Course Syllabus
REC 2336 – Directed Field Experience in Programming Recreation
Division of Recreation Administration
Texas State University, San Marcos Fall 2020

Academic Supervisor: Laura Gomez
Email: l_g261@txstate.edu

Contact Hours: Zoom by appointment
Credits: 3
Course Time & Location: Fieldwork Agency Location

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 colored-side faces outwards
- Ensure the metal piece or stiff edge over your nose
- 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 by the straps 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.
Catalogue Description
The student participates at the programming/leadership level in the ongoing work of a selected recreation agency and engages in online reflections and learning activities. The work is supervised by an agency representative and a faculty member trained in the recreation field.

Course Objectives
• Upon completion of this course, the student should be able to:
• Operationalize a set of goals and objectives created with the assistance of the academic and site supervisors.
• Demonstrate understanding of program design and rationale relative to existing organizational structure and appropriate target audiences.
• Produce elements of written program plan, including marketing and risk management materials, grounded in program design and rationale.
• Appraise value of completed field experience in developing professional competencies relevant to recreation programming and leadership.

Required Textbook
None, recommend previous textbooks for reference.

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 2336 __________________(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 ask you to rewrite it. It is important to your professional advancement that you can write a thoughtful, complete email.
**Fieldwork Basics**

*STUDENTS MAY BEGIN LOGGING HOURS Monday, August 24, 2020*

**Site Information:** I hope that your fieldwork site provides an opportunity for a positive experience. Sometimes we encounter situations that require immediate attention. You should keep me informed if any of the following changes occur:

- Changes in job descriptions or responsibilities
- Changes in supervisor
- If your duties do not align with the fieldwork expectations (see course outcomes)
- Injuries or incidents that require a report of any kind

Notify me (academic supervisor) as soon as possible, no later than a week after any of these occurrences.

**Course Delivery.** All materials necessary to complete the course will be available via the CANVAS site Fieldwork Experience in Recreation Rec 2336. If you are registered for the course, you should have access to the site. Material will be delivered mainly via the following:

**Class Announcements:** I will post course updates via the CANVAS Announcements tool. You will receive any announcements posted in your Texas State email inbox, but posts are also available on the Home Announcements pages of the CANVAS site.

Lessons: The bulk of course materials will be delivered via the CANVAS Modules tool. These modules are available in the left-hand toolbar on the CANVAS site. The Modules are listed chronologically, and you will be able to move from lesson to lesson to see what is expected of you as you progress through each section of the course. Each module page (click on Pages) will include an introduction to the section’s content and focus, objectives to guide your learning. The first page is the Welcome Page, then go to the “Start Here” page. Links to assignments will be available in “Modules.” These will include links to discussion due in conjunction with the section. The modules are:

1. Start Here – Module 1 – Introductions
2. Module 2 – Program Design
3. Module 3 Program Materials
4. Module 4 – Reflections

You will also have access to the Assignments, Discussions, and Files tools, as well as other information pages designed to guide you through this online course.

**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. I encourage you to begin writing professionally now. All assignments must be 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. Submission on CANVAS Assignments or Discussion tools. Forms such as the hours logs, performance appraisals, and site evaluation may be hand-written but MUST be scanned and submitted electronically through the CANVAS Assignments tool.

Submissions must be titled Last name, First name – Assignment name

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

- Formal Writing
  - Person first language
  - Formal Writing Tips
  - Avoid colloquial language

Dates provided may be adjusted to meet individual situations. **It is your responsibility to request a date change.**

Retain a copy of ALL work you submit for your records.

**Late Work.** You are responsible for turning in work on time. All written assignments must be submitted by the due date listed on CANVAS. Should you fail to meet the deadline you will have an opportunity to submit your work for up to 90% of the potential grade if submitted 24 hours after deadline. 80% after 48 hours, and 70% after 70 hours. **Assignments turned in more than 3 days late, without previous arrangements, will not be graded.** This penalty applies even when a student may be absent from class due to illness or officially recognized Texas State University commitments. If you need to miss multiple days of class, you should contact me prior to the absence to make alternative arrangements.

**Course Requirements and Point Distribution.** You will earn a final grade in this course by a combination of 3 items: graded assignments submitted to your academic supervisor (50%); completed hours (25%); and performance evaluations by your agency supervisor (25%). Point values and detailed descriptions of assignment follow.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
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<tbody>
<tr>
<td>1. Work Schedule</td>
<td>3 points</td>
</tr>
<tr>
<td>2. Goals and Objectives</td>
<td>5 points</td>
</tr>
<tr>
<td>3. Video Discussions (4 @ 2 pts each)</td>
<td>8 points</td>
</tr>
<tr>
<td>4. Program Description and Rationale</td>
<td>10 points</td>
</tr>
<tr>
<td>5. Marketing Materials</td>
<td>10 points</td>
</tr>
<tr>
<td>6. Resignation/Appreciation Letter</td>
<td>2 points</td>
</tr>
<tr>
<td>7. Final Report</td>
<td>10 points</td>
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<td>8. Agency Evaluation</td>
<td>2 points</td>
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<table>
<thead>
<tr>
<th>Performance Appraisals/Evaluation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>10 points</td>
</tr>
<tr>
<td>Final</td>
<td>15 points</td>
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<table>
<thead>
<tr>
<th>Hours Logs</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>5 points</td>
</tr>
<tr>
<td>Final</td>
<td>20 points</td>
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**Subtotal** 50 points

**Subtotal** 25 points

**Subtotal** 25 points

**Total** 100 points

**Grading Scale**
The total number of points earned will determine course grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A=</td>
<td>100-90: Excellent work Far exceeds expectations</td>
</tr>
<tr>
<td>B=</td>
<td>89-80: Good work Meets and often exceeds expectations</td>
</tr>
<tr>
<td>C=</td>
<td>79-70: Fair work Meets expectations</td>
</tr>
<tr>
<td>D=</td>
<td>69-60: Poor work Falls below expectations</td>
</tr>
<tr>
<td>F=</td>
<td>59 or Below: Failure Does not meet expectations</td>
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</tbody>
</table>
Assignment Details

Work Schedule: Submit your Work Schedule as a Word Document via the CANVAS Assignments tool. You should include your start and end date, as well as a general weekly schedule. The work schedule should add up to the required 200 hours. Make allowances for holidays and other planned days off. Use the provided Semester Calendar template in CANVAS – Files – Example Documents 2.

If you will miss a day, regardless of the reason, during the regularly scheduled workweek, you should email me promptly. This email should include the reason you will miss work, the date you are expected to return to your regular schedule, and information regarding how and when you have informed your agency supervisor.

Goals & Objectives: This fieldwork requires the meeting of certain criteria to be considered an appropriate and relevant experience. As part of that experience, you are required to produce goals and objectives regarding what and how you will learn and/or demonstrate specific skills during your fieldwork experience. Recall from REC 2335 that goals are broad-based statements of intent and objectives should be SMART (Specific, Measurable, Achievable, Relevant to the goal, and include a Timing element). For all the objectives YOU will be the AUDIENCE, or the one doing the measurable behavior. A template has been provided to you in the Goals and Objectives Assignment on CANVAS. There are four pre-established goals which you must meet, they are provided for you in this template. You must add one personal goal, which should be something you want to learn or accomplish during this fieldwork experience. For each of these five goals, you must write two measurable objectives; these objectives will be dependent on many variables including your job description and agency site. Use the provided template to complete your assignment and follow the included directions. For more resources check on CANVAS Module 1, Introductions – SMART GOALS link.

When you have completed the goals and objectives template, you should print out the document and have your agency supervisor sign and date it to show their approval. Then, scan the completed document and attach it to the assignment as a PDF.

Discussions: All information necessary to participate in Discussions is available to you in the Discussions tool on CANVAS. Discussions will be video or audio submissions. The due dates for each discussion are included in the Assignments, Modules, and Discussions tools on CANVAS. You will be required post before you can respond to others. You must reply to two threads to receive credit.

Program Description & Rationale: The purpose of this assignment is to allow you to demonstrate your ability to modify programs for different target markets. This is like what you might do in an entry level job. Keep in mind the following:

- A program is more than an activity – it should be something that meets for a specific number of days or weeks or it can be a special event that incorporates several different activities.
- A target market is a specific group of potential participants who can be described using demographic information (i.e. age, gender, ability level or socio-economic status). You should use resources from 1310, 2335, and possibly 1370.

There are two different methods you can use to complete this assignment. Chose the method that is appropriate for the agency at which you are working. In the text box in the Assignment, please list whether you are using Method 1 or Method 2 so there is no confusion when grading. Be aware that one (1) of the programs you suggest in this assignment will be used to complete both your Marketing Assignment and your Risk Management Forum.
Method 1 - if you are at an agency that publishes a brochure or other marketing material for recreation programs (i.e. city PARDs and YMCAs).

Select an existing program offered by your agency that you believe can be modified for a different target market. You will not necessarily conduct this program, but this will be a portfolio item regardless. Your job is to modify the program description so that it can meet the needs of three different target audiences than originally intended. Your assignment should include:

a. The original program description and at least one type of supporting evidence, such as a brochure, flyer, or program guide.

b. Three modified program descriptions – each one for new target audience – so one it is not currently being offered to. Bold or underline the changes required to address each of the new target audiences. This should be your own wording and ideas. Remember to be clear, concise, and complete in your description.

c. An explanation, in your own words, of why you believe the program can be changed and is appropriate for each of the new target audiences.

All parts of the assignment must be submitted in one document, which means you will need to scan your supporting evidence and insert it into your final document.

Method 2 - If you are at an agency or facility which mainly deals with residents and the only marketing is in-house (i.e. senior care facilities, camps, hospitals).

Search on-line or visit other agencies that offer programs to a different target market than the one with whom you are currently working. You need to identify three (3) new program ideas that you think might work in your current agency.

a. For each new idea you are to provide the original descriptive information published by the agency.

b. Next, discuss/describe what will need to be changed (tweaked) so that this new idea will work for your target market.

c. Finally, discuss why you think this would work in your agency.

All parts of the assignment must be submitted in one document, which means you will need to scan your supporting evidence and insert it into your final document.

Midterm Performance Appraisal: To be completed by your agency supervisor. The form will not be accepted if the agency supervisor has not signed it. The form can be found in the CANVAS ‘Forms’ folder, file name Midterm Performance Appraisal.

Midterm Hours Log: Must be signed by your agency supervisor and totaled correctly. You should be nearing completion of 100 hours by this time in order to be on pace for completing the required 200 hours. The form can be found in the CANVAS ‘Forms’ folder, file name Hours Log. If your agency has a system for you submitting hours, you may use their form if it is dated and signed by your agency supervisor.

*NOTE – Many of you are at residential camps, regardless of how many hours you physically work, you may only count 45 hours per week towards your fieldwork*. 
Marketing Materials: Based on what you submitted in the Program Description and Rationale assignment, choose one of your modified programs and create 3 marketing resources for that program. Use 2335 as a reference for how to complete all the items. These should be of your own creation and must include:

a. **Flyer.** In addition to resources from 2335, you should refer to any flyers that your agency has available to you for guidance and design inspiration. Be sure to include all necessary program information such as time, date, price, location, etc. I have posted an example of a flyer that would earn full points in the CANVAS Files under ‘Example Documents’ folder, file name *Flyer Example.* NOTE FLYERS MADE ON WORD WILL NOT BE ACCEPTED.

b. **Sponsorship letter.** Be sure to use a professional letter format – see the Sponsorship Letter Example in the CANVAS Files ‘Example Documents’ folder.

c. **Press release.** I have posted an example of a press release that would earn full points in the CANVAS Files ‘Example Documents’ folder, file name Press Release Example. You may submit each item as a separate document.

**Resignation/Appreciation Letter:** As you are nearing the end of your fieldwork experience. It is appropriate and professional to submit a resignation/appreciation letter. You are required to write an actual letter or note to your supervisor rather than an email or post-it note. Be sure to include the last date that you expect to be working as well as thank your supervisor for allowing you to complete your fieldwork at their agency.

A template to guide your formatting is available in CANVAS Resources ‘Example Documents’ folder under the file name Resignation/Appreciation Letter Example. You should use your own style and personality to write the letter, but it MUST be a professional thank you letter – NOT an email or post it note. Keep in mind that this person may be asked to provide a job reference for you someday or may even consider hiring you. You WANT to leave them with a good impression of your professionalism. Please scan your letter with your signature and upload it to the Assignments tab.

**Final Report:** This report should be a reflection on your fieldwork experience, particularly as it relates to the Goals and Objectives you completed at the beginning of the semester. Use the following to guide your reflection:

1. Give a description of your agency, including the type of agency as well as mission and/or vision statements, etc.
2. Explain what your job responsibilities were and how your job fit into the agency as a whole
3. Write out your original Goals and Objectives, and then:
   a. After each Objective write “I did meet this objective” OR “I did not meet this objective” and explain
   b. Based on your reflection on each objective, write “I did meet this goal” OR “I did not meet this goal” for each goal and explain
   c. Discuss whether the goals provided effectively guided your learning within your fieldwork
   d. Discuss whether the personal goal you developed effectively guided your learning with your fieldwork
4. Give suggestions as to how the agency or university could make this experience better

Remember that these are just guidelines – this final report can be one of the most valuable pieces of this fieldwork experience if you are willing to think critically and reflect deeply. You should at the very least address each of these guidelines, but the assignment will be based on the quality of your reflection as a whole and not on whether you have simply completed it.
**Special Note on FINAL ASSIGNMENTS listed below: If ALL assignments are not submitted by 8:00 a.m. on Friday, Dec. 4, you will receive an Incomplete for the semester. If you have not received an approval for late submission, your grade will be affected.**

**Agency Evaluation:** Evaluate your site, supervisor, and overall experience. Please complete the form in its entirety – you should include comments for each section. The form is in CANVAS Resources ‘Forms’ folder under the file name *Agency Evaluation*.

**Final Performance Appraisal:** To be completed by your agency supervisor upon completion of 200 hours. The form will not be accepted if the agency supervisor has not signed it. The form located in CANVAS Files ‘Forms’ folder under the file name *Final Performance Appraisal*.

**Final Hours Log:** Must be signed by your agency supervisor and totaled correctly. You should have completed the required 200 hours by this time. The form is the same as the midterm hours log and located in CANVAS Files ‘Forms’ folder under the file name *Hours Log*.

**Failure to complete the required 200 hours will result in the following deduction from your TOTAL points for the semester:**
- 190 to 199 hours – 20 points;
- 180 to 189 hours – 30 points;
- 170 to 179 hours – 40 points;
- 169 or fewer hours – 50 points
### Tentative Class Calendar

*Note* Syllabus is subject to changes and updates will be posted on CANVAS.

**REC 2336 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 class.*

<table>
<thead>
<tr>
<th>Module 1: Introductions</th>
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<tbody>
<tr>
<td><strong>DATE DUE @ 5 PM</strong></td>
<td><strong>LOCATION</strong></td>
</tr>
<tr>
<td>Mon. August 24</td>
<td>CANVAS Discussions</td>
</tr>
<tr>
<td>Mon. August 31</td>
<td>CANVAS Discussions</td>
</tr>
<tr>
<td>Mon. August 31</td>
<td>CANVAS Assignments</td>
</tr>
<tr>
<td>Mon. September 14</td>
<td>CANVAS Assignments</td>
</tr>
</tbody>
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**Module 2: Program Design**

|  |
|-------------------------|--|
| Mon. October 5 | CANVAS Assignments | ☐ Program Description & Rationale |
| Mon. October 12 | CANVAS Discussions | ☐ Challenges Video Discussions Post |
| Mon. October 19 | CANVAS Discussions | ☐ Challenges Discussions Responses |
| at completion of 100 Hours | CANVAS Assignments | ☐ Midterm Performance Appraisal ☐ Signed by supervisor |
| at completion of 100 Hours | CANVAS Assignments | ☐ Midterm Hours Log ☐ Signed by supervisor |

**SEMESTER MIDPOINT Monday 10/12/2020**

<table>
<thead>
<tr>
<th>Module 3: Program Materials</th>
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</thead>
<tbody>
<tr>
<td>Mon. October 26</td>
<td>CANVAS Discussions</td>
</tr>
<tr>
<td>Mon. November 2</td>
<td>CANVAS Discussions</td>
</tr>
<tr>
<td>Mon. November 9</td>
<td>CANVAS Assignments</td>
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</tbody>
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<table>
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<tr>
<th>Module 4: Reflection</th>
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<tbody>
<tr>
<td>Mon. November 16</td>
<td>CANVAS Assignments</td>
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<tr>
<td>Mon. November 16</td>
<td>CANVAS Discussions</td>
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<tr>
<td>Mon. November 23</td>
<td>CANVAS Discussions</td>
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<tr>
<td>Mon. November 30</td>
<td>CANVAS Assignments</td>
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<td>Mon. November 30</td>
<td>CANVAS Assignments</td>
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<td>at completion of 200 hours</td>
<td>CANVAS Assignments</td>
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<tr>
<td>at completion of 200 hours</td>
<td>CANVAS Assignments</td>
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**ASSIGNMENTS/PAPERWORK WILL NOT BE ACCEPTED AFTER Friday 12/4/2020**
Technical Requirements: Use the “Help” Tab in Canvas on the left-hand side to contact support.

Academic Integrity: We expect students to do their own work on all graded material submitted for all departmental course requirements. 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) at www.txstate.edu/honorcodecouncil

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 exonerations to expulsion.

Insurance: You are covered by the University through an outside agency for liability insurance.

Disability Services: If you need accommodations, let me know as soon as possible. You have a right to have your needs met for the successful completion of this course. Notify the office of Disability Services no later than the end of the first week of class. The office of Disability Services will verify assistance required for the student and determine accommodations as needed. In addition to the above, please make an appointment with me to discuss your needs and accommodations.

https://www.ods.txstate.edu

Office of Disability Services.
LBJ Student Center 5-5.1
601 University Drive San Marcos, TX 78666.
Phone: 512.245.3451. Fax: 512.245.3452
ods@txstate.edu
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 www.finaid.txstate.edu by selecting Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.

Students Needing Assistance: Any students having difficulty in class or understanding assignments are encouraged to contact your professor/instructor sooner rather than later. Faculty are here to help students succeed and the longer one waits the fewer options there are to assist.

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students Office for immediate needs through their Student Emergency Services program: http://www.dos.txstate.edu/services/emergency.html If you have food insecurity the Hays County Food Bank is available to help: http://www.haysfoodbank.org/home.aspx you lack a safe or stable place to live the Student Recreation Center is a good resource for you. Students have access to showers (with soap) and can hang out anytime it is open. During the long semesters hours http://www.campusrecreation.txstate.edu/hours/SRC.html