Instructor: Dr. Christina Sinclair
Office: HPE 221
Office Phone: 936-468-1721
Other Contact Information: 936-468-3503 (dept. main office)
Course Time & Location: UC 3.201
Office Hours: W, F 9:00-11:00, W 1:30-2:30 or by appointment
Credits: 3 hours
Email: sinclaircd1@sfasu.edu (use this email address not D2L)

Prerequisites: None

I. Course Description: Independent Study where the student will assist with the planning, implementation, and evaluation of various health and wellness initiatives by working with a community health partner.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

This course links with SFA Initiative #4: Develop a learner-centered environment.
This course links with SFA’s COE Goal and Initiative #2: Prepare educators and industry professionals.
This course links with SFA Initiative #5: Create new learning opportunities through additional interdisciplinary, international, service learning, and civic engagement experiences.
This course links with SFA’s COE Goal and Initiative #6: Collaborate with external partners.

Program Learning Outcomes:
Community Health Program
1. The student will be able to plan and evaluate a community based health lesson.
2. The student will construct a professional portfolio to be used as a personal career-marketing tool for employment opportunities.
3. The student will write a grant and submit the grant’s request for funding proposal (RFP).
4. The student will be able to communicate health information.
5. The student will design and implement a health behavior change plan that they will monitor for the semester.

EC-12 Health Program
1. The student will be able to plan and evaluate a classroom-based health lesson. (ISTEA 1, 2, 3, & 4; InTASC 1, 2, 3, 4, 6, 7, & 8)
2. The student will be able to demonstrate health content knowledge. (ISTEA 1, 2, 3, & 4; InTASC 1, 2, 3, 4, & 5)
3. The student will demonstrate skills in instructional planning, curriculum development, instructional methodology, assessment, and classroom management. (ISTEA 1, 2, 3, & 4; InTASC 1, 2, 3, 4, 5, 6, 7, & 8)
4. The student will be able to communicate health education concepts to audiences of varying ages. (ISTEA 1, 2, 3, & 4; InTASC 1, 2, 3, 4, 5, 7, & 8)
5. The student will design and implement a health behavior change plan that they will monitor for the semester. (ISTEA 1; InTASC 4, 5, 6, & 9)

Student Learning Outcomes:
The student will be able to:
- To provide an opportunity to observe, practice and apply theories and techniques learned in the classroom.
- To provide an opportunity to become acquainted with a variety of community health settings, programs and professionals.
- To provide an opportunity to recognize leadership strengths and limits and to help alleviate weaknesses through concentrated work experience.
- To provide an opportunity to develop new interest in the community health profession.
- To provide an opportunity to develop insights and perspectives of self and of others.

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

1. Student will assist in operating the Food for Thought campus food pantry by:
   a. Working every Monday of the semester from 2:45-6 pm
   b. Train other volunteers
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c. Ensure paperwork is completed by workers as well as those using the food pantry
d. Create a list of supplies the pantry needs
e. Check donations for expired food
f. Clean the area as needed

2. Distribute food at Fresh Food Fridays each week 2:00 –until the food runs out.

IV. Evaluation and Assessment (Grading):

The final grade (A, B, C, D, or F) will be determined by the student's performance on the performance of the course assignments.

• Signing in each week to indicate attendance at and completion of duties for the food pantry and fresh food Friday.
• Weekly face-to-face discussions of performance and goal setting for next week’s events.
• A final reflection paper will be due the week of finals.

V. Tentative Course Outline/Calendar & Due Dates (Subject to Change):

o See Special Problems/Independent Study Form

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

• Food Pantry Materials and paperwork will be provided.

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 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
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 completed the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after the final grades are posted.

VIII. Student Ethics and Other Policy Information:

A. 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.

Daily attendance and active participation is expected and required of all professionals, therefore your attendance, which includes being tardy and/or leaving class early, may affect your final grade. Activities completed during class cannot be made up. In class activities make up a significant part of a student’s grade so in order to do well in class students must attend class regularly. **Students arriving after attendance is taken (and/or after their name has been called for roll) are responsible for notifying the instructor at the end of the class period or they will be marked absent.** Exceptions will be made for students who miss class for university-sponsored trips, verifiable serious illness, or a verifiable family emergency (student must contact the Office of Student Rights and Responsibilities no later than one day after their return, who will, in turn, notify me). It is the responsibility of the student to notify the instructor immediately prior to an anticipated absence for a school-sponsored trip and to provide written documentation before or immediately after (the day the student returns) the trip. **There is a 10 point perfect attendance bonus at the end of the semester (“perfect attendance” is defined as always on time for class, always staying for the entirety of class, and only missing class for University-sponsored events for which documentation is provided).**

Absence is not an excuse for not knowing.

You are responsible for being ready for class each day, therefore if you are absent (excused or unexcused**) – be sure to get the previous day’s notes and assignments from another student in the class AND come to the next class prepared. If an assignment is due on your return date, then your assignment will be due that day. If you miss a test due to an excused absence you must take the test within 72 hours (3 days) of your return. If you missed an assignment due to your absence it is due the class period after your return. Students will be allowed to makeup 3 weeks (9 days for a MWF course or 6 days for a TTh or MW course) of coursework for documented, excused absences as stated at the university attendance and excused absence policy found at http://www.sfasu.edu/policies/class_attendance_excused_abs.asp.

Take your responsibilities seriously. I am more than happy to help you but you must do your part.

Class preparation is your responsibility.
Read your assignments prior to the assigned class discussion and be prepared to offer input and ask questions. Late homework assignments will have a minimum, automatic 25% point deduction if turned in within 48 hours of the due date. Assignments later than two days will not be accepted.
In order for an online assignment to be considered “on time” it must be submitted via D2L. Anything else will be considered late. Start and complete your assignments early! This does not apply to in-class activities. If you miss an activity you miss the points!

**B. 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, 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/.

**C. 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).

**D. 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.

**E. 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 (see the Student Conduct Code, policy D-34.1). 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 prohibition 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.

**F. Food and Beverages in Academic Areas Policy (B-8)**
Limited consumption of food or beverages is permitted in the public areas of the Steen Library. Consumption of food or beverages is prohibited in all indoor classrooms and laboratories. **NO FOOD OR DRINK IN THE HPE CLASSROOMS.**

**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, drivers 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/ or 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:

Class Expectations

1. Laptops, Netbooks, E-readers and iPod devices are not allowed for use during class.
2. Cell phones should be **set to silent or turned off** before class begins and should be place out of sight (in backpacks or pockets).
3. Absolutely no use of cell phones during class for any reason. Use during quizzes and exams will result in a grade of zero.
4. No reading of outside materials, listening to MP3 devices, wearing ear phones or ear buds, or disorderly conduct.
5. Students sleeping or giving the appearance of sleeping during class will be counted absent.
6. Respect your instructor, your classmates, and yourself.
7. **Email etiquette (adapted from Dr. John Janowiak at UNC Chapel Hill) and Professionalism:** When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.

   - Even telephone conversations start with “Hello” and end with “Goodbye.” Therefore, **please use a formal salutation when e-mailing professors**, such as: “Dear Mrs. Morton,” or “Mrs. Krogen-Morton,” or “Mrs. Cyndra,”
   - When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore **do not use informal language in your e-mails**.
   - **If you have a request, say it politely.** You can start with “I would like to ...”, “I wonder if you can ....,” “May I ..., “Is it possible to ....,” “Do you mind ....” DO NOT WRITE: “I want to know ....,” “I want you to,” “Send this to me”, “Tell me when .....” Just adding the word “please” does not mean that you are being polite.
   - **Your identity is an important clue to the context of the message.** Every semester I teach hundreds of students in numerous classes; therefore identify yourself as a student in the class you are enrolled in, such as: “Dear Mrs. Morton, I am a student enrolled in your online HSC 216 course.” Also, **please include a brief description of the subject of your email in the subject line of the email**.
   - Be concise.
   - **Always re-read your e-mails** and check for spelling and grammatical mistakes before sending them. (Also, recommended for the assignments you submit).
   - **When needing to schedule an appointment outside of my office hours, please suggest a few time slots, but always say something like** “If these times do not suit you, please feel free to let me know any other time that you prefer / that is convenient to you.” If you cannot make the date suggested, say, “I am sorry, but I cannot come to see you on [Monday].” Do not say, “I am not available on [Monday].”

In conclusion, if you do not use a formal salutation and my name (Mrs. Krogen-Morton/Mrs. Morton/Miss Cyndra) or establish who you are and in what class you are enrolled, your e-mail message will not be read or responded to.

Failure to follow the expectations outlined above can result in being dismissed from class and counted absent.