

Department of Educational Psychology
University of North Texas

Classroom: BLB 255

Meeting Time: M & W 11AM-12:20PM

Phone: 940-565-3962

Pre-requisites, co-requisites, and/or other restrictions: Junior or senior standing.

Required Textbook:

Moore, T. J., & Asay, S. M. (2021). *Family Resource Management* (4th ed). Thousand Oaks, CA: Sage.

Additional required readings will be posted on Canvas

Course Description

Application of principles of family resource management; includes goal-setting, decision making, and time, energy, financial and consumer management (3 credit hours).

Course Objectives:

1. Discuss and apply family resource management theories and principles.
2. Practice goal setting and decision making in relation to family resource management.
3. Analyze and solve problems related to issues of family resource management.
4. Apply principles of family time, energy, and financial management.
5. Plan and analyze family consumer decisions.

Course Requirements/Methods of Assessments

Exam 1	20 points
Exam 2	20 points
Exam 3	20 points
Case Study Analysis	20 points
Book presentation (Oral + Written components)	20 points

100 Points

Grades

Here's how your grade will be calculated ... Your score out of 100 will be divided by 100, yielding a percentage. For example, if your points add up to 93, you would have earned a 93%.

A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: below 60%

Only percentage equal or greater than 0.5% will be rounded up (e.g. 79.5% will be rounded up; 79.4% will not)

- **Attendance**

Regular attendance is expected. **Since this is not an online class, attending class virtually (e.g. via Zoom) WILL NOT be an option** unless an accommodation has been arranged through Dean of Students Office. We cover a lot of material in class, and it will be much easier for you to keep up if you attend class regularly. Research has shown that students who attend class regularly are more likely to be successful. You should attend every class unless you have a university **excused absence** as stated in the [Student Attendance and Authorized Absences Policy \(PDF\)](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf) (https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)

An absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose;
2. active military service, including travel for that purpose;
3. participation in an official university function;
4. illness or other extenuating circumstances;
5. pregnancy and parenting under Title IX; and
6. when the University is officially closed.

Accordingly, **24 hours written notice (email) AND supporting documents** are required for any excused absence (e.g., doctor's note).

I understand occasional tardiness and absences may occur. If you are late to class, please drop me an email to let me know the circumstances. If you must miss a class, please let me know **prior to your absence** (AND provide a supporting document for the absence to be considered excused). If you have a problem that will affect your attendance, please come to me immediately to discuss it.

- **Exams**

There are 3 **exams** in this class. Exams consist of true/false, multiple-choice, and short answer questions. They are expected to be taken on assigned dates on **September 24** (tentative), **October 27** (tentative), and **December 3**. Exams cover material presented in lectures, textbook readings, supplemental readings, and media presentations. Each exam is worth 20% of the final grade. Missing exams without a valid reason will receive a grade of zero (0). Legitimate reasons for missing exams include **serious medical, judicial, or serious personal events** that prohibit you from taking the exam. If you miss any exam, you will be required to provide **written notice AND supporting documents** by the end of the

next business day (e.g. if you miss the exam on **September 24**, the written notice AND supporting documents should be provided by **September 25**).

- **Case Study Analysis:** Students will be required to select a family in their network and interview them regarding resource challenges that they are facing in order to utilize a "hands on" approach to synthesizing the concepts learned throughout the course. In addition, students will identify a minimum of 4 sources of support that they believe will help the family to overcome the issues. More information and a grading rubric will be posted on Canvas. The case study analysis is due on **November 23**; it will be worth **20%** of your final grade
- **Individual book presentation:** Each student will be responsible for selecting a book related to helping individuals or families manage their resources (e.g., 'self-help' books related to managing finances, time, stress, etc.) and submitting the title, along with the preferred date to present, by September 18. **Failure to fulfill this requirement by September 18 will result in a zero point in your book presentation grade (i.e. 0 out of 20% of the final grade).**

After receiving approval of their book choice, students will **write a one-page report** describing the advice and framework provided in the book as well as a critical analysis of the **strengths** and **weaknesses** of it. Each student will be assigned to one of the dates listed on the course calendar and give a 10-minute presentation. A grading rubric will be posted on Canvas. The presentation (including one-page report) is worth **20%** of your final grade.

- The oral in-class presentation is worth 15% of the final grade. Failure to present on the assigned date will result in a zero point in your book presentation grade (i.e. 0 out of 20% of the final grade).
 - The written report is due on the same date of the presentation, and is worth 5% of the final grade.
 - The written report will only be graded and counted toward the final grade **IF** the presentation is delivered on the assigned date.
- **Extra Credits:** We will complete extra-credit activities in class throughout the semester, and the dates will NOT be disclosed in advance. Only those showing up in-person (i.e. not through zoom) AND participating in activities will receive extra credits. This means that even if you have an excused absence on the day of an activity, you won't be eligible for the extra credit. These are bonus credits, not mandatory components of the course. The in-class activities offer a chance to enhance your grade but will not negatively impact your grade should you miss the day of an activity.

COURSE POLICIES

- Late Work
 - All written assignments are due at 11:59 pm on the date assigned.
 - Late assignments: written assignment turned in 30 minutes after the due date will lose 10% of the available points; work turned in after 3 hours will lose 20% of the available points; work turned in after 6 hours will lose 40% of the available points; work turned in after 24 hours will lose 60% of the available points; work turned in after 48 hours will lose 80% of the available points. No late assignments will be accepted 3 days (72 hours) past the due date.
- Missing Exam
 - Missing exams without a valid reason will receive a grade of zero (0). Legitimate reasons for missing exams include only those listed on page 2 of the syllabus for excused absences. If you miss any exam, you will be required to provide written notice AND supporting documents by the end of the next business day (e.g. if you miss the exam on September 24, the written notice AND supporting documents should be provided by September 25).
- Missing Presentation
 - Failure to present on the assigned date without a valid reason will result in a zero point in your book presentation grade (i.e. 0 out of 20% of the final grade). Acceptable reasons for missing the presentation include significant medical, legal, or personal situations that prevent you from presenting the book of your choice. If you are unable to attend the presentation, you must submit a written explanation AND supporting documents by the end of the next business day (for example, if the presentation is missed on **October 1**, the written explanation and supporting documents should be submitted by **October 2**).
- **Regarding Bringing Children (or Other Non-Enrolled Individuals) to Class**
 - Only individuals who are officially registered for the course or have received explicit written approval from both the department chair and the dean to audit may attend class sessions. This policy helps maintain an effective learning environment and protects the safety and privacy of all students.
- Course website and Canvas
 - PowerPoint Slides are posted on Canvas website after each class. Grades for all assignments and exams are posted on Canvas. Students should also regularly check their University of North Texas email account for announcements and updates.
- Inclusive Learning Environment
 - Please remember that we are all working together toward a common goal - to successfully complete HDFS 4433 and to develop our understanding of the discipline of developmental science. To that end, we want our class to be inclusive, our ideas to be welcomed, and everyone to feel that important sense of belonging needed to succeed.
- Communications Policy
 - Check for email announcements often
 - Contact me (by email) for questions about the course that cannot be answered by reading the syllabus (i.e., requirements, assignments, exams, or grades). My goal is to respond to messages within 10 hours between 8 am and 6 pm, Monday through Friday. **Please note that emails received after 6 pm might not be addressed until the following day.** While I strive to meet this response time, unforeseen

circumstances can arise. If you do not receive a response back within the 24-hour time frame between Monday and Friday, please resend the message as it may have gotten lost in cyber space. I usually reply to emails within 24 hours during the weekend.

- Submission of Assignments
 - All assignments will be submitted via Canvas. Assignments should be submitted prior to the due date to avoid any technical issues that may arise. Employment, time management, and computer/ internet problems are examples of excuses that are **not** valid.
 - Assignments should be saved as .DOC or .DOCX files for access. Please do not submit assignments via email
- **Technology Use (in the classroom)**
 - Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom to record lectures or take notes via artificial intelligence software without the explicit permission of the instructor is strictly prohibited. If you are caught doing so, you will be asked to leave the classroom and will not be granted points for any assignments or exams that are associated with that day. Exceptions will be made for students that have a note from the Office of Disability Access and consult with the instructor ahead of time. If this policy is violated by more than one student, the use of computers and phones will be prohibited in the classroom altogether.
- A Grade of Incomplete
 - A status of incomplete is rarely granted. To receive an incomplete, a student must have an extenuating circumstance, be up-to-date on their coursework, and have a grade of "A" in the class at the time the request for an incomplete is made. To request an incomplete a student must reflectively determine if they meet the criteria previously stated. If the student determines they meet the criteria it is his or her responsibility to write the instructor with a detailed reason and need for an incomplete in the class. The instructor will determine if the student's need is extenuating, if the student is up-to-date in their coursework and if they have a current grade of "A" in the class. If these criteria have not been met, the instructor will decline the request.
- Please ask for assistance in a **timely manner** (i.e., not hours before an assignment is due, and definitely not after the assignment is past due).
I am here to help you....just reach out!

Still reading? Take a deep breath and visualize an A for the semester. Only a few more pages left...

TIPS FOR SUCCEEDING IN HDFS 4433

1. LOG IN to CANVAS regularly. <https://unt.instructure.com/> and CHECK your UNT email each day. View any/all Announcements each and every day.
2. READ the syllabus, the assignment guidelines, and the rubrics carefully. If you read and follow all instructions carefully, you will complete all the major requirements for the course. Everything you need to know about the class is provided in the syllabus.
3. MEET all deadlines. This class is more fast-paced than you think! Plan ahead to be sure that your assignments post in advance of the due date/time. I strongly urge you to get ahead on the assignment. Waiting until the night before an assignment is due to begin working on it is an invitation to trouble. **Computer/internet issues, work/family commitments, or travel plans will not be considered valid reasons for missing the deadlines.** Working ahead of schedule will prevent you from missing the deadlines. Deadlines are real; please ensure you complete the tasks on time. Know the due dates for assignments is the key ingredient for success in this course!
4. CONTACT the UNT help desk with any questions related to Canvas and/or technology.
<http://it.unt.edu/help-desk-resources-students>
<http://it.unt.edu/helpdesk>

LINKS FOR SUCCESS

CANVAS: <https://unt.instructure.com/>

UNT Student Help Desk: 940-565-2324; <https://it.unt.edu/helpdesk>

Library: <http://www.library.unt.edu/> If you are unfamiliar with the UNT library system, electronic databases, etc., consider attending a library tour and orientation. Please check the UNT library website for scheduled times: www.library.unt.edu.

Student Counseling Services: <https://learningcenter.unt.edu/> (General)

<http://studentaffairs.unt.edu/counseling-testing-services#programs> (Other programs and services)

Student Learning Center: <https://learningcenter.unt.edu/> (General)

<http://learningcenter.unt.edu/studentresources> (Student resources)

UNT Food Pantry: <https://deanofstudents.unt.edu/resources/food-pantry>

Dean of Students Office: <https://deanofstudents.unt.edu/resources> DOS lists a range of resources available to Students, Faculty, Staff, and Parents! 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 for support.

UNT Writing Center (Sage 150): 940-565-2563 <https://writingcenter.unt.edu/welcome-unt-writing-center>

Opportunities to Learn More About Children and Families

Home Instruction for Parents of Preschool Youngsters (HIPPY): <http://hippy.unt.edu>

Zero to Three: www.zerotothree.org

First3Years: www.first3yearstx.org

National Council on Family Relations: <https://www.ncfr.org/>

Key Dates for the Semester (Add/Drop/Withdraw) can be found here:

<http://catalog.unt.edu/content.php?catoid=23&navoid=2454>

ADDITIONAL UNIVERSITY POLICIES

American with Disabilities Act accommodation statement

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access/index.html>. You may also contact them by phone at 940.565.4323.

ACADEMIC DISHONESTY. Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ACCEPTABLE STUDENT BEHAVIOR. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct

EMERGENCY NOTIFICATION & PROCEDURES. UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

RETENTION OF STUDENT RECORDS. Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: essc.unt.edu/registrar/ferpa.html

STUDENT PERCEPTIONS OF TEACHING (SPOT). Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

SUCCEED AT UNT. The University of North Texas endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.

TENTATIVE COURSE SCHEDULE

Unit 1 (August 18- September 24)	Topic	Readings
	What is FRM	Chapter 1 & Chapter 3
	Understanding Families	Chapter 2
Book Title due 9/18		
Exam 1: September 24 (tentative)		
Unit 2 (September 29 – October 27)	Family Wants and Needs	Chapter 4
	Value, Attitude, and Behavior	Chapter 5
	Identification of Family Resources	Chapter 6
	Insurance	Chapter 12
	Theories of Management	supplemental readings
Exam 2: October 27 (tentative)		
Unit 3 (October 29 – December 3)	Economic Environment	Chapter 7
	The Impact of Society on Family Decisions	Chapter 8
	Planning & Decision Implementation	Chapter 9
	Family Communication	Chapter 10
	Group Dynamics, Leadership, and Parenting	Chapter 11
Book Presentation Dates between 10/1 and 11/19 excluding exam dates		
Case Study Analysis due 11/23		
Exam 3: December 3 (tentative)		
Labor Day- No class September 1		
Thanksgiving Break - No classes November 24- 30		