

instructor

Professor Mary Embry • memorial hall east 232
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 Office hours • M 1:00-2:00/ T 1:00-2:00 or by appointment
 Main office phone: 812-855-5223

class meeting

T/R 9:30-10-45 pm • cedar hall C116 (union street center)

overview

The course is a service-learning course modeled on the mission of the global organization, Students in Free Enterprise (SIFE). SIFE is an organization working in partnership with businesses and higher education to provide service-learning opportunities where students identify projects in the community to apply their curriculum based skills. Service-learning is a method that allows students to practice newly acquired skills and knowledge in real life situations, enhancing and gaining further understanding of this knowledge while fostering a sense of civic responsibility. SIFE’s mission is to compel students to collaborate with people in need by applying business and economic concepts and an entrepreneurial approach to improve their quality of life and standard of living.

The course curriculum themes include considering the intersections of thought on influencing **change**, understanding **leadership** from productive teamwork, and practicing **entrepreneurial** thinking as an innovative process, as applied to stated civic goals.

Through project participation, students will:

1. Practice and reflect on the effective use of leadership, teamwork, time-management, project management, and communication skills.
2. Practice and apply entrepreneurial approaches through exploration of creativity and innovation models.
3. Research and explain social awareness and civic responsibility by working with community related projects. Critique one’s own and one’s discipline’s values and biases as related to social and civic responsibilities.
4. Strengthen writing and oral presentation skills through critical examination of experiences and articulation of outcomes.

textbook

Readings assigned based on project work. These readings could very well be available through IU libraries. Readings assigned by the Professor will be posted on *Oncourse*.

grade breakdown	500 points total	
project assignments	28%	140 points
attendance	24%	120 points
experience log	20%	100 points
discussion	10%	45 points
reflections	8%	40 points
final presentation	7%	35 points
creativity exercises	4%	20 points

area grading scale

A+	100+	C+	77-79.9
A	95-100	C	73-76.9
A-	90-94.9	C-	70-72.9
B+	87-89.9	D+	67-69.9
B	83-86.9	D	63-66.9
B -	80-82.9	D-	60.0-62.9
		F	59.9 or below

*There will be NO rounding of percents or grades for final course grades.

point breakdown

attendance

Students are required to attend all classes. Students are allowed to miss one class with no penalty if the instructor is informed 12 hours before class meeting time. Unnotified or further unexcused absences deduct 5 points from your attendance points.

24 class meetings (24x5 points each)=120 points

discussion

Each class is discussion based. You will talk about readings, ideas, values, biases, what you know, what you don't know....this is all vital to be successful in the course. If you aren't keeping up, or willing to participate to the best of your ability, I will notice and begin to lessen your grade after a warning letting you know you aren't living up to your full discussion potential.

10% of grade

project assignments- 140 points total

projects assignments could vary as project progresses but checkpoints along the way include:

- reading proposal -10pts- where you propose the materials you need for the project and for the course;
- summary of your project research-25pts- describing your observations;
- interpretation-25pts- of your research;
- storytelling-15pts- or a final articulation of your research;
- project proposal-20pts- what you are going to do for your project; including goals and objectives;
- final schedule-15pts- to complete the project;
- resources report-30pts- consisting of a final report on your chosen readings.

reflections 1-4

Students will be presented with prompts and asked to write about course topics reflectively.

10 points each

in-class creativity exercises

More exploration of ways to push ideas in new directions with team-based work.

20 points

experience log

Students must keep weekly logs of their activities through descriptive writing and tracking hours. This is accomplished through the experience log. The final log is submitted finals week and is comprised of five elements:

Weekly logs-35pts

It is required that you write in your log weekly about your project experience. Descriptions and examples for log entries will be discussed in class. Seven entries required and turned in at end of course (see schedule for when to write)

Reflection on Proposal and Goals and Objectives sheet-20pts

Written and approved on October 20th, this defined your project and your service-learning coursework for the semester. Points are awarded based on how effective you were in setting, adjusting, measuring and reaching objectives. A final reflection paper will attempt to articulate your experience based learning for the semester. This 3-5 page paper should be put at the end of your experience log and looks at your project experience in light of course objectives.

Excel Hour tracking document-20pts

This keeps track of hours contributed toward your project. Enter a brief description of your project activity and time spent each week in minutes. Total minutes at the end. Convert total minutes into hours by dividing the total by 60.

A student typically completes 60 project hours by the end of the semester

20 points

Team Assessment-25pts

Each student must fill out an assessment of other team members within class that also contributed to their project.

final presentation

Students will present a short analysis of their project as a group that includes all measurable results. Additionally, each student will display a powerpoint slide of their beginning goals and discuss their accomplishments and failures in light of those goals.

35 points

Schedule		Due
Tuesday/Thursday		
wk 1	Aug. 30 intros and interests....what is the challenge? Sept. 1 intros....design thinking and projects	READ: DT, Article 1
wk 2	Sept 6 reflections and hours, defining the challenge Sept 8 defining research plan	READ: DT, Article 2 Reading Proposal READ: DT, 3 Gather and READ defined resources
wk 3	Sept. 13 Prepare for fieldwork-research techniques Sept. 15 Report on initial Readings	READ:chosen resources WRITE: Log 1 Reflection 1
wk 4	Sept. 20 <i>—no class--</i> <i>Professor Embry at Conference</i> Sept. 22 <i>—no class--</i>	SITE VISITS, Con't Research SITE VISITS, Con't Research WRITE: Log 2
wk 5	Sept. 27 <i>-- no class--</i> Sept. 29 <i>check in as needed</i>	SITE VISITS, Con't Research WRITE: Log 3 SITE VISITS, Reflection 2
wk 6	Oct 4— <i>no class-- Attend Retail Forum</i> Oct 6- Research con't	Research Summary
wk 7	Oct 11 Present Research (tell stories), Inspiration Oct 13 Ideation	storytelling, Interpretation Begin writing proposals WRITE: Log 4
wk 8	Oct 18- <i>Ideation, prototypes</i> Oct 20 <i>Ideation, prototypes</i>	Proposals READ: Inspiration Proposals due WRITE: Log 5
wk 9	Oct 25 <i>Ideation, get feedback</i> Oct 27 <i>Ideation, get feedback</i>	READ: <i>Servant Leadership</i> Reflection 3 WRITE: Log 6
wk 10	Nov 1 <i>Evolution, project plans/evaluation</i> Nov 3 <i>Evolution, project plans/evaluation</i>	SUBMIT: Final schedule
wk11	Nov 8 <i>Creativity and Innovation</i> Nov 10 <i>Creativity and Innovation</i>	Exercises 1 Exercises 2 WRITE: Log 7
wk12	Nov 15 <i>Civic Leadership</i> Nov 17 <i>Civic Leadership</i>	<i>Servant Leadership, revisit</i> Resources Report, Reflection 4
wk13	Nov 22 <i>—no class—</i> Nov 24 <i>—Thanksgiving Break--</i>	
wk14	Nov 29 <i>If I could change things....</i> Dec 1 <i>prepare final presentations</i> Course Evaluations	<i>Work on experience log</i>
wk15	Dec 6 & 8 <i>Project Final Presentations</i>	Submit experience log
wk 16	<i>Final Exams</i> write Thank Yous to partners	

Grading Guidelines

A - F grades will be assigned in accordance with university definitions; plus or minus indicate performance relative to the letter grade definition.

A	achievement outstanding relative to the level necessary to meet basic course requirements
B	achievement significantly above the level necessary to meet course requirements
C	achievement that meets the basic course requirements
D	achievement worthy of credit even though it does not fully meet the basic course requirements
F	course performance that fails to meet basic course requirements

100%–90%	= A+/-	Excellent, inspired, thorough, immaculate
89%–80%	= B +/-	Good, resourceful, complete, organized
79%–70%	= C +/-	Acceptable, basic, tidy
69%–60%	= D +/-	Below par, has some content but unclear, messy
59%–0%	= F	Unacceptable, incomplete

area policies

1. Late work is **NOT** accepted; extensions are not granted. Unless otherwise arranged, specific assignments are due at the beginning of class, as scheduled on the course outline. Unfinished work may be submitted for grading; however, credit will be granted for completed portion only.*
2. Exams and quizzes are to be taken at scheduled times. There will be no makeup exams or quizzes. Students may not share calculators for quizzes or exams. At the end of the time allotted for the exam, ALL test forms and scantron sheets will be collected regardless of the level of completion. Only answers on scantron sheets will be graded.*
3. If students have questions or wish to dispute their assignment/project/test grades they should do so within two weeks of grade posting. Grades will not be inflated by "rounding up" percentage/grade points. Asking a professor to "round up" your grade is unprofessional and unfair to the class as a whole. If you believe that your grade has been calculated incorrectly, it IS professional to ask about it as soon as possible.
4. Students are expected to attend all classes, arriving promptly and staying until class is dismissed.
5. Consistently late arrival, early departure, and frequent absences will adversely affect the "professionalism and participation" portion of your grade.
6. You are responsible for acquiring and mastering all information, handouts, materials, etc., you may have missed because of lateness or absence. These may be obtained from other classmates, not the professor; **YOU** are the only person responsible for obtaining or mastering this material.
7. Unless otherwise specified, class assignments and projects must be completed and submitted by individual students, without collaboration from others.
8. Unless otherwise specified, disks, emails or email attachments will **NOT** be graded. All written assignments must be turned in as hardcopies (paper).
9. Questions should be of a specific nature, not a general review.
10. A student must remain in the classroom during exams. If you must leave for any reason, you must first turn in your exam to be graded.
11. Cell phones, MP3 players, and other electronic devices are **NOT** permitted to be **ON** during classes, unless otherwise indicated by the instructor. (See Electronic Devices Policies)

***NOTE:** In the unlikely event that you have an **EXTRAORDINARY CIRCUMSTANCE** (accident with police report, funeral with program, jury duty, or hospital/emergency room stay with visit documents), you must provide the necessary documentation. If necessary, your explanation of the event, along with the documentation, will be reviewed by the Retail Studies/Fashion Design & Culture Group Ad Hoc Review Committee. The explanation and documentation must be submitted in a timely manner, within 2 class periods after your return (which may be several days or weeks after your initial miss). The following are **NOT CONSIDERED EXTRAORDINARY CIRCUMSTANCES:** visits to the Student Health Center, computer or printer failures, family vacations, flight schedule changes, interviews, and apparel mart assignments.

Professionalism and Participation

1. Attend class regularly, arrive on time, leave only when dismissed
2. Attend class with all materials required, be prepared to listen and work
3. Be well prepared for class, read all required materials, and complete all necessary preparation
4. Be attentive in class, take notes, contribute to discussion and ask intelligent questions
5. Demonstrate professional and respectful interpersonal relationships with peers and instructor: ATTITUDE COUNTS, AND whining is unacceptable
6. Take responsibility for your actions, and your results

Electronic Devices

Cell phones, pagers, laser pointers, MP3 players, laptop computers, and other electronic devices should be placed in "airplane mode" or turned off and put away during class or academic-related events, unless otherwise indicated by the instructor. It is the student's responsibility to maintain and upgrade course-related electronic devices, not the instructor, proctor, or Indiana University. The following are electronic devices and issues commonly addressed in the classroom and studio, however, this is not an inclusive sampling and instructors may expand and modify these extensions of the Electronic Devices policy according to individual courses and educational environments.

Cell Phones

Cell phones do not have a place in the classroom, studio, or academic-related events, unless otherwise indicated by the instructor. Placing or taking phone calls is not allowed during class and academic related events. Cell phones are not allowed during quizzes, tests, or exams.

Cameras and Images

Cell phone cameras, digital cameras, film cameras, and other image-capturing devices must be used with extreme caution due to copyright issues and academic dishonesty. The legal implications of securing and distributing images are far-reaching for student, instructor, and Indiana University; therefore, images (still or moving) may not be secured with any type of camera without prior written permission/consent. Written permission/consent must be secured from the instructor if within a classroom and studio context. Written permission/consent must also be secured from anyone to be photographed and/or whose creative work is to be photographed, inside and outside the classroom and studio context. Any and all types of distribution of images must have additional prior written permission/consent from anyone photographed and/or whose creative work is photographed, inside and outside the classroom and studio context. Failure to secure any and all of the above mentioned written permission/consents prior to capturing and/or distributing an image is a violation of the Electronic Devices policy and is dealt with accordingly, and may have also have legal consequences. Even with prior written permission/consent, the instructor, proctor, and Indiana University are not responsible for the results of securing and distributing images.

Laptop Computers

Students in Interior Design and Fashion Design are required to have a laptop computer by Fall 2008 (for specific details see: <http://www.indiana.edu/~amid/laptop.html>). The use of laptops within classroom and studio is at the discretion of the instructor(s). Each student is responsible for the maintenance and upgrade of his/her laptop, not the instructor, proctor, or Indiana University. Laptop misuse (cheating, checking email, etc.) is not tolerated and is dealt with according to the Electronic Devices policies.

Infractions and Consequences

The use of an electronic device not authorized by the instructor during an exam is considered cheating and will be dealt with accordingly (see Cheating policy in the Indiana University Academic Handbook, 1997 ed., p. 124). As stated in the Student Code of Ethics, "The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to...cheating...(and) violation of course rules." It is our policy that failure to adhere to the Electronic Devices policy results in a reduction of overall course grade. Repetitive violations of these policies may result in expulsion from class; confiscation of the electronic device; and/or a failing grade for the course.

FERPA

The University is subject to a federal law called the Family Educational Rights and Privacy Act (also called "FERPA" or the "Buckley Amendment"). FERPA sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies. The University policy (titled "Policy and Procedures on the Disclosure of Student Education Records") is available in the undergraduate catalog, or on line at: <http://dsa.indiana.edu/Code/>. It states that "records can be released--or access given--to third parties (i.e., anyone not a school official) only at the written request of the student."

Harassment

Indiana University does not tolerate sexual harassment of students or employees and responds to every complaint, providing proper remediation when harassment is determined. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: "... Individuals who believe that they have been sexually harassed should notify either their supervisor, an academic or student services dean or official, and/or the campus affirmative action officer." (Indiana University Academic Handbook, 2006 ed., p.166)

Disabilities

Students with special needs related to a disability that may affect performance in this course must notify the instructor after class, during office hours, or by individual appointment. This must be followed by the student's declaration in writing to the professor. Students must establish eligibility for disability support services through the Office of Disability Services for Students in 006 Franklin Hall, 855-7578 before meeting with the professor. Professors will consult with the Office of Disability Services for Students after receiving written declaration from the student. This written student declaration will be compared with the Office of Disability Services for Students documentation and followed by the Office of Disability Services approval. It is our expectation as a department that this process should be executed in the first several weeks of class. A failure to document eligibility in the first several weeks would hinder technical support from the department.

Religious Observance

Any student who is unable to attend classes or participate in any examination, study, or work requirement on a particular day (as listed by the Office for Academic Affairs and the Dean of Faculties in the semester planner) because of his or her religious beliefs is excused from any such activity. The student will be given the opportunity to make up the work that was missed, provided that the makeup work does not create an unreasonable burden upon Indiana University. (Indiana University Academic Handbook, 2006 ed., p. 165). The student should inform the instructor by the second week of class.

Incompletes

The grade of Incomplete used on the final grade reports indicates that the work is satisfactory as of the end of the semester but has not been completed. The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality. Instructors may award the grade of Incomplete upon a showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of his/her work (Indiana University Academic Handbook, 2006 ed., p. 171).

Academic Dishonesty and Cheating

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but, in addition to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists. The student also should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class (Indiana University Academic Handbook, 2006 ed., p. 175).

Plagiarism

Honesty requires that any ideas or material taken from another source for written, visual, or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, images, sentences or paragraphs to entire articles copied from books, periodicals, speeches, or the writings and creations of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another course is guilty of plagiarism (Indiana University Academic Handbook, 2006 ed., p. 175).

Departmental Addition: A proctor assisting or replacing the Professor during exams is acting on the Professor's behalf and is empowered to enforce all course policies.

University-Sanctioned Curricular and Extracurricular Activities

There are university-sanctioned curricular and extracurricular activities for which students are allowed reasonable opportunity to submit missed work or have equivalent arrangements made. "Responsibility will rest with the student to inform the instructor (in writing or email) in advance...at the beginning of the semester or at least two weeks in advance...the student will be responsible for any material missed and for providing all necessary documentation for the excuse...the instructor has the right to evaluate authenticity of the excuse" (IUB Missed Exam/Class Policy for University Approved Curricular and Extracurricular Activities from the Dean of Students Office).