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 an SFA 101 Freshman Success Handbook at the beginning of the semester. Information in the handbook will be used for class discussions. 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

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.

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.
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/.

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](http://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**GRADING PROCEDURES:**

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 pts & below = F

**Attendance**

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 20 points each for a total of 40 points.

Outside Events: You will be required to attend three (3) outside events provided by SFA. You must provide sufficient documentation of the event of your choice. Options include Convocation (required), observatory/planetarium trip, one fine arts event or approved campus-wide program. Attendance to these events will be valued at 20 points each for a total of 60 points.

Convocations – Aug. 28 through Sept. 20 (based on your major) REQUIRED
- Sept. 7 - Involvement Fair – 5–7 p.m. Plaza in front of Student Center
- October 2 - Play – Tartuffe @ Turner Auditorium 7:30 p.m.
- Nov. 13 - Observatory 7 p.m. or 8 p.m. (sign up online early)
- Nov. 15 - Planetarium 7 p.m. or 8 p.m. (sign up online early)

AARC/SI meetings: You will need to attend two AARC or SI group sessions during the semester. You will bring your pink slips to Shanese: 20 points each for a total of 40 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. Overall class attendance will count 60 points.

**Celebration of Knowledge**

Only one exam will be given during the semester. It will include true/false, matching, multiple choice fill in blank, and essay items. 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**

Several times during the semester, you will be given an assignment to be completed using D2L or to be turned in during class. LATE WORK WILL BE ACCEPTED AT A REDUCED LETTER GRADE PER DAY. These assignments are intended to provide you with an opportunity to reflect on and benefit from what’s happening in college.

**Who Am I Paper** – This assignment is due the second week of class and will be submitted on your D2L account under the Dropbox. The paper should include 1-2 pages. Formatting for the paper is as follows: 1” margins, 12 pt. font, and double line spacing 50 points

**History and Traditions Presentation** – Students will work with their group to present one of SFA’s campus traditions. Students will present their topic to the class including a Power Point or Prezi presentation. 50 points

**TOTAL POINTS FOR COURSE** 400 points
<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 29: Welcome and Introduction</td>
<td>Aug. 31: Team Building</td>
</tr>
<tr>
<td>Sept. 5: SFA Traditions</td>
<td>Sept. 7: All About SFA Involvement Fair @ Plaza 5—7 p.m. *&quot;Who Am I?&quot; paper due</td>
</tr>
<tr>
<td>Sept. 12: Goal Setting / Time Capsule</td>
<td>Sept. 14: Individual Meetings at Starbucks (2nd floor Student Center)</td>
</tr>
<tr>
<td>Sept. 19: Student Panel - Getting Involved on Campus</td>
<td>Sept. 21: Counseling Center Services</td>
</tr>
<tr>
<td>Sept. 26: Stress Management</td>
<td>Sept. 28: Health Clinic</td>
</tr>
<tr>
<td>Oct. 2 Theater – Tartuffe – Turner Auditorium meet at 7:15 p.m.</td>
<td>Oct. 5: Getting Along with Professors / Academic Integrity</td>
</tr>
<tr>
<td>Oct. 3: Learning Strategies (AARC @ library)</td>
<td>Oct. 12: Study Tips / Time Management</td>
</tr>
<tr>
<td>Oct. 24: Registration - Prepare Spring Class Schedules, Grades and GPA</td>
<td>Oct. 26: Alcohol</td>
</tr>
<tr>
<td>Oct. 31: SFA History &amp; Traditions Presentations</td>
<td>Nov 2: SFA History &amp; Traditions Presentations</td>
</tr>
<tr>
<td>Nov. 7 – NO CLASS to make up for Tunnel of Oppression (requested)</td>
<td>Nov. 9 – Individual Meetings at Einstein Bros. (outside library)</td>
</tr>
<tr>
<td>Nov. 7 Tunnel of Oppression – Theater @ 6 p.m.</td>
<td></td>
</tr>
<tr>
<td>Nov. 14: NO CLASS – (to make up for Observatory or Planetarium visit)</td>
<td></td>
</tr>
<tr>
<td>Nov. 13 Observatory or Nov. 15 Planetarium, 7 or 8 p.m. sign up online</td>
<td></td>
</tr>
<tr>
<td>Nov. 21: NO CLASS – THANKSGIVING HOLIDAY</td>
<td>Nov. 23: NO CLASS – THANKSGIVING HOLIDAY</td>
</tr>
<tr>
<td>Nov. 28: Guest Speaker</td>
<td>Nov. 30: Meet in Class</td>
</tr>
<tr>
<td>Dec. 5: Study Week (no SFA 101 class)</td>
<td>Dec. 7: Study Week (no SFA 101 class)</td>
</tr>
<tr>
<td></td>
<td>Dec. 11-15: Finals Week… NO FINAL</td>
</tr>
</tbody>
</table>