FRESHMAN SEMINAR SYLLABUS
SFA 101 002
CRN 10800
Fall 2017

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Office hours: 10:00 AM – Noon MW; and, 9:15 AM – 10:45 AM, 3:15 PM – 4:45 PM TR.
Class hours: 9:00 AM – 9:50 AM MW
Class Location: Room 101 McKibben Education 463
Department/college: Department of Management and Marketing/Nelson Rusche College of Business

Student Instructor: William “Trey” Elsesser
Office: 403C

The syllabus presented here is a guide for us to follow throughout the semester, things may change during the semester. Therefore, please bring your syllabus with you to class to note any changes.

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 Keys to College Success pamphlet and 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:

- 400 – 358 points: A
- 357 – 318 points: B
- 317 – 278 points: C
- 277 – 238 points: D
- 237 points and below: F

ATTENDANCE POLICY: 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 10 points each for a total of 20 points.

Outside Events: You will be required to attend two (2) outside events provided by SFA. You must provide sufficient documentation of the event of your choice. Attendance to these events will be valued at 15 points each for a total of 30 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 2 points from your final grade.

EXAM/CELEBRATION: 100 points

Only one exam will be given during the semester. It will include various types of testing basics, i.e., multiple choice, short answer, true/false and discussion. The exam will be based on material from assigned readings and class discussion; it should not be difficult if you have done the readings and participated in classes. In addition to testing you on the course material, this exam will indicate how you perform with different types of test questions and allow your instructor to make suggestions to improve your test taking skills in other classes. 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.
WRITING FOR REFLECTION: 100 points
You will be assigned four 2 – 3 page papers, each valued at 25 points. Formatting for the papers is included in the assignment on d2l. The due dates for the papers are indicated on the Tentative Class Calendar. Papers will be submitted in d2l.

Total Points for Course: 400 points

CLASS RULES:
Following these few rules will help to maximize the SFA 101 experience for you and your classmates:

- Attend every class.
- Read the assigned material, turn in all required work on the day it is due.
- Participate in individual and group activities and discussions.
- Treat everyone in the class with respect and courtesy.
- Demonstrate professional behavior and use language appropriate for classroom learning.
- Cell phones and other electronic devices should be turned off and put away during class.
- Ask questions!

Mail:
Please check your SFA.Jacks.Edu mail at least once a day.
D2l will be the official tool in your SFA 101 class for communicating the important reminders, announcements and further assignments directions.

CLASS 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 appropriate person to contact is Gloria Montes, Administrative Assistant to the Chair, (936) 468-2188 (Steen Library, Room 203L). She will guide you in the appropriate direction.

Week One: 8/28
Introductions of students, student assistant and professor. Over view of project designed for the course based on “Sense of Community” ideas. We plan for you to complete a survey instrument by Counseling Career and Professional Development, CCPD, which will help you discover more about your career interests, TypeFocus. So, by October 15 of this semester, we will meet in the computer lab in the McGee Business Building for our class time. Trey and I will keep you posted.

Week Two: 9/4
Small group exercises in which “Sense of Community” is discussed from each student’s perspective based on his/her own culture and hometown. Library visits will be established.
Week Three: 9/11
Discussion of effective ways to communicate within the college setting. Small groups will make lists of “audiences” that are most relevant for their college success and how they believe the audiences can best be accessed. We will talk about formal and informal communications, paralinguistics, body language and various types of traditional and social media. September 12 is Twelfth Class Day.

Week Four: 9/18
Small groups will discuss culture from each student’s own setting and each student’s new, collegiate setting. Similarities and differences will be emphasized. Students will be encouraged to list a faculty member that s/he finds interesting. September 29 is the Regional AMA Conference co-hosted by student chapters from SFASU and UHD.

Week Five: 9/25
Each student is encouraged to share information about her/his major and why s/he selected that particular major. Each student is also encouraged to find information about the program here at SFA and some of the faculty that teach within the program. October 6 SFA vs. SHSU at NRG Stadium.

Week Six: 10/2
The class will once again work in small groups to determine the processes involved in effectively preparing for a successful Fall semester. They may plan processes to better understand each major. Students are encouraged to learn more about professors teaching within that major and people developing careers in industries that employ people with specific majors being studied.

Week Seven: 10/9
Working in small groups, the students will present their ideas and findings from Week Six. Plans will be initiated to communicate effectively with the professors that the students listed from their particular major field of study. You must have completed TypeFocus by the end of this week.

Week Eight: 10/16
Working in small groups, students will further develop their plans of communicating with their other faculty members and people that work in careers that interest the SFA 101 students. October 18 is Mid-Semester.

Week Nine: 10/23
Small groups of students will report to the class about careers, salaries, opportunities for advancement and other attributes in various fields of study represented in class. Last day to withdraw from the University without WP/WF is October 25.

Week Ten: 10/30
Students will individually review their own work to determine areas in which they need to improve. Individual reports are the focus of this week of work.
Week Eleven: 11/6
Individual report presentations will be completed in class this week. The semester will be reviewed to determine additional areas that need to be included in the remaining weeks of class.

Week Twelve: 11/13
November 18: Begin Thanksgiving Holidays. Individual groups of students will prepare another report about their current sense of community. They will present these reports in class this week. Discussion will be encouraged based on any new developments in what each student reports as his/her sense of community.

Week Thirteen: 11/20
THANKSGIVING HOLIDAYS.

Week Fourteen: 11/27
Classes resume from Thanksgiving Holidays.
Review for their only test based on all the SFA, Nacogdoches and other relevant “sense of community” materials and events in which the students participated. Take the test.

Week Fifteen: 12/4
Dead week. Study skills and behaviors will be emphasized. Last week of SFA 101.

Week Sixteen: 12/11
Finals, SFA 101 does not meet.

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.