Freshman Seminar     SFA 101 - 013
Fall 2017
McGee Business Building, #167

Faculty Instructor: Carol Gilliland   Student Instructor: Marian Midgett
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Office Hrs: By appointment

COURSE DESCRIPTION:
This course provides study and practice in methods for success in college. Topics include critical
thinking skills, study skills, time and money management, goal setting, career planning, and a
review of university resources and regulations.

Program/Student Learning Outcomes:
Upon completion of SFA 101 the student will be informed of the following areas and how they
relate to their success
• Evaluate the significance of academic integrity.
• Construct a strategy for accessing and evaluating information through Steen Library.
• Select campus and community service opportunities in which he/she is interested.
• Apply college classroom learning strategies within this class and others.
• Investigate an overview of university resources.
• Develop personal survival skills.
• Examine SFA history, traditions, and pride.
• Argue the true value of a college education.
• Relate university rules and procedures to his/her personal behavior at SFA.
• Demonstrate working successfully with peers, faculty, and staff

CLASS READINGS AND MATERIALS: All students will receive a SFA 101 Freshman
Success Handbook at the beginning of the semester. Information in the study sheet
and handbook will be used for class discussions. Make sure you get them, read
them, and understand them. You will also need a class notebook of some type.

COURSE METHODS AND ACTIVITIES: You will participate in the class in the following ways:
★ Small group discussion
★ Whole class discussion
★ Guest speakers
★ Visits to campus locations
★ Videos
★ Games and exercises
★ Illustrated lecture
★ Individual meetings
GRADING POLICY: SFA 101 is a graded course. Passing this course will give you one semester credit that can be used toward the total number of credits you need to graduate. The grading system is as follows:

- 300 – 270 points = A
- 269 – 240 points = B
- 239 – 210 points = C
- 209 – 180 points = D
- 179 pts & below = F

Attendance = 100 points
- Instructor/Student Instructor Meetings: Two individual meetings with the instructor or the student instructor will be scheduled. The purpose of the meeting is to allow you to ask questions, get clarification about college life or just to chat about whatever is on your mind. They count for 5 points each for a total of 10 points.
- Class Attendance. Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Every absence that you incur will result in a deduction 3 points from your final grade. Total points available = 90 points.

Mid-Term Exam = 100 points
Only one exam will be given during the semester. It will include true/false, matching, multiple choice, fill-in-the-blank, and essay items. The exam will be based on material from assigned readings and class discussion. If you have done the readings and participated in classes, it should not be difficult. There is no final exam.

Assignments = 100 points
Several times during the semester you will be given an assignment to be completed using D2L or to be turned in at the beginning of class. NO LATE WORK WILL BE ACCEPTED. These assignments are intended to provide you with an opportunity to reflect on and benefit from what’s happening in college.

1) Show and Tell – 10 points
   See separate handout for instructions.
   This assignment is due Wednesday, August 30.

2) Letter to Yourself – 15 points
   1” margins. 12-point font. Two pages (minimum) double-spaced.
   Write a letter to yourself. In this letter, write about what you want your college experience to be like. Include your ideas, aspirations, and goals for the next few years. Talk about what you would like to accomplish regarding not only academics, but also with your social and leisure time. Write about your ideas for careers, relationships, organization involvement, sports, spiritual activities, etc.
   This assignment is due Wednesday, September 13.

3) Career Inventory – 15 points
   You will take a career inventory assessment during class. A career counselor will provide a general interpretation of the inventory.
SFA Traditions Presentation – 20 points
You will work with another student to research a tradition from SFA and then make a presentation to the class. You and your teammate can use whatever visual aids you prefer. **These presentations are scheduled for October 2 and 4.**

Involvement Center Advising Session – 15 points
Spend about 30 minutes with an Involvement Center Advisor to find a good fit for your involvement in at least one campus organization. Show the copy of your survey for a grade. **This assignment is due by October 30.**

Academic Advising Meeting – 25 points
Meet with your assigned advisor to plan for the Spring semester. Provide a copy of the advising form to document meeting. **This assignment is due by November 15.**

CLASS RULES: Following these few rules will help to maximize the SFA 101 experience for you and your classmates:
1. Attend every class.
2. Read the assigned material, and **turn in all required work on the day it is due.**
3. Participate in individual and group activities and discussions.
4. Treat everyone in the class with respect and courtesy.
5. All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.
6. Cell phones and other electronic devices should be turned off and put away during class time.
7. Ask questions!

MAIL: Please check your Jacks email account regularly. Your Jacks account is the official email account for SFASU.

D2L will be the official tool in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions.

COURSE COMPLAINTS: Any college course complaints or problems should first be discussed with the course instructor for the particular course. Difficulties can usually be resolved there. If the complaint cannot be resolved, the next person to see is the appropriate department chairperson. For SFA 101, the chairperson is Dr. M.C. Breen (Steen Library, Room 203L; 936-468-1588).

STUDENT ETHICS AND OTHER POLICY INFORMATION: FOUND AT HTTP://WWW.SFASU.EDU/POLICIES

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and submission of completed assignments are expected. Based on university policy, failure of students to adhere to these
requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

**Student Academic Dishonesty: Policy 4.1**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.
Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at http://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

SFA 101 -013 Tentative Course Calendar
Fall 2017    MW 12:00 p.m. – 12:50 p.m.
* This schedule is tentative and is subject to change throughout the semester. Updates will be announced in class and on D2L.

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<thead>
<tr>
<th>Day</th>
<th>Topic / Assignment</th>
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<tbody>
<tr>
<td>Monday, 8/28</td>
<td>Introductions, Syllabus Assignment: College Show &amp; Tell (due Wednesday, 8/30)</td>
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<tr>
<td>Wednesday, 8/30</td>
<td>College Show &amp; Tell (10 points)</td>
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<tr>
<td>Monday, 9/4</td>
<td>Scavenger Hunt - Start</td>
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<td>Wednesday, 9/6</td>
<td>Scavenger Hunt – Continue Provide Instructions for “Letter to Self”</td>
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<td>Monday, 9/11</td>
<td>Scavenger Hunt – Follow-up / Presentations</td>
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<td>Wednesday, 9/13</td>
<td>“CCPD Overview” Presentation (15 points) – BUS 133 (Distribute TypeFocus Instrument)</td>
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<td>Monday, 9/18</td>
<td>“Driving Jacks” Presentation Discuss SFA Traditions Presentations Letter to Self Due (15 points)</td>
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<td>Wednesday, 9/20</td>
<td>“Get Involved” Presentation</td>
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<tr>
<td>Monday, 9/25</td>
<td>“Parking &amp; Traffic” Presentation (Cindy Haile 10-15 minutes) (ext 7275)</td>
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<td>Event Description</td>
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<td>Wednesday, 9/27</td>
<td>Review Planners with Class</td>
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<td>Monday, 10/2</td>
<td>Tour AARC (?)</td>
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<td>Wednesday, 10/4</td>
<td>Individual Conferences – Remind about Advising Work Day for Traditions Presentations</td>
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<td>Monday, 10/9</td>
<td>SFA Traditions Presentations – Half of the Groups (20 points)</td>
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<tr>
<td>Wednesday, 10/11</td>
<td>SFA Traditions Presentations – Half of the Groups (20 points)</td>
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<td>Monday, 10/16</td>
<td>Mid-Term Exam (100 points)</td>
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<td>Wednesday, 10/18</td>
<td>(?)) Yoga / Lunch / CCPD TypeFocus / Library (Homecoming 10/21)</td>
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<td>Monday, 10/23</td>
<td>(?)) Yoga / Lunch / CCPD TypeFocus / Library</td>
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<td>Wednesday, 10/25</td>
<td>(?)) Yoga / Lunch / CCPD TypeFocus / Library (Drop deadline)</td>
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<td>Monday, 10/30</td>
<td>Halloween Olympics Involvement Center Advising Session Due by today (15 points)</td>
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<td>Wednesday, 11/1</td>
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<td>Monday, 11/6</td>
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<td>Wednesday, 11/8</td>
<td>CCPD - Typefocus Presentation (BUSI 133)</td>
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<td>Monday, 11/13</td>
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<tr>
<td>Wednesday, 11/15</td>
<td>Academic Advising Meeting due by today (25 points)</td>
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<td>Monday, 11/20</td>
<td>Thanksgiving Holiday</td>
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<td>Wednesday, 11/22</td>
<td>Thanksgiving Holiday</td>
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<td>Monday, 11/27</td>
<td>College Bowl (?) SFA 101 Has Talent (?)</td>
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<tr>
<td>Wednesday, 11/29</td>
<td>College Bowl (?) SFA 101 Has Talent (?)</td>
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<tr>
<td>Monday, 12/4</td>
<td>Individual Conferences</td>
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<tr>
<td>Wednesday, 12/6</td>
<td>Individual Conferences</td>
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**Attendance Points:**
3 points per class attended (78 points max)
Additional 12 points added if no absences and all assignments turned in on time.
- 6 points added if no more than 1 absence
- 3 points added if no more than 2 absences
5 points for each Individual Conference (10 points max)

**Extra Credit Opportunities**
- 5 points for attending any on-campus event: fine arts, game, lecture
  Document attendance with selfie. Email selfie to Instructor and Student Instructor.
  Instructor: Carol Gilliland  
  Student Instructor: Marian Midgett
- Scavenger Hunt – 1 point for each place you visit and document

Instructor: Carol Gilliland  
Student Instructor: Marian Midgett