Course Syllabus
REC 4680 – Internship Recreation Administration
Division of Recreation Administration
Texas State University, San Marcos Fall 2020

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Office: A160 – Zoom Only
Contact Zoom Hours: By Appointment via Zoom
Credits: 6
Course Time & Location: Online & Approved recreation administration internship site

On Campus Conduct

 Cloth face coverings are required indoors and outdoors on Texas State campuses unless you are alone.

Being alone for the purposes of indoor spaces in all Texas State University facilities means that you are in a discrete room by yourself. Being alone when outdoors means that you are not part of a group, you are not in a crowded area, and you are going out of your way to ensure physical distancing of at least six feet is maintained. The use of two-ply cloth face coverings is the cornerstone of our plan to combat the spread of COVID-19. Face coverings need to become second nature to all of us.

Civility in the classroom is very important for the educational process and it is everyone’s responsibility. If you have questions about appropriate behavior in a particular class, please address them with your instructor first. Disciplinary procedures may be implemented for refusing to follow an instructor’s directive, refusing to leave the classroom, not following the university’s requirement to wear a cloth face covering, not complying with physical distancing or sneeze and cough etiquette, and refusing to implement other health and safety measures as required by the university. Additionally, the instructor, in consultation with the department chair/school director, may refer the student to the Dean of Students Office for further disciplinary review. Such reviews may result in consequences ranging from warnings to sanctions from the university. For more information regarding conduct in the classroom, please review the following policies at https://policies.txstate.edu/division-policies/academic-affairs/02-03-02.html, Section 03: Courteous and Civil Learning Environment, and https://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct.html, number II, Responsibilities of Students, Section 02.02: Conduct Prohibited.

Daily Health Assessment and Guidelines

Have you had any of these symptoms in the past 24 hours?
- Fever (100.4 degrees Fahrenheit (38 degrees Celsius) or higher)
- Chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Vomiting or diarrhea

Have you had any of these symptoms in the past 24 hours not related to allergies?
- Sinus congestion
- Runny nose
HOW TO WEAR A MEDICAL MASK SAFELY

**Do's**

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

**Don'ts**

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.
HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

**Do’s**

- Clean your hands before touching the mask
- Inspect the mask for damage or if dirty
- Adjust the mask to your face without leaving gaps on the sides
- Cover your mouth, nose, and chin
- Avoid touching the mask
- Clean your hands before removing the mask
- Remove the mask by the straps behind the ears or head
- Pull the mask away from your face
- Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
- Remove the mask when taking it out of the bag
- Wash the mask in soap or detergent, preferably with hot water, at least once a day
- Clean your hands after removing the mask

**Don’ts**

- Do not use a mask that looks damaged
- Do not wear a loose mask
- Do not wear the mask under the nose
- Do not remove the mask where there are people within 1 metre
- Do not use a mask that is difficult to breathe through
- Do not wear a dirty or wet mask
- Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

World Health Organization
Catalogue Description
The student participates at the administrative level in the ongoing work of a selected parks, recreation, or leisure service agency. The work is supervised by an agency representative and a faculty member trained in the recreation field. All other coursework should be completed.

Course Objectives
Upon completion of this course, the student should be able to:

- Develop a philosophy of recreation service delivery including an understanding of professionalism, service delivery, and the issues facing recreation professionals.
- Develop knowledge and understanding of the host organization, its organizational structure and operating procedures.
- Develop and enhance communications skills including oral presentations, writing, and use of technology.
- Apply and demonstrate professional competencies comparable to an entry level position in the student’s specialty area.

Course Organization:
- All materials shared during the course will be delivered via the course’s CANVAS site REC 4680. If you are registered, you should be already on the site.

Additional Course Resources

Electronic Communication Expectations: I will try to respond within 24 hours to emails sent on weekdays. Emails received on the weekend I will still do my best to respond in an orderly time however I may not get to it until Monday so please plan accordingly.

To: alm151@txstate.edu
Subject: REC 4680 ________________ (Fill in the Blank with the topic of your email.)

- Your full name and student ID number
- Proper spelling, capitalization and grammar

- It is expected that you check your Texas State email at least one time per week (more if you have regular access to email). If I need to send any emails out for assignment information, it is your responsibility to ensure that you receive these emails in a timely manner. If you have your Texas State Email set to forward to another account, please check frequently to be sure that all messages are being forwarded.

*If your email is lacking one of these elements OR can be answered by looking at the syllabus, I will either ignore your email or ask you to rewrite it. It is imperative to your professional advancement that you can write a thoughtful, complete email.

Announcements: I will post announcements in CANVAS with course updates. These announcements do not send an e-mail to your inbox; so you will need to download the CANVAS App or you can also view announcements on the “Home” page and “Announcements” page on the course CANVAS site.

Modules: This is where you can locate the bulk of the course material. Modules are shown on the Left-Hand Tool Bar on the CANVAS Site so you know what is expected as you move through the course.
In “Modules,” I have created a Lesson Overview which include:
- Introduction: Each lesson will have a basic introduction cluing you into what you will be learning.
• Objectives: These are posted at the beginning of each lesson so that you will be aware of what that lesson will help you be able to do.

• To-Do List: All assignments will be graded in the assignments tab, feedback and responses can be posted using this function and the grade will be shown under the Gradebook on the Left-Hand Tool Bar for each assignment.

Technical Requirements: Use the “Help” Tab in Canvas on the left-hand side to contact support.

• Make sure you have a reliable and secure broadband connection. Any technological problem not associated with CANVAS or the university servers is not the responsibility of the instructor or university.

• Assignments requiring a supervisor signature will need to be uploaded in a PDF format. There are several free apps that are available on your smart phone that will work to accomplish this task if your agency does not have a scanner available.

Assignment Submission The written work you will be completing in this class is preparation for the type of writing you will be completing in the future as a professional. It is important to get in the habit of writing professionally now. All assignments completed out of class must be of typed (unless otherwise specified) and demonstrate appropriate spelling and grammar. If you need assistance in writing, help is available at the Texas State Writing Center.

• Submissions on CANVAS can only be Microsoft documents and PDFs.

• Submissions must be titled Lastname,Firstname – Assignmentname

• Assignment Formatting
  o Header- Name, Date, Assignment Name and Class Name/#
  o Footer- page numbers at the bottom right corner
  o Double spaced

• Formal Writing
  o Person first language
  o Formal Writing Tips
  o Business Writing Tips
  o Avoid colloquial language

Course Requirements
• All written requirements are to be typed (except daily hour logs) unless other arrangements have been made individually. Writing is to be professional and collegiate in quality. Poorly written assignments will be returned and ungraded until they are resubmitted properly. Assignments returned for this reason will not be considered “turned-in” until their quality is satisfactory.

• Due dates provided may be adjusted to meet individual situations. It is the responsibility of the student to request a change.

• For every day the assignment is late 10% will be deducted from the assignment grade. On the 3rd day, the student will no longer be able to receive any points for the assignment.

• We expect students to do their own work on all graded material submitted for all departmental course requirements.

• For many assignments in this class, it is expected that students engage in conversation with their supervisors regarding assignments.

• Retain a copy of ALL the work you submit for your records

• Make sure your name and a page number are on ALL the pages

Internship Information
Students should refer to their internship manuals for more specific information and details related to Recreation Administration policies. Students found to be in violation of the Internship Manual may be subject to failing grade in the class, and/or termination from site.

**Site Information**

If your job description or responsibilities change or your supervisor changes, it is imperative you provide the information to your academic supervisor within a week of its occurrence. If at any time you feel the job you are doing is not what you were brought into the agency to do or that you are not getting what you need out of the experience, please contact your academic supervisor, they are here to support you. Furthermore, if any problems or potential problems arise, please contact your faculty supervisor for assistance.

**Internship Attendance**

If the student will miss a day, regardless of the reason, during a regularly scheduled workday the student must email the academic supervisor promptly. This email should contain the reason they will miss and when they are expected to return, the student will also let the academic supervisor know when and how they have informed the site supervisor.

**Late Work**

You are responsible for turning in work on time. All written assignments must be submitted by the due date listed on CANVAS. 10% will be deducted per calendar day up to 3 days. Assessments turned in more than 3 days late without previous arrangements will receive a zero. This late penalty applies even when a student may be absent from class due to illness or officially recognized Texas State commitments. If you need know you will turn something in late, you should contact the instructor prior to the due date to make alternative arrangements.

**ASSIGNMENTS 100 POINTS TOTAL**

- Final Performance Appraisal, 12.5 pts
- Midterm performance appraisal, 12.5 pts
- Work schedule & Supervisor Meeting Update, 5 pts
- Goals and Objectives, 5 pts
- Project Proposal, 5 pts
- Letter of Appreciation, 5 pts
- Administrative Project, 15 pts
- Hour Logs, 25 pts
- Final Report & Competency Checklist, 10 pts
- Student Site Evaluation, 5 pts
- Midterm performance appraisal, 12.5 pts
- Final Performance Appraisal, 12.5 pts

**Point Distribution**

**Grading Scale**

The total number of points earned will determine course grade.
OVERVIEW FOR GRADED ASSIGNMENTS (MORE DETAILS AVAILABLE ON CANVAS):

- WORK SCHEDULE & SUPERVISOR MEETING UPDATE
Students should arrange to meet with their agency supervisor in the first week of their internship. During this meeting, some items to discuss include:
  - Schedule/Plan to complete full 400 hours (at least 20 and no more than 45 in any given week)
  - Details of assignments (presentation, project)
  - Plan for future evaluations
  - Review competency checklist
  - Plan meeting to discuss G&O

Upon completion of this meeting, students will submit the meeting notes and semester schedule on CANVAS assignments. Students that are working “flex hours” will still need to report this as their plan.

- DISCUSSIONS
As this is an online class, students are expected to engage with their academic supervisor and other students throughout the course of the semester. One of the most effective methods to engage you as a group while allowing flexibility of schedules is through forum discussions. There are discussions that are up and available, this is a great tool to use if you have questions, complications, or acknowledgments throughout your experience. These will be done in a video format. If you do not have a camera on your laptop or computer download the app on your smartphone to record and submit the discussions.

- HOUR LOGS & COMPETENCY CHECKLIST
Students are expected to track their internship hours daily and will submit at the end of each month. In addition to tracking hours, students are expected to track exposure to competency areas as the semester progresses. Students will use one checklist the entire semester but will scan and upload with each hour log. It is understandable that some months may contain less “checkmarks” than others, so students will not be graded on the number of competencies checked but, on the fact, that the checklist is updated and uploaded. **Agency Supervisor Signature required.**

- GOALS AND OBJECTIVES
As you know by this point, establishing goals and objectives for any project is an effective way to measure set benchmarks, track progress, and measure overall success. You will be submitting 6 goals with 2 objectives for each goal to CANVAS. 5 of the 6 goals are ALREADY WRITTEN. You will only need to write the 6th goal as well as 2 objectives for each of the goals. **Agency Supervisor signature required.** More information is available on CANVAS.

- SCHEDULE SITE VISIT
Students will arrange a meeting with their faculty and agency supervisors (see calendar below for dates) using email. Site visits will be arranged for students within a 150-mile radius from the University unless a conflict arises. Students outside of this radius will participate in a Zoom video call with the academic supervisor and agency supervisor.

- PROJECT PROPOSAL
Students will conduct a special project during the semester that contributes significantly to the agency, aligns with at least one of the competencies in the Competency Checklist, and allows for the intern to have “ownership” of the project. Students will submit an outline of the project. **Agency Supervisor Signature required.** More details available on CANVAS.
• **SITE VISITS/CONFERENCE CALLS**
  During site visits, be prepared to discuss project proposal (in detail), goals for remainder of semester, and intern progress thus far in semester.

• **MIDTERM PERFORMANCE APPRAISAL**
  This form will be completed by your agency supervisor once you have completed 200 hours. This is an evaluation of your performance by your agency supervisor and should be reviewed with the intern in person. **Agency Supervisor Signature required.**

• **ADMINISTRATIVE PROJECT**
  Students will submit all information and documents relevant to administrative project.

• **LETTER OF APPRECIATION**
  When leaving a job, it is customary to provide a minimum of 2 weeks notification to agency in written format. Students will write a professional letter to their supervisor, which should include students last day of internship. This is an appropriate time to share your appreciation with your supervisor and perhaps include some things you enjoyed about your time at the agency or what you have learned. Students should submit a hard copy of this letter to their agency supervisor as well as submit a digital copy to CANVAS.

• **FINAL REPORT**
  This will be a review over the goals and objectives, competency checklist, and a reflection of your overall experience. You will use the prompts provided to reflect on your final thoughts as a student in the Recreation Program at Texas State University.

• **STUDENT SITE EVALUATION**
  Students will conduct an overall evaluation of the site and supervisor using the evaluation form provided on CANVAS. Students are encouraged to be honest in evaluation and do not need to share evaluation with supervisor. This information will be kept confidential from your site supervisor. If a problem arises it may be brought to the attention of the recreation coordinator and other faculty in the recreation division to determine if the site is a positive learning experience for future students.

• **FINAL PERFORMANCE APPRAISAL**
  Evaluation of your performance by your agency supervisor should be conducted **upon completion of 400 hours**. This form should be completed by agency supervisor and reviewed with intern. **Agency Supervisor signature required.**
# 4680 Class Calendar

*It is possible to arrange an alternate due date for any assignment if there is PRIOR communication with the academic supervisor. However, if no communication is received regarding assignment due dates, assignments will be graded using the assignment late policy for the class.*

<table>
<thead>
<tr>
<th>Date Due @ 5 PM</th>
<th>Location</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1: Getting Started</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri. Aug. 28</td>
<td>Zoom Video Call</td>
<td>☐Orientation Q &amp; A – 1 pm – 2:30 pm</td>
</tr>
<tr>
<td>Mon. Aug. 31</td>
<td>CANVAS Discussions</td>
<td>☐Introduction Video Post</td>
</tr>
<tr>
<td>Fri. Sept. 4</td>
<td>CANVAS Discussions</td>
<td>☐Introduction Video Responses</td>
</tr>
<tr>
<td>Fri. Sept. 4</td>
<td>CANVAS Assignments</td>
<td>☐Work Schedule ☐signed by agency supervisor &amp; Supervisor Meeting Notes</td>
</tr>
<tr>
<td>Mon. Sept. 14</td>
<td>CANVAS Assignments</td>
<td>☐Goals &amp; Objectives ☐signed by agency supervisor</td>
</tr>
<tr>
<td>Mon. Sept. 14</td>
<td>Email</td>
<td>☐Student Schedule Site Visit/ Zoom Conference Call</td>
</tr>
<tr>
<td><strong>Module 2: Project &amp; Visits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon. Sept. 21</td>
<td>CANVAS Discussions</td>
<td>☐Research Video Post</td>
</tr>
<tr>
<td>Mon. Sept. 28</td>
<td>CANVAS Discussions</td>
<td>☐Research Video Responses</td>
</tr>
<tr>
<td>Mon. Sept. 28</td>
<td>CANVAS Assignments</td>
<td>☐Hour Log 1(100+ hours) &amp; ☐Competency Checklist ☐signed by supervisor</td>
</tr>
<tr>
<td>Mon. Oct. 5</td>
<td>CANVAS Assignments</td>
<td>☐Administrative Project Proposal</td>
</tr>
<tr>
<td>Oct. 2 – Nov. 20</td>
<td>At site or Zoom</td>
<td>☐Site Visits/Zoom Conference Calls</td>
</tr>
<tr>
<td>Fri. October 2</td>
<td>Graduation</td>
<td>☐Application Deadline</td>
</tr>
<tr>
<td><strong>Module 3: Midterm Check-In</strong></td>
<td></td>
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<tr>
<td>Mon. Oct. 12</td>
<td>CANVAS Discussions</td>
<td>☐Challenges Video Post</td>
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<tr>
<td>Mon. Oct. 19</td>
<td>CANVAS Discussions</td>
<td>☐Challenges Video Responses</td>
</tr>
<tr>
<td>Mon. Oct. 26</td>
<td>CANVAS Assignments</td>
<td>☐Midterm Performance Appraisal ☐signed by supervisor</td>
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<tr>
<td>Mon. Oct. 26</td>
<td>CANVAS Assignments</td>
<td>☐Hour Log 2 (280+ hours) &amp; ☐Competency Checklist ☐signed by supervisor</td>
</tr>
<tr>
<td><strong>Module 4: Getting Close!</strong></td>
<td></td>
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<tr>
<td>Mon. Nov. 9</td>
<td>CANVAS Discussions</td>
<td>☐Reflection Video Post</td>
</tr>
<tr>
<td>Mon. Nov. 16</td>
<td>CANVAS Discussions</td>
<td>☐Reflection Video Responses</td>
</tr>
<tr>
<td>Mon. Nov 23</td>
<td>CANVAS Assignments</td>
<td>☐Letter of Appreciation</td>
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<tr>
<td>Mon. Nov 30</td>
<td>CANVAS Assignments</td>
<td>☐Administrative Project</td>
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<tr>
<td><strong>Module 5: Finalizing Your Internship Experience</strong></td>
<td></td>
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<tr>
<td>Mon. Nov. 30</td>
<td>CANVAS Discussions</td>
<td>☐Celebration Video Post</td>
</tr>
<tr>
<td>Mon. Dec. 7</td>
<td>CANVAS Discussions</td>
<td>☐Celebration Video Responses</td>
</tr>
<tr>
<td>Mon. Dec. 7</td>
<td>CANVAS Assignments</td>
<td>☐Final Internship Report</td>
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<tr>
<td>Mon. Dec. 7</td>
<td>CANVAS Assignments</td>
<td>☐Student Site Evaluation</td>
</tr>
<tr>
<td>Mon. Dec. 7</td>
<td>CANVAS Assignments</td>
<td>☐Final Performance Appraisal ☐signed by supervisor</td>
</tr>
<tr>
<td>Mon. Dec. 7</td>
<td>CANVAS Assignments</td>
<td>☐Hour Log 3 &amp; ☐Competency Checklist ☐signed by supervisor</td>
</tr>
</tbody>
</table>

ASSIGNMENTS/PAPERWORK WILL NOT BE ACCEPTED AFTER Thursday 12/10/20 @ 5PM
Any dates or assignments are subject to change as necessary. All changes will be posted on CANVAS and you will be notified via your Texas State email when postings reflecting changes are made.

Basic Needs, Security, and Other Campus Resources
Students are encouraged to use these on-campus resources as needed:
- The **Dean of Students’ Student Emergency Services Program** for students who face difficulty regularly accessing sufficient food or a safe and stable place to live and believe this may affect their academic performance. Students are also encouraged to make use of resources such as **Bobcat Bounty** (Texas State’s on-campus food pantry), the **Hays County Food Bank**, and the **Texas State Student Recreation Center** (which offers access to showers and a safe place to hang out during operating hours).
- The **Office of the Attorney for Students**, which counsels students on lease reviews, criminal law, family law, employment law, consumer and civil matters, contract law, simple wills, and name and gender marker changes.
- The **Office of Student Diversity and Inclusion** and **Diversity Connections**, which support and connect undocumented students and DACA recipients, LGBTQIA+ students, student veterans, students of color, students looking for religious or political affiliation, students with disabilities, etc.
- **Career Services**, which supports students (and alumni) preparing for and engaging in the job-search process. Services include the Jobs4Cats job board, practice interview sessions, and the Career Closet (which offers outfits to rent for job fairs/interviews for FREE).
- The **Student Health Center**, which provides high-quality, low cost medical services for students with or without health insurance. At the Student Health Center, you can do just about anything you’d do at any doctor’s office – see a doctor or nurse practitioner, get lab work or an x-ray, get a flu shot (or a bunch of other vaccines), visit the Women’s Clinic, access mental health care (including psychiatry), and fill prescriptions at the on-site pharmacy.

Academic Integrity: We expect students to do their own work on all graded material submitted for all departmental course requirements. Revised 1/17/19 4 Department Policy: Students guilty of knowingly using, or attempting to use, another person’s work as though that work were their own, and students guilty of knowingly permitting, or attempting to permit, another student to use their work, will receive a grade of “F” for the course. Such conduct may also constitute grounds for dismissal from the University. See details from the University Honor Code below:

**Texas State University Honor Code** (UPPS No. 07.10.01)

01.POLICY STATEMENTS
01.01 This policy provides procedures related to academic honesty pursuant to The Texas State University System (TSUS) Rules and Regulations, Chapter VI, Subsection 5.3.
01.02 To support the goal of maintaining a climate of academic integrity, Texas State University has adopted the Texas State University Honor Code. The Honor Code applies to all academic activities and academic work, whether these take place on-campus, off-campus, or online.
01.03 Texas State expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action.
01.04 Honor Code cases and processes are not considered legal proceedings. Advocates and supporters, including legal representation, may be present at meetings and Honor Code Council hearings, but their role is limited to consultation with the student or faculty member. They do not have an active role in presenting information during meetings or hearings.

**Addressing Acts of Dishonesty:** Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member’s decision to the Honor Code Council.
Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

**Disability Services:** Students having special needs/disabilities which require accommodations for the successful completion of this course must notify the Office of Disability Services no later than the end of the first week of class. Failure to do so in a timely manner may result in accommodation not being available when needed. The office of Disability Services will verify the special needs of the student and determine accommodations as needed. In addition to the above, the student should make an appointment with the faculty member to discuss their needs and accommodations.

**Family educational rights and privacy act (FERPA) information:** Students have the right to expect their grades will be kept confidential. Your course grade, as well as grades for each assignment, will not be posted or handled in a way which could result in your being identified by other students or faculty members. If you encounter a problem in this area, contact the instructor immediately.

**Non-attendance and Financial Aid:** If you are a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants. If on the census date roster (e.g., 12th day of each fall and spring semester) you are reflected as not attending a course, you are assumed (for financial aid purposes) not to have begun attendance for that course. Your grant will then be adjusted or cancelled based on the courses you have begun attending.

**Unofficial Withdraws and Financial Aid:** If you fail to earn a passing grade in at least one of your courses (i.e., all U’s, all I’s or a combination of all U’s, W’s or I’s) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay. Once the amount you must repay is determined, Financial Aid and Scholarships will mail you a letter with the repayment details.

Note: A grade of U (Unearned Failing) is awarded to students who do not officially withdraw from but fail to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives.

**Satisfactory Academic Progress (SAP) and Financial Aid:** Federal regulations require you to meet certain minimum academic standards in order to remain eligible for financial assistance. The requirements are that you: 1) maintain a minimum cumulative Texas State GPA; 2) complete at least 70% of all your coursework; and 3) not exceed a maximum limit of attempted hours toward your degree or certificate program. Additional program-specific requirements also exist (e.g., TEXAS Grant). You can view these SAP criteria in more detail at [https://www.finaid.txstate.edu/](https://www.finaid.txstate.edu/) by selecting Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.