INSTRUCTOR INFORMATION:

Faculty Instructor:
Name: Emily Payne
Office: Ag 116A
Phone: 468-4326 or 468-3705
E-mail: epayne@sfasu.edu or emilypayne816@yahoo.com
Office Hrs: Agriculture Building, See office hours posted on office door

Student Instructor:
Name: Nellie Waterhouse
E-mail: nelliewaterhouse@gmail.com
Phone: (903)513-4587

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. While ultimate responsibility for success in college rests with the student, this course can provide fundamental assistance.

PROGRAM/STUDENT LEARNER 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 handbook will be used for class discussions. You will also be assigned readings from other sources throughout the semester that will allow you to become more familiar with course topics. Make sure you get them, read them, and understand them. You will also need a class notebook (spiral notebook) of some type.

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>675-750</td>
<td>A</td>
</tr>
<tr>
<td>600-674</td>
<td>B</td>
</tr>
<tr>
<td>525-599</td>
<td>C</td>
</tr>
<tr>
<td>450-524</td>
<td>D</td>
</tr>
<tr>
<td>449 pts &amp; below</td>
<td>F</td>
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Attendance: 350 points

Conferences: An individual session with the instructor or the student instructor will be scheduled with each student during a set time in the semester; these are important and count for 50 points of your attendance grade.

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 of 3 points from your final grade. (100 possible points)

Class Participation: Class participation is expected during each class. Participation includes but is not limited to joining in on class discussions, participating in class activities and showing courtesy to those around you during class time. (200 possible points)

9/7/2017
The culminating project for this course will be a final presentation performed with a group that will be assigned to you. All team members will receive the same grade. If a member is absent on the day of the presentation, that student will receive a ZERO, while the other group members will receive the grade they earn on their presentation. This presentation will be given during DEAD WEEK.

Writing Components 300 points

Journals (100 points): You will have journal writing prompts and will be asked to submit your journals for grading several times throughout the semester. It is your responsibility to complete each journal entry and grades will be given based on completion of assigned writings.

Self Reflection (150 points): There will be 3 self-reflection papers throughout the course. The papers will be on specified topics and are expected to be at least 1 page in length, typed, double spaced, 12 font.

Professional Chat (50 points): Each student will choose a professional on campus to “interview”. This person will be chosen from a combination of interest, need, and inquiry. The person will have to be approved by your instructor before you schedule the “interview”.

TOTAL POINTS FOR COURSE 750 points

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 conferences

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. PDAs, 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 SFA email account regularly. This 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).
COURSE EVALUATIONS
Near the conclusion of the semester, students are asked to electronically evaluate this course. Evaluation data is used for a variety of important purposes such as course and program improvement, planning and instruction evaluation purposes. As you evaluate this course, please be thoughtful, thorough and accurate in completing the evaluation. Please know that the College of Forestry and Agriculture faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical.

RESPONSIBLE USE OF TECHNOLOGY
It is expected that all students will only use cell phones, PDAs, laptop computers, MP3 players and other technology outside of class time or when appropriate in class. Answering a cell phone, texting, listening to music or using a laptop computer for matters unrelated to the course may be grounds for dismissal from class or other penalties.

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

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<thead>
<tr>
<th><strong>Tuesday</strong></th>
<th><strong>Thursday</strong></th>
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<tbody>
<tr>
<td><strong>Week 1, Sept. 1:</strong> Class Overview/ Handbooks/ Syllabus</td>
<td>Sept. 3: AARC Overview– Presentation at Library <em><strong>Study your syllabus</strong></em></td>
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<td><strong>Week 2, Sept. 8:</strong> The SFA Way</td>
<td>Sept. 10: Campus Involvement #Self Reflection: Visit two organizations and write about your experience (on or off campus). After visiting, do you think you will join? Why or why not? One page, typed, 12 font, double spaced. DUE Sept. 22nd</td>
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<td><strong>Week 3, Sept. 15:</strong> Value of a College Education (see printout in binder pocket)</td>
<td>Sept. 17: College Learning Strategies</td>
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<td><strong>Week 4, Sept. 22:</strong> Academic Integrity (The Late Paper)</td>
<td>Sept. 24: Campus Safety– Amanda Kennedy– UPD</td>
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<td><strong>Week 5, Sept. 29:</strong> Working Successfully with Faculty, Staff and Peers <em><strong>Professional CHATS Assignment</strong></em></td>
<td>Oct. 1: Time and Stress Management <em><strong>Arabian Nights Special Event- MUST Exchange Voucher for Ticket</strong></em></td>
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<td><strong>Week 6, Oct. 6:</strong> A Recipe for your Brain– AARC Presentation in our Classroom</td>
<td>Oct. 8: University Rules &amp; Procedures</td>
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<td><strong>Week 7, Oct. 13:</strong> Social Awareness/Personal Survival Skills– Jill Milem #Self Reflection: What do you do to protect yourself from the social issues we discussed today? One page, typed, DS, 12 font. DUE October 20th</td>
<td>Oct. 15: Alcohol Awareness– SWAT Team Jill Milem (POC) #Self Reflection: Do you agree with your original Response from Tuesday's journal entry? Explain. DUE October 27th</td>
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<td><strong>Week 8, Oct. 20:</strong> Typefocus (Library, Room ???)</td>
<td>Oct. 22: SFA Traditions</td>
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<td><strong>Week 9, Oct. 27th:</strong> Individual Instructor Meetings</td>
<td>Oct. 29: Stereotypes/Social Balance/Values (People to People, I Never) <em><strong>Tunnel of Oppression on Monday, Nov. 2nd</strong></em></td>
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<td><strong>Week 10, Nov. 3:</strong> Academic Advising– Debra Kiesel (Tentative) <em><strong>Tunnel of Oppression Tonight!!! TIME: TBD</strong></em></td>
<td>Nov. 5: DAY OFF from Tunnel of Oppression out of class activity</td>
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<td><strong>Week 11, Nov. 10:</strong> Value of a College Education Follow up</td>
<td>Nov. 12: TypeFocus Interpretation, McGee Building, Room 133</td>
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<td><strong>Week 12, Nov. 17:</strong> Tentative-Financial Aid and Student Employment, Rusk 333</td>
<td>Nov. 19: Group WORKDAY</td>
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<td><strong>Week 13, Nov. 24:</strong> DAY OFF from Special Event– Arabian Nights</td>
<td>Nov. 26: Thanksgiving Break</td>
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<td><strong>Week 14, Dec. 1:</strong> Group WORKDAY</td>
<td>Dec. 3: Group Presentations</td>
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<td><strong>Week 15, Dec. 8:</strong> Final Celebration</td>
<td>Dec. 10: Study for Finals!!!!</td>
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<td><strong>Week 16, Dec. 15 Finals Week…GOOD LUCK!</strong></td>
<td>Dec. 17: Finals Week… GOOD LUCK!</td>
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