

CLASSROOM	Joyce Building, Room 126 University of the Incarnate Word, Main Campus
CLASS TIME	MW 7:30—8:45am
PROFESSOR	Cathryn M. Studak, Ph.D. Director, Fashion Program
OFFICE HOURS	MW 10:30am—12noon; W 1—3pm Available on TR by appointment
OFFICE LOCATION	Joyce Building, Room 211, in the Fashion/Interior Design Office Suite
OFFICE PHONE	210.832.2115
EMAIL	studak@uiwtx.edu <i>Preferred correspondence method outside of class to set appointments; explanations for class absence, etc. It is faster to respond via email than by phone.</i>

Course Description

Introduction to the sales techniques used to monitor sales goals and production for both manufacturing and retail operations. Managerial perspectives are introduced through use of labor laws, employee productivity, mission statements, philanthropy, and vendor/retailer relations. Prerequisites: FMGT 1305; ACCT 2312. Fee.

Context

This course is reflective of fashion merchandising entry level responsibilities for either manufacturing or retail operations. This course is the first of two courses specific to the fashion merchandising concentration.

Course Overview

- Purpose The purpose of this course is to introduce methods used to monitor sales of a company, how employee productivity is measured; and how labor laws are used to regulate managerial practices.
- Student Level Undergraduate
- Degree Plan Required course for all Fashion Merchandising majors earning a BA in Fashion Management. The Fashion Operations Management courses (FMGT 3355 & 3383) are the updated versions of the original *Buying* Courses. If a student is completing the older degree plan for fashion merchandising, both fashion operations management courses will be substituted for the courses titled *Buying 1* and *Buying 2*.
- May repeat for credit? No
- Pre-requisites FMGT 1305 & ACCT 2312
- Technology Microsoft Office Suite. It is recommended for students to bring a tablet or laptop to class.
- Course Supplies Calculator will be provided to the student. Supplies such as paper; pens, pencils and erasers will be purchased by students.

REQUIRED TEXTBOOKS

The listed textbooks will be used for both FMGT 3355 and FMGT 3383.

Students may use electronic copies or rent, if available. However, it is most important to use the editions specified.

- Textbook #1
 - Title Merchandising Mathematics for Retailing, 5th Ed.
 - Authors Easterling, C.; Wuest, B.; Flottman, E.; Jernigan, M.
 - Publish Year 2012
 - Publisher Pearson
- Textbook #2
 - Title Human Resource Management, 14th Ed.
 - Authors Mondy, W.; Martocchio, J.
 - Publish Year 2016
 - Publisher Pearson

COURSE OUTCOMES

Upon completion of FMGT 3355 students will be able to	Assessment
Analyze product sales performance through the use of sales goals on a daily, weekly, monthly and seasonal timeframe	Course exams and homework Content Delivery: Math Textbook: Chap 1—3
Analyze employee productivity	Course exams and homework Content Delivery: Math Textbook: Chap 3 HR Textbook: Chap 7, 9, 12
Understand the importance of vendor/retailer relations in regard to sale of product	Course exams and homework Content Delivery: Math Textbook: Chap 2, 3 HR Textbook: Chap 2, 3
Evaluating corporate statements and policies in regard to philanthropy and diversity management	Course exams and homework Content Delivery: Math Textbook, Chap 1 HR Textbook, Chap 1, 2, 3, 7

COURSE CALENDAR

The course calendar will be found in a separate document/file which is accessible on Blackboard.

Please note: the course calendar will be subject to change due to unforeseen events or to better support the needs of the students.

BLACKBOARD

Blackboard will be used for course announcements, course information, external links, grade check, or fashion departmental communications. It is the student’s responsibility to monitor their individual grades and course progress. All graded work will be reviewed during scheduled class times. If a student needs to further discuss grade performance, please contact the instructor as soon as possible via email or phone message to set-up an appointment.

FACULTY OFFICE HOURS

The purpose of faculty office hours is to allow students to meet with a course instructor without an appointment. Any student may use this time to discuss class performance, assignments, or class presentations. Students may also use this time to discuss other topics such as academic performance in classes outside of the Fashion program or career preparation. Students may also set an appointment to meet with an instructor for a timeframe outside of the scheduled office hours.

UIW ACADEMIC INTEGRITY POLICY

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The university expects its students to pursue and maintain truth, honesty and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

Forms of Academic Dishonesty include, but are not limited to:

1. Cheating Fraudulent or deceitful work on tests, examinations, or other class or laboratory work.
2. Plagiarism Appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
3. Counterfeit Work Including turning in, as one's own work, that which was created, researched or produced by someone else.
4. Falsification of Academic Records Knowingly and improperly changing grades on transcripts, grade sheets, electronic datasheets, class reports, projects or other academically related documents.
5. Unauthorized Reuse of Work The turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.
6. Theft Unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
7. Collusion - Involvement in Collusion Unauthorized collaboration with another to violate a provision of the Code of Academic Integrity.
8. Facilitating Academic Dishonesty Intentionally or knowingly helping or attempting to help another to violate a provision of the Academic Integrity Policy of the University.

Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and may take the matter to the Dean of their college/school. Any member of the student body or staff of the University of the Incarnate Word who is concerned that a student has engaged in some form of Academic dishonesty should report the incident to the Dean of the college/school which oversees the course in question. The Dean will then convene the college/school's Academic Honor Board and initiate the process of investigation outlined in II.B.

COURSE INSTRUCTOR GRADING & ATTENDANCE POLICIES

- Students will be required to sign off on a statement concerning both the grading and the attendance policies.
- This statement is an acknowledgement the student understands the attendance policy to be implemented for FMGT 3355.
- The sign-off will be kept on file in the course instructor's office.

FINAL GRADE DISTRIBUTION

	POINTS	%
Graded Homework Assignments		
Homework #1	100	11.1
Homework #2	100	11.1
<i>Subtotal</i>	200	22.2
Unit Exams		
Exam #1	125	13.9
Exam #2	125	13.9
Exam #3	125	13.9
<i>Subtotal</i>	375	41.7
Comprehensive Exam		
Homework #3	200	22.2
Terminology Exam	125	13.9
<i>Subtotal</i>	325	36.1
Total Points Earned	900	

To Earn Final Course Grade	Percent Range	Point Range	
A	92.5—100%	833—900	If earn the final course grade of A through C, Allowed to take FMGT 3383: Fashion Operations Mgt. 1, Spring 2016
A-	89.5—92.4%	806—832	
B+	86.5—89.4%	779—805	
B	82.5—86.4%	743—778	
B-	79.5—81.4%	716—742	
C+	76.5—79.4%	689—715	
C	69.5—76.4%	626—688	
D+	66.5—69.4%	599—625	If a grade of D+, D, D-, or F is made as the final course grade, the course must be repeated. Will not be able to enroll in FMGT 3383: Fashion Ops. Mgt. 2, Spring 2016
D	62.5—66.4%	563—598	
D-	59.5—62.4%	536—562	
F	0—59.4%	0—535	

COURSE EVALUATION METHODS

GRADE DISCUSSIONS

- All graded work will be reviewed in class. Any concerns over grade points earned must be discussed within one week of a grade’s posting. Otherwise, the grade will “stand” and no further discussion will be allowed.

1. Exams are scheduled as “in-class exams.” Three (3) unit exams are scheduled during the semester. The comprehensive final is scheduled during finals exam week on **DEC 05 4:15—6:15PM.**

- Unit exams can be rescheduled only due to absences. No other reasons for rescheduling will be accepted.
- **Comprehensive Final:** Given on date as scheduled by university—rescheduling only in accordance to university policy.

2. Graded Assignments Exams

- Graded homework turned in at the beginning of class, no later than 7:40am.
- Will accept assignments earlier than scheduled date and time. Graded homework will not be accepted after the time deadline for all scheduled dates; unless the absence is evaluated as a “formal” absence with documentation—see section titled “Attendance.”
- Turn in a *photo copy of homework—original paperwork will not be graded—not-negotiable*. Keep the original to make corrections as the problems are reviewed in class.
 - Reason for photo copy: *if the assignment is done in pencil the copy machine does not pick up erasure marks, etc. It is simply a cleaner copy to read.*
- For all graded assignments, directions will be given to include how much work; formulas must be written with the correct answer. In other words, answers sheets are not allowed unless developed by the course instructor.
- Graded assignments and exams are based on correct answers. For complicated problems that require multiple steps before solve for the final answer, partial credit will be awarded.
- All work must be legible for the course instructor. You may be able to read your own writing, but often times the course instructor cannot. If the instructor must guess at the number written, the answer will be marked as wrong.
- Be sure to proof-read your copied homework before it is turned in. Make sure all of the work is *readable*.
- THE EXCUSE, “THE COPIER IS BROKEN” WILL NOT BE ACCEPTED. COPIES OF ALL ASSIGNED WORK MUST BE READABLE. WILL NOT ALLOW HANDWRITTEN CORRECTIONS. FIND A COPIER THAT WORKS. OR, CREATE YOUR OWN PDF FILES AND MAKE A COPY FOR INSTRUCTOR.

3. Non-graded Assignments

- These assignments will be designated as *not-graded* in the course calendar.
 - For many of the non-graded homework assignments, the answers are given in a section placed at the back of the math textbook.
 - The purpose of the exercise homework assignments is for students to practice the concepts and formulas presented in class without the worry.
 - All exercise problems will be presented in class, dependent on class need, to review how each problem was solved.

FASHION MANAGEMENT PROGRAM CODE OF CONDUCT

The Code of Conduct was established to ensure a positive learning environment for all fashion courses. The learning environment is enhanced when both students and faculty practice the following:

- Turn off cell phones and pagers before entering class.
- Arrive on time for all classes to prevent unnecessary disruptions.
- If must arrive/leave early, given excused absence parameters, sit close to a classroom exit to reduce disruption.
- Remove personal trash and wipe desk areas clean once class has ended.
- If bring in food or beverages into the classroom (there are some classes where food/drinks will be forbidden) be sure to be as disruptive as possible.

Computer Lab Policies

1. No food or beverages are allowed in the computer labs.
2. Cell phones & pagers must be turned off and stored away.
3. Do not touch computer monitor screens.
4. Log on/off following protocol established by course instructor or software needs.

ATTENDANCE POLICIES

Poor attendance will impact the overall course grade earned. Poor attendance will also negatively impact classroom performance through lowered scores on graded homework assignments and exam performance.

FASHION DEPARTMENT ATTENDANCE POLICIES

1. Attendance and in-class participation is mandatory.
2. Documentation for class attendance
 - Students must sign the roll sheet at the beginning of each class period. Time restrictions are enforced for tardiness.
 - Failure to sign the attendance sheet will result in an unexcused absence.
 - Points will not be awarded for attendance. However, points will be lost for unexcused absences.
3. For the entire semester, students are allowed two unexcused absences without negative impact on the final course grade.
 - For each additional unexcused absence, 5% of total points earned will be deducted before the final course grade is determined.
 - Example: A student had a total of 5 unexcused absences--3 more than allowed per departmental policy. Total points earned (including final exam points) = 1,000.
Calculation of lost points for 3 unexcused absences: $3 \times 5\% = 15\%$.
 $1,000 \times 15\% = 150$ points.
 $1,000 - 150 = 850$ points. *The final course grade will be based on 850 points.*

EXCUSED ABSENCES

4. An excused absence is defined by at least one of the following reasons:
 - Personal Illness—must be verified by a doctor’s note.
 - Family emergency such caregiver responsibilities, hospital emergencies, death in family, etc. Formal documentation will be required upon return to class relative to the emergency.
 - Religious observance
 - University sponsored events
 1. The student is participating in a field trip as part of course requirements for any UIW course
 2. The student is representing UIW through sanctioned sports events, contests, or other Excused absence documentation
 - Notify course instructor as soon as possible via email or phone call. Maintain contact with course instructor if the excused absence becomes greater than one week.
 - Turn in appropriate documentation within 2 class sessions upon return if the course meets twice per week. (This is the equivalent of 1 week).
 - Turn in appropriate documentation within 1 class session upon return if the course meets once per week. (This is the equivalent of 1 week).
 - Students are allowed to complete and turn in assignments or exams due to an excused absence. Scheduling of due dates for missed work will be based on circumstances.

UNEXCUSED ABSENCES

5. Reasons that will not be accepted for make-up exams, project due dates, or missing class
 - Overslept
 - Couldn’t get a ride to class.
 - Couldn’t find a parking space.
 - Train crossing.
 - Couldn’t get a babysitter.
 - Conflict with another course’s exam or project due date.
 - Work schedule: will not accept the “boss” called you in to cover for someone else during scheduled class hours; or that you were scheduled to work.
 - Break-up with “significant other.”
 - Labor Day, Halloween, or Thanksgiving Holiday travel plans.

6. Definition of Tardy

- A tardy is defined as a student who misses 15 minutes of class, whether at the beginning, the middle, or at the end of scheduled class time. A tardy may be excused by the course instructor if the reason is the same as an excused absence.

7. Impact of Tardy Performance

- Three (3) unexcused tardies = One (1) unexcused absence.

DISABILITY ACCOMODATIONS

Disability Accommodations

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

Pregnancy Accommodations

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services

4301 Broadway CPO 286, Administration Building – Suite 105

San Antonio, TX 78209. (210) 829-3997 (210) 829-6078

www.uiw.edu/sds

Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit www.uiw.edu/titleix.

UIW SMOKING POLICY

<u>Effective Date</u>	JAN 2013
<u>General Policy</u>	Smoking is not permitted within buildings and outdoor sports facilities on the University campus. Smoking is prohibited within 20 feet of buildings. The Executive Council may designate areas for either smoking or non-smoking that are exceptions to the General Policy.
<u>University Owned or Leased Vehicles</u>	Smoking is not permitted in University owned or leased vehicles.
<u>High Schools and Other Sites</u>	Smoking is prohibited on the campuses of the Incarnate Word High School and St. Anthony Catholic High School.
<u>Applicability</u>	The policy applies to all persons on the University campuses, including students, employees, visitors and contractors.
<u>Designated Smoking or Non-smoking Areas</u>	Smoking or non-smoking areas may be designated that are excluded from the General Policy. A request for a designated smoking/non-smoking area may be submitted to the Director of Facilities and will be subject to approval by the Executive Council. Considerations for a designated smoking/non-smoking area will be distance from entrances, air intakes, air conditioning units, operable windows and concentrations of people. Designated smoking/non-smoking areas will be marked by signage placed by the Department of Facilities Management.
<u>Enforcement</u>	Persons in violation of the Smoking Policy should be asked to refrain from smoking. Persons in violation may be reported to Campus Police. Employee violators may be subject to the disciplinary process; student violators to the student disciplinary process; and visitors in violation may be required to leave the campus as instructed by Campus Police.
<u>Designated Non-Smoking Areas</u>	<ul style="list-style-type: none"> • At all shuttle stops • In the Administration Building courtyard, located behind the Administration Building • Fine Arts Building courtyard, located between the Fine Arts Building and the Halligan-Ibbs Building • The deck near the basement entrance of the Mabee Library, located near the Media Center • Friendship Plaza located between Agnese-Sosa Living Learning Center and Clement Hall. • Smoking is prohibited at the Saidoff Center. • Sidewalk between Marian Hall and the Gorman and Clement Hall Buildings
<u>Designated Smoking Areas</u>	<ul style="list-style-type: none"> • The deck at the north side of the International Conference Center • Smoking at the Northwest Center campus is only permitted in the designated smoking area • Smoking at the Rolling Oaks Mall site is determined by Mall Police, which is outside of the building • Smoking at the SAC Dual Enrollment Center is permitted in the breezeway.

UIW BUILDING ACCESS POLICY

Purpose

The University of the Incarnate Word and its Police Department strive to achieve a balance between a welcoming environment and that of, a safe, secure environment. This document will detail policies and procedures that will help protect the University, our community and our facilities by controlling the access to the buildings.

Building Access

- Effective January 7, 2013, all campus facilities will be closed and secured after hours, during holidays and weekends. All Students and Guests must be out of the classroom buildings by 10:30 PM. Faculty and Administrators may have 24 hour access to the building which houses their office using their UIW ID and accessing the building through the designated door.

Exceptions

- KUIW may broadcast until 12:00 AM. The KUIW DJ and one guest may be in the area until 12:30 AM. All other individuals must vacate the building by 10:30 PM.
- UIW Library will maintain its normal operations. All non-Library personnel must vacate the facility by the posted closing time for that day.
- UIW Student Center will maintain its normal operations. All non-Student Center personnel must vacate the facility by the posted closing time for that day.
- Special Exceptions will be considered by the Offices of the UIW Provost and the Chief of Police (such as the week prior to and the week of finals; week(s) prior to the Cutting Edge Fashion Show)
- UIW Students may access teaching labs if they have been approved and issued a completed and sealed Building Entry Form (BEF). BEFs will only be issued for the week prior and the week of finals. BEFs may also be issued for special exceptions as listed above.

Procedures for Special Access

- Building Passes will be issued to approve students who need to access facilities after hours and/or during weekends and holidays. Access to a particular area must first be approved by the Dean who oversees the lab or room. Once approval has been granted, the faculty member must do the following:
- Obtain a current Building Entry Form from the Office of the Chief of Police
 - The form must be completed and signed by the faculty member
 - The form is sent to Office of the Chief of Police for final signature and seal
 - The form is then either, returned to the faculty member to present to the student, or it is presented directly to the student (specific arrangements must be made between the faculty member and the Office of the Chief of Police.

Building Pass Expiration

All passes will expire on the date indicated on the pass or on the date of graduate for that current semester.

Guest Policy

The decision to allow a guest into a facility and lab area with a student, who has an approved BEF, must be made by the Dean and faculty when discussing the access. This information must then be emailed to Campus Police Department (police@uiwtx.edu). Members of the Campus Police staff will grant access and periodically patrol the authorized areas. Anyone without a BEF will be asked to leave the facility, unless they are a guest of a student and are in an area preapproved.

Class Absences for Religious Observances Policy, Main Campus and Extended Academic Programs

Policy

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances even though they may conflict with university class meetings, assignments, or examinations. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances.

Policy Requirements**1. Notification of Faculty**

Students must inform instructors in writing at least two weeks before the religious holy days or religious activities, but preferably at the beginning of the semester, to enable planning and coordination of class assignments and examinations. In some professional schools the Dean's approval will also be required.

2. Making up missed work

- a. With instructor permission, make-up exams and assignments will be scheduled to be completed before the religious observance if possible or within a reasonable and specified time after the observance;
- b. Make-up work must be equivalent to and no more difficult than the original assignments;
- c. It is not appropriate to excuse a student from make-up work and consequently reduce the student's grade;
- d. Students are not required to prove attendance at religious observances in order to complete make-up work and complete a courses;
- e. Because of time limitations at the end of the semester, this policy does not apply to the final exam period; student do have the option of requesting an incomplete grade (IP) for the course if the religious observance occurs at the end of the semester.

3. Disputes and Appeals

Should disagreements arise over any aspect of this policy, the student or instructor should contact Office of the Dean of the College or School that has oversight over the respective course. The procedures for the *Student Complaint Policy* are found in the *UIW Student Handbook & Student Code of Conduct*.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the UIW Student Handbook & Student Code of Conduct to request accommodations from the instructor.

University of the Incarnate Word
REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES

TO BE COMPLETED BY STUDENTS

A hardcopy of this form must be submitted by the student to the instructor two weeks before the religious observance. A separate form must be submitted for each day and for each course. The instructor will fill in the bottom section of the form, then return the original form to the student and retain a photocopy.

Department: _____ Course number and name: _____

Instructor name: _____ Date submitted: _____

Student name: _____ Phone: _____

Student signature: _____ E-mail: _____

I request accommodation for the following religious observance:

Name of religious holiday: _____ Name of religion: _____

Day(s), date(s), and time(s) of religious holiday (e.g., "sundown Monday, September 29, through sundown Tuesday, September 30"):

The student's signature is attesting to the fact that this absence is due to a religious observance and that the information provided is true and accurate.

TO BE COMPLETED BY INSTRUCTOR

This request has been accepted by the instructor, and the following accommodations will be allowed:
Instructor signature: _____ Date submitted: _____

Approved: _____ Date: _____

UIW School Dean (or designee)

I have read and understand the policies for classroom conduct, attendance requirements, and grading requirement for FMGT 3355: Fashion Operations Management 1

Student signature

Print name