Instructor: Jamie Cupit, M.S.
Office: EDAN 130
Office Phone: 936-468-2238
Other Contact Information: D2L course email

Course Time & Location: Online
Office Hours: M/W/F 9-10, T/TH 2-3
Credits: 3
Email: jrcupit@sfasu.edu

Prerequisites: None

I. Course Description:
Rationale, design delivery and evaluation of professional presentations for diverse audiences, instructional interaction, and product promotion.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
Faculty, staff, alumni and students of Stephen F. Austin State University believe in doing things “The SFA Way”, by expecting the best from ourselves and from each other. We hold each other accountable when we fail to maintain these standards. Five “root principles” upon which the SFA Way are grounded, and that the members of the SFA community use to strive for personal excellence in all that we do are: respect, caring, responsibility, unity, and integrity. More information about these principles can be found at http://www.sfasu.edu/universityaffairs/182.asp

The objectives of this course support the University Vision to be a “high quality, student-focused, comprehensive university whose graduates are productive citizens and successful leaders” and the University Mission to “provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship”. Understanding the global nature of the fashion industry is particularly important for professionals in fashion merchandising to develop commitment to responsible global citizenship.

The objectives of this course support the James I. Perkins College of Education (PCOE) Vision, Mission, Goals and Core Values to “prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development”. The PCOE values and goals are: 1) Academic excellence through critical, reflective, and creative thinking; 2) Lifelong learning; 3) Collaboration and shared decision-making; 4) Openness to new ideas, to culturally diverse people, and to innovation and change; 5) Integrity, diligence, and ethical behavior; and; 6) Service that enriches the community.

Program Learning Outcomes:

Learning Outcome #1
The student will display professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) related to the field of Human Sciences

Learning Outcome #2
The student will exhibit the professional behavior, strong communication skills, a professional image, a good work ethic and adequate preparation for employment in her/her specific discipline) expected in the field of Human Sciences.

- Demonstrate knowledge of tools, equipment, and supplies used in human sciences and related occupations
- Research standards for professional oral and written communication as related to human sciences content and delivery systems
“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes:

- The student will demonstrate competence in his/her specific discipline using oral and written forms
- Assess human sciences delivery systems and their appropriateness for use with various target audiences
- Research standards for professional oral and written communication as related to human sciences content and delivery systems
- Apply knowledge gained through academic specialization areas to professional presentations
- Demonstrate knowledge of tools, equipment, and supplies used in human sciences and related occupations
- Evaluate professional presentations by identified standard techniques
- Related skill developed in professional communication and presentation to entrepreneurial opportunities
- Investigate potential audience for human sciences related content
- Design and create various forms of communication media related to his/her specific discipline
- Analyze diverse needs of potential audiences

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

The first assignment is to give thought to one’s field of study and the possible careers to which the student’s degree program could lead and to complete to be shared with classmates and instructor in a brief Student Introduction. The course includes content and links to webpages with additional content to be read. Four quizzes are required for evaluation of learning from the readings. A Social Media Survey will be completed to assess current involvement in communication through social media formats. Students will also research and prepare a Comparative Analysis of 3 social media channels.

Several assignments are designed to provide opportunities for students to create workplace-appropriate communications of human sciences content in traditional, electronic and social media formats related to the student’s specific area of interests including:

- Press release
- Brochure
- PowerPoint Presentation
- Email
- Tweet
- Blogpost
- QR code

All assignments should be typed and presented in a professional manner.

IV. Evaluation and Assessments (Grading):

1. Student Introduction/Career Discussion Post – 10 points
2. Syllabus and Introductory Materials Quiz – 25 points
3. Social Media Survey – 25 points
4. Quiz Modules 1 and 2 – 50 points
5. Press Release Assignment – 50 points
6. Brochure Assignment – 50 points
7. PowerPoint Presentation Assignment – 100 points
8. Email Assignment – 20 points
9. Quiz Modules 3 and 4 – 50 points
10. Comparative Analysis of Social Media Assignment – 50 points
11. Twitter ‘tweet’ Assignment – 20 points
12. Blogpost Assignment – 30 points
13. QR Code Assignment – 40 points
14. Quiz Module 5 – 50 points

TOTAL POINTS - 570

Assignments are due at the determined time and are listed on the course calendar. Late work is not an option and will only be considered with a doctor’s or university excuse (official documentation must accompany assignment when turned in): excused work must be submitted in D2L within 3 days of “returning” to class. Under University policy, students are allowed to make up only two weeks of work with excused absences. Otherwise, aforementioned items will not be accepted. Questions about grading/points should be addressed within 3 days of posting of points.

Grading Scale:
A = 570 - 513
B = 512 - 458
C = 457 - 400
D = 399 - 342
F = 341 or below

V. Tentative Course Outline/Calendar:

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<thead>
<tr>
<th>Open - Close</th>
<th>Module &amp; Assignments</th>
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| January 19-22 | Getting Started – Course Introduction & Overview  
Review Syllabus  
Student Introduction/Career discussion submitted by January 22, 11:30 pm  
Syllabus & Introductory Materials Quiz submitted by January 22, 11:30 pm |
| January 25-29 | Module 1 – Developing Good Public Relations  
Social Media Survey submitted by January 29, 11:30 pm |
| February 1-5 | Module 2 – Concepts and Objectives: What are they? |
| February 8-12 | Quiz Modules 1 and 2 submitted by February 12, 11:30 pm |
| February 15-19 | Module 3 – Traditional Forms of Communication (Press Releases)  
Press Release Assignment submitted by February 19, 11:30 pm |
| February 22-26 | Module 3 cont. – Traditional Forms of Communication (Brochures)  
Brochure Assignment submitted by February 26, 11:30 pm |
February 29-March 4 | Module 3 cont. – Traditional Forms of Communication (PowerPoint)  
Review materials on PowerPoint Presentations to prepare for upcoming assignment

March 7-11 | PowerPoint Assignment submitted by March 11, 11:30 pm

March 14-19 | SPRING BREAK

March 21-23 | Module 4 – Electronic Communication  
Email Assignment submitted by March 23, 11:30 pm  
EASTER BREAK BEGINS 3/24/16

March 29-April 1 | Quiz Modules 3 and 4 submitted by April 1, 11:30 pm

April 4-8 | Module 5 – Communication in Social Media  
Begin researching how your company utilizes various social media channels for upcoming assignment

April 11-15 | Module 5 – Communication in Social Media  
Comparative Analysis of 3 Social Media submitted by April 15, 11:30 pm

April 18-22 | Module 5 cont. – Communication in Social Media (Twitter)  
Twitter ‘tweet’ assignment submitted by April 22, 11:30 pm

April 25-29 | Module 5 cont. – Communication in Social Media (Blogs)  
Blogpost Assignment submitted by April 29, 11:30 pm

May 2-6 | Module 5 cont. – Communication in Social Media (QR Codes)  
QR Code Assignment submitted by May 6, 11:30 pm

May 9-13 | Final Exam – Module 5 Quiz submitted by May 11, 11:30 pm

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Required: D2L online course content; no other textbook is required.

LiveText Statement:
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not
have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

(With the new roll out of mySFA and the email process, titan mail is changing to ____@jacks.sfasu.edu.)

VII. Course Evaluations:

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

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

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

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

VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

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

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

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

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and
students.

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

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

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

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

Withheld Grades: Policy 5.5

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

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA.
Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

**Additional Information:**

**To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:**

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. 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 (additional information available at [www.texes.ets.org/registrationBulletin](http://www.texes.ets.org/registrationBulletin/)). 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.

3. 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 SFASU.

   **For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.**

**IX. Other Relevant Course Information:**

**Note:** Self Discipline is a requirement for students in an online course. An online course is NOT easier than a face-to-face course and may actually require more time than a traditional classroom experience. Students in an online class are expected to have the maturity and self-discipline to do well. Please contact me early if you have any personal issues that affect your participation. Please message instructor through D2L course mail. Do not wait until the last minute to complete an assignment; please contact OIT at 936-468-1919 if you have computer problems. Computer issues are not an automatic excuse for the failure to complete an assignment on time or partially.

Again, students can contact SFA’s Office of Instructional Technology (OIT) at 936/468-1919 whenever they are experiencing technical difficulties or computer problems.

**Attendance:** **Attendance (logging-in regularly) is critical in this course for success.** Students are expected to login and visit the D2L course page frequently and regularly and to participate in discussions. Any student having a PLANNED ABSENCE for an SFA University function MUST NOTIFY the professor IN WRITING (e-mail within the course) prior to the absence. This note may be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes not accompanied by such a memo will be verified on the web page for the Registrar’s Office that documents the absence of students for University related functions. It is the responsibility of the student to make arrangements for missed time before the absence occurs. Please contact instructor through course mail.

All assignments must be submitted through the online course and in readable format (as a .doc or .docx file). When grades are posted, if student suspects that an error occurred in posting of a grade, the instructor must be notified within one week. It is the student’s responsibility to keep up with grades.
**Class participation:** Class participation is extremely important. You must log in on a regular basis and complete the activities **prior** to the due date. **Do not** wait until the deadline to submit an assignment. If students run into any problems in submitting work, waiting until the last minute to submit may result in the assignment showing as **MISSED** and will result in a zero for the assignment.

Once a module closes it will not be reopened at a later date. For assignment purposes, it is suggested that you print or save all documents located in the modules.

**Class Correspondence:** It is the student’s responsibility to check course news items and mail on a daily basis. Students will be notified of any necessary changes in due dates, assignments or grading scale in news postings or mail messages. For questions regarding an assignment, please send a mail to the instructor in a timely fashion. Do not wait until two days before (or after) the due date to ask a question. Mail messages sent Friday evenings may not be answered until the following Monday. It is the student’s responsibility to make sure that questions arrive in a timely manner.