
<tr>
<td>Assignment/Lesson 7: Global Context for Design &amp; Culture of office – clients; Shaping our Society</td>
<td>50 pts</td>
</tr>
<tr>
<td>Detailed Daily Time Logs (<a href="#">with supervisor’s signature</a>) each week; <a href="#">submit to Dropbox</a>.</td>
<td></td>
</tr>
<tr>
<td>Time Log – Week 1 (after you equal 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 2 (after you equal another 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 3 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 4 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 5 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 6 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Time Log – Week 7 (equals 40 hours)</td>
<td>40 pts</td>
</tr>
</tbody>
</table>
Time Log – Week 8 – should be 20 hours (Note need a minimum of 300 hours – some firms may expect more hours – it is what you agree to) 20 pts

Student’s Evaluation Form of Employer/Firm (you will receive a link) 50 pts

Employer’s evaluation (Luque will send an email and link to employer) (Qualtrics) 75 pts

24 X 36” Poster depicting your internship to be displayed in gallery 75 pts

Internship information uploaded to Teams. 25 pts

Communicate with faculty once a week. Either by phone, email or text. 50 pts

Letter of appreciation to supervisor: Submit file copy to instructor and mail to employer. Use Correct business letter form. Must be done at the end. 50 pts

**TOTAL POINTS** 1525 pts

Grading Scale: 70% or above P, below is F

*Failing is NOT acceptable; student must retake the course.*

The Chart below is how each student will be analyzed. Please make every effort to do an exemplary job on each task and represent yourself and the university well.

**Friendly reminder**

If you receive a bad evaluation from employer, if I receive a phone call that you are late for work, do not dress appropriately, or walk out of work before the agreed date of employment. If you are disrespectful or do something against the firm’s policies. You will receive a one to two lowered letter grade. Even if you completed all course work.

<table>
<thead>
<tr>
<th>Supervisor Evaluations</th>
<th>Weekly Reports</th>
<th>Professional Behavior</th>
<th>Student Self Evaluation</th>
<th>Assignments/Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exemplary</strong></td>
<td>Received Above Average ratings on all supervisor evaluations at all check points during the semester</td>
<td>Entries submitted early, evidence of reflective thought on specific experiences</td>
<td>Took initiative, punctual, well-written letter of appreciation provided, all required hours complete</td>
<td>Complete and submitted. Consistent evidence of reflective thought about the internship experience</td>
</tr>
<tr>
<td><strong>Acceptable</strong></td>
<td>Received Average or Above Average ratings on 2/3 of the supervisor</td>
<td>≥ 75% Entries consistently submitted, evidence of reflective</td>
<td>Took some initiative, punctual, well-written letter of</td>
<td>Complete and submitted. Evidence of reflective thought about the</td>
</tr>
<tr>
<td></td>
<td>evaluations at all check points during the semester</td>
<td>thought on specific experiences</td>
<td>appreciation provided, all required hours complete</td>
<td>internship experience</td>
</tr>
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<td>------------------------</td>
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</tr>
<tr>
<td><strong>Needs Improvement</strong></td>
<td>Received Below Average ratings on 2/3 of the supervisor evaluations at all check points during the semester</td>
<td>30% - 75% required entries consistently submitted and/or little evidence of reflective thought on specific experiences</td>
<td>Took little or no initiative, some punctuality concerns, letter of appreciation contains minor errors, all required hours complete</td>
<td>Complete and submitted. Little evidence of reflective thought about the internship experience and/or superficial responses</td>
</tr>
<tr>
<td><strong>Below Standard</strong></td>
<td>Received Below Average ratings on all of the supervisor evaluations at all check points during the semester</td>
<td>&lt; 30% required entries consistently submitted, little or no evidence of reflective thought on specific experiences</td>
<td>Took little or no initiative, letter of appreciation contains significant errors or not provided, required internship hours not completed</td>
<td>Incomplete or not submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&lt; 30% additional assignments/projects completed accurately and/or not presented as required</td>
</tr>
</tbody>
</table>

The following rubric will be used to assist the professor in assessing student internship performance.
V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before you can register for the course</td>
<td>Send professor a copy of your Intern Form (if not done previously) and Letter from Employer stating dates of internship.</td>
</tr>
<tr>
<td>Week 1 (40 hrs) Note everyone starts at different times. So the assignments will stay open</td>
<td>Read course syllabus. Complete Assignment 1 (ask questions) and submit to Dropbox Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 2 (around 80 hrs) Some may only work 30-35 hours a week. So regulate your assignment</td>
<td>Complete Assignment 2 and submit to Dropbox/Q Classroom Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 3 (120 hrs give or take)</td>
<td>Complete Assignment 3 and submit to Dropbox/Q Classroom/Teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 4 (160 hrs)</td>
<td>Complete Assignment 4 and submit to Dropbox/Q Classroom/teams Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 5 (200 hrs)</td>
<td>Complete Assignment 5 and submit to Dropbox/Q Classroom/Teams. Start preparing Power Point Presentation and Poster for presentation. Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox.</td>
</tr>
<tr>
<td>Week 6 (240 hrs)</td>
<td>Complete Assignments 6-7 and submit to Dropbox. Prepare Daily Time Log for the week, have employer sign it, and submit log to Dropbox. Finalize Poster and get approval from supervisor.</td>
</tr>
<tr>
<td>Week 7 (280 hours)</td>
<td>Complete your hours and submit to Dropbox.</td>
</tr>
<tr>
<td>Week 8 Need 300 hours may get done sooner or need more weeks</td>
<td>Finalize your hours and write a thank you for your appreciation of the opportunity.</td>
</tr>
</tbody>
</table>

Note: Assignments can be done ahead of time but Must be completed by July 30th.

NOTE:
1. The above calendar is based on a 40-hour week, please adjust it if your hours fluctuate, or you work more than 300 hours.
2. Total weeks may vary from those listed above. If your internship runs for more than 7 weeks, pace yourself accordingly in the course.

VI. Required Readings


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

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

VIII. Student Ethics and Policy:

Institutional Absences (HOP 04-110)
An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

Additional Interior Design Student Conduct Criteria:

Excused Absence: Students are responsible for providing the professor with satisfactory documentation for an excused absence as explained above. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.

Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the
professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

Unexcused Absence: In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, quizzes, exams, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed THREE unexcused absences for a MWF class in a long semester, TWO for a MW or TR class in a long semester, and ONE for a summer/8 wk semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.

Code of Student Conduct and Academic Integrity

The Code of Student Conduct and Academic Integrity (HOP 04-106) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or 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 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 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 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 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 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 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 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 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.

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.

Late Work:  
Late work without an excused absence will be accepted with the following penalties for being late: 10 points deducted per day the work is not turned in up to 10 calendar days. After 10 calendar days, the work not submitted will be a grade of zero and become the final grade for that assignment for the semester.

Project Reworks:  
Students electing to rework major studio projects may resubmit them the first day of Dead Week. The projects will be regraded, and the new grade for each project, averaged with the prior grade, will determine a final project grade.

Professional Standards:  
1. Students should prepare themselves adequately for class by completing assignments and securing necessary supplies. Professors are not able to provide effective student critique when student work is unavailable for review or student effort is lacking.
2. Students should maintain their individual work areas by returning materials to assigned locations and leaving work stations clean and orderly. In particular, effort should be made to retrieve broken leads to preserve floor finish.
3. Students are expected to work in the class area for the duration of the class period unless further instructions are provided by the professor.
4. Per university policy, smoking is prohibited in Human Sciences South.
5. Students should exhibit professional courtesy and conduct. Examples include a positive attitude, sensitivity to others, attentiveness, and cooperation.
6. Design faculty are committed to provide informative and prompt class sessions, return student work in a timely fashion, honor posted office hours, provide feedback on student progress, and allow work time as possible in design studios. Student creativity and input are welcomed; instructor training and experience will guide critiques.

If student dissatisfaction arises, the design program considers a student's request for a private conference with the professor as the first step toward resolution. The next step will involve a meeting of the student and professor with the program coordinator. If necessary, a follow-up meeting of student, professor, coordinator, and department chair may be scheduled.

Student Grievance Procedures  
If you have a concern about a course, you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must
speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the SFA Student Handbook. If you do not resolve your concern, you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the SFA Student Handbook. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

Professional Dress Policy
There are times throughout the Interior Design program when students are required to wear “professional dress.” This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

Final Exam Policy
Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time without having a legitimate reason. If this is the case, then the student must submit a letter to the School Director which then must be approved by all HMS program coordinators before a date change will occur.

Smoking Policy
Per university policy, SFA is a tobacco-free campus.

Work Retention Policy
The Interior Design Faculty reserves the right to retain student work for the upcoming CIDA site visit. It is the responsibility of the student to photograph or duplicate projects for portfolios before graduation. All projects can be returned to the student after the CIDA site visit. In order to receive a notification, it is the responsibility of the student to maintain current contact information with the SFA Interior Design Faculty. The professors reserve the right to dispose of any project not picked up within 6 months of the CIDA site visit.

Unacceptable Conduct:

includes but is not limited to the following:
• Ringing cell phones during class– turn phones off or set to silent
• Talking on cell phone in any class
• Texting in class (even in your lap). Place cell phones out of sight during class. Do not use them unless completing a requested course activity.
• Checking email or blogs (ie. Instagram, Twitter) in class – computers are for classroom activities only
• Head phones/ear buds discourage studio interaction/synergy; do not utilize these items during class.
• Doing homework for other courses in class
• Bringing children to class — this is against University policy
• **Discussing grievances in front of class or in hall – make appointments to talk with professors in their offices**
• Dominating professors’ time in class — it is important that all students get equal time.
• **Missing class excessively**
• **Arriving tardy to class — this is disruptive**
• Coming to class unprepared — pay attention to the class schedule and professor announcements. Check D2L before class for course updates.
• Taking long breaks during studios — it is acceptable for students to get a beverage or take a restroom break during studios if the professor is not lecturing — these breaks should not exceed 5 minutes in length. If the professor allows, beverage may be brought into the studio **but eating food is not allowed during class.**
• Missing deadlines for assignments and projects is not allowed. Students should consult the professor in special circumstances.
• Having beverages in class without knowing the professor’s policy.

**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](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/](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](http://www.sfasu.edu/deanofstudents)
- 936.468.7249
- dos@sfasu.edu

SFASU Counseling Services • [www.sfasu.edu/counselingservices](http://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](http://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](http://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