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Course Description: SFA 101 - Freshman Seminar, is designed to increase student success in college. Topics include academic integrity, accessing and evaluating information, campus and community service opportunities, learning strategies, SFA history and traditions, personal survival skills, university resources, university rules and procedures, the value of a college education, and working with peers, faculty and staff. While ultimate responsibility for success in college rests in the student’s hands, the Freshman Seminar course can help you have a successful freshman year. 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.

Student Learning Outcomes: At the completion of the course, the student will be able to

ACADEMIC INTERGRITY
1. Take personal responsibility for honesty in the student’s personal and academic life.
2. Avoid becoming intentionally or unintentionally involved in academic misconduct.

ACCESSING AND EVALUATING INFORMATION
1. Read and think critically
2. Be able to recognize the student’s learning style
3. Be able to find adequate information through internet, print, and other resources.
4. Know the difference between adequate and inadequate information

CAMPUS AND COMMUNITY SERVICE OPPORTUNITIES
1. Get involved in activities and organizations on campus.
2. Get involved in activities that promote social responsibility and service learning in the community.

COLLEGE CLASSROOM LEARNING STRATEGIES
1. Understand and exhibit the student’s most effective ways to learn.
2. Know how to deal with test anxiety.
3. Gain knowledge of useful test-taking skills that satisfy the student’s learning strategies.

OVERVIEW UNIVERSITY RESOURCES
1. Know the university resources available, their location and what services are offered in the department

PERSONAL SURVIVAL SKILLS
1. Fully understand the value of time management and how to avoid procrastination.
2. Understand the concepts of money management and the consequences of making the wrong decisions.
3. Realize the effects of sexual behavior and the lifetime consequences of their effects.
4. Realize the effects of alcohol and drug use and the lifetime consequences of their effects.
5. Be able to identify stressors in your life, the effects of unhealthy amounts of stress, and realize how to cope with stressors.

SFA HISTORY, TRADITIONS, AND PRIDE
1. Know the important aspects of life of Stephen F. Austin State University
2. Get involved in some of the events around campus that will become a tradition for future students.
3. Understand why we say that a true Lumberjack bleeds PURPLE.

TRUE VALUE OF A COLLEGE EDUCATION
1. Place value on the student’s education in terms of grades and expenses.
2. Make successful choices regarding the student’s college education.

UNIVERSITY RULES AND PROCEDURES
1. Navigate the University’s General Bulletin and identify the policies that relate to the student’s academic major.
2. Comprehend the University’s Rule and Procedures, particularly those relating to Academia.

WORKING SUCCESSFULLY WITH PEERS, FACULTY, AND STAFF
1. Interact with professors both inside and outside of the classroom setting.
2. Positively and successfully interact with all University Staff.
3. Create positive and successful relationships with peers.

Class Readings and Materials: All students will receive a handbook, SFA 101 Freshman Success Handbook at the beginning of the semester, along with occasional handouts as the course progresses. Information from the handbook and the handouts will be used for class discussions and quizzes. SFA 101 Newsletter will also be used and can be found at http://www.sfasu.edu/sfa101/students/newsletters.asp. Make sure you read the assignments and understand them before the class period for which they are assigned.

Course methods and activities: You will participate in class in the following ways:
- Small group discussion
- Whole class discussion
- Guest speakers
- Visits to campus locations
- Videos
- Games and exercises
- Illustrated lecture
- Individual conferences

Grading: SFA 101 is a graded course. Passing this course will give you one semester hour of credit that can be applied towards the total number of credits you need to graduate.

Total possible points for course: 400 points
The grading scale used in this class is as follows:
400 - 358 points = A
357 - 318 points = B
317 - 278 points = C
277 - 238 points = D
237 points and below = F

Class Absences = Minus 1 point each. You are expected to attend class and attendance is mandatory. Attendance will be taken during each class period. Every absence that you incur will result in a deduction of 1 point from your final grade, regardless of the reason for your absence. If you have an official university event with appropriate documentation or an official doctor’s documentation, you will be allowed to earn the 1 point by doing something extra – as determined by the instructor or student instructor.

Conferences = 40 points. Two individual conferences with the instructor or the student instructor will be scheduled. These are important and each session counts for 20 points.

Outside Events = 60 points. You will be required to attend three (3) outside events sponsored by SFA. These events will count for 20 points each for a total of 60 points for outside event attendance.

1. Required: Academic Freshman Convocation
   See flyer for college location and dates
   Bring “proof” that you attended this event to class - have the dean/faculty member sign your flyer, bring in documents you received, etc
   **DUE: September 25**

2. Required: SFA Academic Event of your choice
   More information about academic events given during class periods; flyers are posted on campus about events; SFA website announces events; the instructor and student instructor will do their best to announce various; check the SFA Fine Arts calendar for plays or concerts
   Proof of attendance is required in order to receive points
   **DUE: November 29**

3. Required: SFA Athletic, Campus Recreation or Student Affairs event of your choice
   Provide documentation that you attended the event such as: ticket stub or program; check out the SFA Athletic home page or Campus Recreation website for a schedule of games and events.
   **DUE: November 29**

Assignments (2) @ 75 points each for a total of 150 points-

1. **Academic Assistance Resource Center** – You are required to visit the center 5 times during the semester for assistance with academic course work. The visits can be in
the form of individual tutoring sessions, walk-in tables, supplemental instruction or any other type of tutoring that the AARC offers. You must ask the tutor for a “pink slip” which will verify you attended a session. Turn in all 5 “pink slips’ in order to receive credit. **DUE: November 29**

(2) **Study Habits/Learning Style Plan Paper** – Describe and outline your study plan for your first year at SFA. The plan should include specific study tips you plan to use to be successful. This paper should briefly discuss your learning style as outlined in the in-class exercise “Learning Styles Assessment”. You are to utilize the following resources: Class discussion on study habits, learning styles and test taking tips; handouts given in class and the SFA 101 Handbook. You will be graded on the following: format, discussion about your specific learning style, specific study tips, examples you will try this year, and the overall discussion on study tips/learning styles. You are expected to use proper grammar, spelling and writing techniques.

  a. Format for this paper: 2 pages, 1” margins on all sides, Times 12-point font, double spaced, name at top right of first page, all pages stapled together, must use a word processing program – no hand written assignments accepted. You are expected to use proper grammar, spelling and writing techniques. **DUE: October 25**

**Quizzes = 50 points** - There will be three unannounced quizzes throughout the semester. Each quiz will be worth ten points each. Items on the quizzes will be things that have been discussed in class, handouts, reading materials, items in the SFA 101 Freshman Success Handbook or information in the SFA 101 Newsletter. Quizzes cannot be made up if you are not in class the day a quiz is given.

**Name Game Assignment = 50 points** – Students will be expected to learn names of all classmates. Students will be required to recite all classmate names by **November 29**. Students may notify the instructor when they are ready to complete this assignment. Points will be deducted if names cannot be recited.

**Course Celebration (aka: final exam) = 50 points** - Only one celebration on **November 29** will be given during the semester. It will include true/false, multiple choice, and short essay items. The celebration will be based on material from assigned readings and class discussions. There is no final celebration during finals period at the end of the semester.

**Class Expectations:** Following these general expectations will help everyone make the most of our SFA 101 class.
● Attend every class. Stay in touch with a class partner if you must miss a class. Visit with the student instructor immediately after missing a class.
● Read assigned material and turn in assignments when due.
● Turn off cell phones while in class and put them away.
● Check your SFA assigned e-mail account often. The instructor, student instructor and SFA administrators will communicate with you via your “mysfa” e-mail.
● Students will enter class on time with a positive attitude.
● Students will not wear hats/caps in class. Students will not wear any type of clothing, button, pins, etc…that advertises another university. The only collegiate clothing that can be worn in class is SFA related.
● Students are expected to live “The SFA Way” by striving for personal excellence in everything they do.
● Students are expected to participate in “SFA Spirit Fridays”

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. (This is because your other professors will likely not be flexible.)

3. Participate in individual and group activities and discussions.

4. Treat everyone in the class with respect and courtesy.

5. All students are expected 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!

When students have personal technology available in the classroom, it should be used appropriately. Using devices for interacting on social media sites is not an appropriate in-class use of technology. Sending or receiving texts, instant messages, or making/receiving phone calls can cause distractions to the instructor and to fellow students. Cell phones, computers, and other electronic devices in the classroom are to be used for class purposes only.

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

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

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/

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. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.
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.

**Important University Dates:** Please refer to the 2016-2017 bulletin and SFA website (www.sfas.edu) for important dates.

**Class Calendar:** This course requires some occasional flexibility. Evening events and weekly topics are sometimes rescheduled as necessary to accommodate guest speakers and the instructor’s schedule. If such changes are needed, we will notify you as soon as possible. If you miss class when changes to the calendar are discussed, you are responsible for finding out what changes were discussed prior to the next class period. This includes changes to the location of the class.

### Fall 2017 SFA 101 Calendar of Class Topics (9-18-17) Tentative and subject to change

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Topic</th>
<th>Notes and Class Location</th>
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<tbody>
<tr>
<td>August 28 Monday</td>
<td>Expectations, first day problems, Academic Convocation</td>
<td>Presenter: Monique McGee 237</td>
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<tr>
<td>August 30 Wednesday</td>
<td>Academic Assistance Resource Center  Group Me instructions</td>
<td>Presenter: Monique and Clarrisa McGee 237</td>
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<tr>
<td>September 4 Monday</td>
<td>Letter to my younger self activity</td>
<td>Monique</td>
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<tr>
<td>September 6 Wednesday</td>
<td>Ice Breaker, Syllabus, Tentative Calendar, Academic Convocation</td>
<td>Presenter: Monique Ice Breaker: Clarrisa</td>
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<tr>
<td>September 11 Monday</td>
<td>QPR Training</td>
<td>Counseling Team Rusk 333</td>
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<tr>
<td>September 13 Wednesday</td>
<td>Career and Professional Development Center</td>
<td>Presenter: Jamie Boldin, Director McGee 237</td>
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<tr>
<td>September 18 Monday</td>
<td>College learning styles, study skills and test taking Sign up for Individual appointments</td>
<td>Presenter: Monique McGee 237</td>
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<tr>
<td>September 20 Wednesday</td>
<td>Student Involvement Presentation Reminder: Library Convocation</td>
<td>Presenter: Clarrisa McGee 237</td>
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<tr>
<td>September 25 Monday</td>
<td>Accessing and Evaluating Information</td>
<td>Melissa Clark-Ralph W. Steen Library Meet in first floor lobby</td>
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<tr>
<td>September 27</td>
<td>Individual Appointments I - Monique or Clarrisa</td>
<td>Rusk 206</td>
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<tr>
<td>October 2 Monday</td>
<td>Dining Services</td>
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<tr>
<td>October 4 Wednesday</td>
<td>AARC Presentation “Glue Workshop” Learning Strategies</td>
<td>Presenter: Michelle Bigirimana AARC lobby</td>
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<tr>
<td>October 9 Monday</td>
<td>Drug and Alcohol Awareness University Police Services</td>
<td>Amanda Kennedy, Detective University Police Department Science 323</td>
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<tr>
<td>October 11</td>
<td>Managing Stress</td>
<td>Counseling Team</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
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<tr>
<td>October 16</td>
<td>Monday</td>
<td>Getting Along with others</td>
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<td>October 18</td>
<td>Wednesday</td>
<td>Services of the Registrar’s Office Rules and Regulations</td>
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<tr>
<td>October 23</td>
<td>Monday</td>
<td>Alcohol Jeopardy</td>
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<td>October 25</td>
<td>Wednesday</td>
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<tr>
<td>October 30</td>
<td>Monday</td>
<td>Sexual Violence Prevention</td>
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<tr>
<td>November 1</td>
<td>Wednesday</td>
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<tr>
<td>November 6</td>
<td>Monday</td>
<td>Safe Space</td>
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<tr>
<td>November 8</td>
<td>Wednesday</td>
<td>The Value of College Money Management</td>
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<tr>
<td>November 13</td>
<td>Monday</td>
<td>Study Abroad pending 25 minutes ROTC pending 20 minutes</td>
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<tr>
<td>November 15</td>
<td>Wednesday</td>
<td>Individual Meetings II – Monique or Clarrisa</td>
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<tr>
<td>November 20</td>
<td>Monday</td>
<td>No Class – Happy Thanksgiving!</td>
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<tr>
<td>November 20 &amp; 23</td>
<td>Monday</td>
<td>Celebration Discussion – must be in class in order to be eligible to take the celebration AARC Slips Due Outside Activities due – Academic and Non-academic</td>
</tr>
<tr>
<td>November 29</td>
<td>Wednesday</td>
<td>Final Celebration Due – must be in class in order to take the final celebration – no make ups Name Game Assignment</td>
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