School of Human Sciences
HMS 333.001 APPAREL II
SPRING 2016

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

Course Time & Location: M/W 1-2:50, EDAN 123
Course Hours: M/W/F 9-10, T/TH 2-3
Credits: 3
Email: jrcupit@sfasu.edu

Prerequisites: None

I. Course Description:

Development of skills in garment and style evaluation; apparel production with emphasis on commercial techniques and equipment. Emphasis is on the evaluation of apparel quality through visual inspection and testing the performance of textile products. Identification of fibers, fabrics, and other component parts of textile products using standard specifications and textile testing methods. This course specifically addresses a fashion merchandising program learning outcome which requires the submission of a critical assignment in LiveText. More information can be found under course assignments and activities.

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 cultural diverse people, and to innovation and change, 5) Integrity, responsibility, diligence, and ethical behavior, and 6) Service that enriches the community.

Student learning outcomes for fashion merchandising courses are aligned with International Textiles and Apparel Association (ITAA) Four-Year Baccalaureate Program Meta-Goals--Industry Processes; Appearance and Human Behavior; Aesthetics and the Design Process; Global Interdependence; Ethics, Social Responsibility, and Sustainability; Critical, Creative, and Quantitative Thinking; and Professional Development.

Course principles and concepts have been introduced in lower level fashion merchandising courses with the opportunity to build upon the basic foundation in this upper-level course.
Program Learning Outcomes:

This course supports Fashion Merchandising Program Learning Outcomes (PLOs) listed below:

- 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 knowledgeable of the trends in fashion merchandising.
- *The student will know the global issues facing fashion merchandising. [Asterisks indicate the PLOs addressed specifically by this course.]

Student Learning Outcomes:

Upon completion of the course, the student will have the opportunity to:

- Identify and explain quality cues in regard to materials, construction, safety, and labeling of apparel products.
- Identify general tests conducted on woven fabrics, equipment used, and explain what the tests measure.
- Analyze test data against standard performance specifications to determine if the product passes or fails quality measures.
- Identify construction details, fit, fabric and garment defects, and determine if the overall quality of the garment is appropriate for the price.

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

A variety of activities and assignments, including both written and hands-on, will be utilized in this upper-level course in order for students to have many opportunities to interact with course concepts and apply them.

1. General lab activities 100 points

   - Lab Activity 1.1 Customer Expectation Survey for Jeans
   - Lab Activity 1.2 Quality Cues Comparison
   - Lab Activity 2.1 Analysis of Aesthetic and Design Details of Woven Garments in Relation to Design Elements and Principles Across Price Classifications
   - Lab Activity 2.2 Farnsworth Munsell 100 Hue Test
   - Lab Activity 3.1 Raw Materials Classification
   - Lab Activity 4.1 Garment Analysis of Construction Details Across Price Classifications
   - Lab Activity 7.2 Garment Care
   - Lab Activity 8.1 Garment Safety Regulations and Compliance
   - Lab Activity 10.1 Inspection of Randomly Selected Garments

2. Group Comparison project with lab activities 150 points

   - Lab Activity 1.3 Product Selection
   - Lab Activity 1.4 Comparison Customer Expectations Survey
   - Lab Activity 2.2 Comparison Project Product Analysis of Aesthetic and Design Details in Relation to Design Elements and Principles of Competing Brands
   - Lab Activity 3.4 Characterization Testing on Comparison Project Garment
   - Lab Activity 3.5 Wear Testing Comparison Garment
   - Lab Activity 4.2 Comparison Project Garment Analysis of Construction Details Across Competing Brands
   - Lab Activity 4.3 Comparison Project Garment Evaluation of Appearance and Color Change After Laundering
Lab Activity 5.1 Comparison Project Garment Analysis of Size and Fit
Lab Activity 6.1 Comparison Project Garment Identification of Stitches and Seams
Lab Activity 6.2 Comparison Garment Thread Consumption Calculation
Lab Activity 7.1 Comparison Project Garment Label Compliance
Lab Activity 9.3 Comparison Garment Appearance and Performance Testing
Lab Activity 9.4 Comparison Project Garment Results and Performance Specifications
Lab Activity 10.2 Comparison Project Garment Inspection
Lab Activity 10.3 Comparison Garment Customer Satisfaction Survey

3. Chapter Quizzes (12 @ 10 points each) 120 points
4. Midterm Exam (Chapters 1-7) 75 points
5. Final Exam (Chapters 8-13) 75 points

*This assignment addresses the fashion merchandising program learning outcome to understand global issues facing fashion merchandisers. The assignment requires submission to LiveText no later than Wednesday, April 20 at 11:30 pm, as listed below in the tentative course calendar.

IV. Evaluation and Assessments (Grading):

Evaluation and assessment will be based upon the exams, quizzes, lab activities, and critical assignment listed above with a possibility to earn a total of 670 points in the course. The critical assignment will include completion of a paper and research poster in which the student will report about his/her assigned apparel company and how that company address each consumer megatrend. Students are responsible for all material covered during any class or lab session missed regardless of the reason for absence. Class attendance has a direct bearing on the student’s grade due to participation in class activities and group lab work. The semester grade is based on a percentage of points earned. *This course addresses the fashion merchandising program learning outcome to understand global issues facing fashion merchandisers. The Global Issues: Consumer Megatrends assignment requires submission to LiveText no later than Wednesday, April 20 at 11:30 pm, as listed below in the tentative course calendar. Failure to do so will result in a score of “0” for the assignment.

Grade Percentage:
A – 90% and above
B – 89% to 80%
C – 79% to 70%
D – 69% to 60%
F – 59% and below

Point Spread:
670-603 points
602-536 points
535-469 points
468-402 points
401 points and below
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<thead>
<tr>
<th>ATTRIBUTE</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
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<tbody>
<tr>
<td><strong>Company profile</strong> (10 points)</td>
<td>Comprehensive company profile including history, company type and size, locations, product/brands, annual sales, image, mission, target market, goals</td>
<td>Adequate company profile including history, company type and size, locations, product/brands, annual sales, image, mission, target market, goals. Lacking in some areas</td>
<td>Inadequate company profile including history, company type and size, locations, product/brands, annual sales, image, mission, target market, goals. Missing major pieces</td>
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<tr>
<td><strong>Five Consumer Megatrends</strong> (50 points)</td>
<td>Comprehensive analysis of how the company reacts to each of the five megatrends, provides examples, and makes recommendations for doing so</td>
<td>Adequate analysis of how the company reacts to each of the five megatrends, provides few examples, makes few recommendations for doing so.</td>
<td>Inadequate analysis of how the company reacts to each of the five megatrends, provides examples, and makes recommendations for doing so.</td>
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<td><strong>Critique</strong> (10 points)</td>
<td>Comprehensive critique of the company strategy, including suggestions and comments on the sustainability of the strategy</td>
<td>Adequate critique of the company strategy, few suggestions and comments on the sustainability of the strategy</td>
<td>Inadequate critique of the company strategy, no suggestions or comments on the sustainability of the strategy</td>
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<tr>
<td><strong>Discussion</strong> (20 points)</td>
<td>Comprehensive discussion of management of consumer megatrends, including impact on stakeholders, link to mission, vision, goals</td>
<td>Adequate discussion of management of consumer megatrends, impact on stakeholders, attempted to link to mission, vision, goals</td>
<td>Inadequate discussion of management of consumer megatrends, impact on stakeholders, fails to link to mission, vision, goals</td>
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<tr>
<td><strong>Writing Style</strong> (10 points)</td>
<td>Paper is written clearly and concisely with no grammatical or typing errors. Thoughts and major points are organized. APA format is used for citations and references. 5 or more sources</td>
<td>Paper is written clearly and concisely with few/limited grammatical or typing errors. Thoughts and major points are organized. APA format is used for citations and references with minor errors. Fewer than 5 sources</td>
<td>Paper is not clear or concise with major grammatical and typing errors. APA format is not used. Fewer than 5 sources</td>
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RUBRIC – Poster
Global Issues: Consumer Megatrends Paper & Poster Presentation

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<th>ATTRIBUTE</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
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<tr>
<td>Content (20 points)</td>
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<tr>
<td>Purpose of the study is clearly stated. 5 Consumer megatrends identified. Company profile included. Summary of findings and recommendations included.</td>
<td>Purpose of the study is clearly stated but unclear. Company profile included but missing elements. Summary of findings and recommendations included is limited.</td>
<td>Purpose of the study is not stated. Company profile missing elements. Summary of findings and recommendations included is inadequate.</td>
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<td>Clarity (10 points)</td>
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<td>Poster is clear and easy to understand. Sentences are connected. Reader understands the premise and findings of the study.</td>
<td>A few aspects of poster are unclear. Aspects of poster are disconnected. Reader has difficulty understanding some aspect of the study.</td>
<td>Poster is unclear and difficult to understand. Reader has difficulty understanding.</td>
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<tr>
<td>Aesthetic Presentation (10 points)</td>
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<td>Colors and fonts coordinate. Poster is organized and information flows. Title is large and easy to read. Fonts are easy to read. Appropriate balance of text and negative space.</td>
<td>Colors coordinate but are distracting. Fonts do not match. One section of poster misplaced which interrupts flow of information. Title is not large enough to catch attention. There is too much/too little text.</td>
<td>Colors do not coordinate and distract from content of the poster. Two or more sections are misplaced. Title is too small. Font is too small to read.</td>
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<td>Grammar/Spelling (10 points)</td>
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<td>No grammatical or spelling errors</td>
<td>One or two minor grammatical or spelling errors</td>
<td>Three or more grammatical or spelling errors</td>
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V. Tentative Course Outline/Calendar:

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<thead>
<tr>
<th>WEEK/CLASS</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>WEEK 1</td>
<td>MLK DAY</td>
<td>MLK DAY</td>
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<tr>
<td>Monday, January 18</td>
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<tr>
<td>Wednesday, January 20</td>
<td></td>
<td>• Introduction to Course</td>
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<td>• Review of course syllabus</td>
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<td>WEEK 2</td>
<td>Overview of Apparel Quality and the Consumer</td>
<td>Read Chapter 1</td>
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<td>Monday, January 25</td>
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<td>• See lab manual for preparation and supplies needed for lab</td>
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<tr>
<td>Lecture</td>
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<td>Wednesday, January 27</td>
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<td>• Formation of Comparison Project Lab Groups (4 to 5 people) and Small Groups for Activities (2 to 3 people)</td>
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<td>• Review Supply List</td>
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<td>• Complete lab activities 1.1-1.4</td>
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<td>• Purchase supplies and comparison garments</td>
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<td>• All supplies needed for next lab session</td>
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<td>WEEK 3</td>
<td>Monday, February 1</td>
<td>Lecture</td>
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<td>WEEK 4</td>
<td>Monday, February 8</td>
<td>Lecture</td>
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<td>WEEK 5</td>
<td>Monday, February 15</td>
<td>Lecture</td>
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<td>WEEK 6</td>
<td>Monday, February 22</td>
<td>Lecture</td>
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<td>WEEK 7</td>
<td>Monday, February 29</td>
<td>Lecture</td>
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<td>WEEK 8</td>
<td>Monday, March 7</td>
<td>Lecture</td>
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<td>WEEK 9</td>
<td>Monday, March 14</td>
<td>SPRING BREAK</td>
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<td>WEEK 10</td>
<td>Monday, March 21</td>
<td>Lecture</td>
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<td>WEEK 11</td>
<td>Monday, March 28</td>
<td>Lecture</td>
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<tr>
<td>WEEK 11</td>
<td>Monday, March 28</td>
<td>Continue working on lab activities 3.5 and 4.3</td>
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<tr>
<td>Wednesday, March 30</td>
<td>Midterm Exam Chapters 1-7</td>
<td>Midterm Exam Chapters 1-7</td>
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<tr>
<th>WEEK 12</th>
<th>Monday, April 4</th>
<th>Lecture</th>
<th>Quiz Chapter 8</th>
<th>Labeling Regulations and Guidelines for Manufactured Apparel</th>
<th>Wednesday, April 6</th>
<th>Lab</th>
<th>Work on lab activities 9.3-9.4</th>
<th>Continue working on lab activities 3.5 and 4.3</th>
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<tr>
<th>WEEK 13</th>
<th>Monday, April 11</th>
<th>Lecture</th>
<th>Quiz Chapter 9</th>
<th>Safety Regulations and Guidelines for Wearing Apparel</th>
<th>Wednesday, April 13</th>
<th>Lab</th>
<th>Complete lab activities 10.1-10.3</th>
<th>Complete lab activities 9.3-9.4</th>
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<tr>
<th>WEEK 14</th>
<th>Monday, April 18</th>
<th>Lecture</th>
<th>Quiz Chapter 10</th>
<th>Measuring Product Quality Through Testing</th>
<th>Wednesday, April 20</th>
<th>Lab</th>
<th>Work with Groups on Comparison Project</th>
<th>Consumer Megatrends Paper and Poster due in LiveText and Dropbox no later than 11:30 pm</th>
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<tr>
<th>WEEK 15</th>
<th>Monday, April 25</th>
<th>Lecture</th>
<th>Quiz Chapter 11</th>
<th>Raw Materials and Sewn Products Testing</th>
<th>Wednesday, April 27</th>
<th>Lab</th>
<th>Comparison Project Group Presentations</th>
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<tr>
<th>WEEK 16</th>
<th>Monday, May 2</th>
<th>Lecture</th>
<th>Quiz Chapter 12</th>
<th>Quality Assurance Along the Supply Chain</th>
<th>Wednesday, May 4</th>
<th>Lab</th>
<th>Review for Final Exam</th>
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<tbody>
<tr>
<td>Wednesday, May 11</td>
<td>FINAL EXAM (1-3 pm)</td>
<td>Chapters 8-13</td>
<td>FINAL EXAM (1-3 pm)</td>
<td>Chapters 8-13</td>
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VI. Readings (Required and recommended—including texts, websites, articles, etc.):
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.texas.ets.org/registrationBulletin/ <http://www.texas.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:

It is the student's responsibility to come prepared for class. This means reading any materials necessary to participate in class discussions, etc. The time that you put into this class will be reflected in the grade you receive. Your course syllabus and schedule are posted to D2L for your convenience. Your instructor may also post assignments and other course materials to D2L as well as send class emails as needed. Please make sure that you check D2L frequently.

All assignments must be an individual's work. All assignments should be neat, attractive and typed. All assignments are to be turned in at the beginning of the class period. In order to receive full credit, please ensure that your name is on the front page. Not having your name on an assignment will result in a 5 point deduction. Remember that LATE WORK WILL NOT BE ACCEPTED!!! In addition, NO ASSIGNMENTS WILL BE ACCEPTED DURING FINALS WEEK. It is the student’s responsibility to make sure that your work is turned in to the instructor in a timely manner.

Tests are to be taken on the assigned day. It is imperative that students arrive on time for testing. Anyone showing up after a student has already completed the test will not be allowed to take the test thereby forfeiting their grade. In other words, you will receive a ZERO. If a student does arrive late, you will only have the remaining class time to complete the test. You will not be allotted extra time. Students will need to have a NCS Pearson – Answer Sheet Form NO 30423 for all course exams.
To prevent distraction to the teacher and classmates, please turn off cell phones prior to entering the classroom and store them out of sight. Please do not leave the classroom to answer a cell phone; if you choose to do so you should not return to class. Students violating this policy will be asked to leave the class!!!

Philosophy & Policy for Evaluation
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, the student must go above and beyond the basic requirements of the assignment.

A (Excellent) Student’s work is of exceptional quality and the solutions show depth of understanding of the assignment requirements. Submission is fully developed and presented well both orally and graphically. The full potential of the assignment has been realized and demonstrated. An “A” indicates work that is exceptional, out of the ordinary, and above and beyond what was required for the assignment. Hard work does not always yield this. Several “all-nighters” does not always yield this.

B (Good) Student’s work shows above average understanding and clear potential. All assignment requirements are fulfilled or exceeded and are clearly and concisely presented. Being in class every day does not always yield this.

C (Fair) Student’s work meets the minimum objectives of the course and solves major project requirements. Submission shows normal understanding and effort. Quality of submission, as well as the development of knowledge and skills is average. A “C” means you have done everything that was expected; you came to class, worked very hard, and generated a response to the assignment that was complete, average, and acceptable. It does not mean you have failed. Completing an assignment and working hard does not guarantee satisfactory results.

D (Poor) Student’s work shows limited understanding and/or effort. Minimum assignment requirements have not been met. Quality of submission or performance as well as development of knowledge and skills are below average.

F (Failure) Student’s work is unresolved, incomplete, and/or unclear. Minimum course objectives or assignment requirements are not met, and student’s submission shows lack of understanding and/or effort. Quality of submission is not acceptable. Merely completing a project does not mean it earns at least a passing grade.

Students should check their grade points at least once a week in the D2L course system. 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.