SFA 101.030 (F 377, TTh 2:00 – 2:50)
FRESHMAN SEMINAR
Stephen F. Austin State University
Fall 2017 (8.28.17 – 12.15.17)

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Office Hours:
T/Th: 8:30 - 9:30 & 12:30 – 1:30
W-Online: 12:00 - 1:00

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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.

Course Methods & 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

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 to demonstrate professional behavior and use language appropriate for the classroom learning experience.

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 Titan 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).

Class Discussions: Please feel free to voice your opinions (as long as you do not intentionally insult your fellow classmates). Opinions generate class discussions and class discussions generate knowledge and understanding. This class does not have to be boring but participation is needed to keep it from being so. Therefore, how boring this class is depends on you. I can lecture the entire time, or we can mix it up and make the time together more enjoyable.

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 & 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 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.

**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 Reflections:**  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 Schedule.** **Papers will be submitted in D2L**

**TOTAL POINTS FOR COURSE:**  400 points

**Required Books**

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.

**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

**Additional Points**

- Be on time! If you arrive late for class, *quietly* take a seat at the back of the room.
- Be polite! Do not talk over your classmates or me.
- Turn off your cell phones. If your cell phone goes off in class, you will be required to perform an embarrassing task in front of the class (hint: learn the words and motions to “I’m a Little Teapot”)
  - Reference above rule: “Turn off your cell phones …” If you are texting, your cell phone is on and chances are you are not paying attention in class. Therefore, texting is now a punishable offense. If caught, you will be required to sing something in
front of the class.

- During tests, please place all items at the front or sides of the classroom (book bags, phones, etc.).
- During tests no electronic devices will be permitted at your desk except a watch.
- During tests please turn your baseball caps so they are facing backward.
- I reserve the right to eject any student who violates these or other rules.

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/](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.
**Tentative Class Schedule**

**Week 1**
Aug. 29  Introduction/SFA History, Traditions, & Pride  
Aug. 31  Visit the Old Stone Fort

**Week 2**
Sep. 05  University Resources  
Sep. 07  Visit the AARC

**Week 3**
Sep. 12  University Resources  
Sep. 15  Scavenger Hunt

**Week 4**
Sep. 19  Classroom Learning Strategies  
Sep. 21  Classroom Learning Strategies

**Week 5**
Sep. 26  Accessing & Evaluating Information (First Writing for Reflection due)  
Sep. 28  Accessing & Evaluating Information

**Week 6**
Oct. 03  Academic Integrity  
Oct. 05  Academic Integrity

**Week 7**
Oct. 10  Personal Survival Skills
Oct. 12  Personal Management

**Week 8**
Oct. 17  Personal Survival Skills
Oct. 19  Sex, Drugs, & Alcohol

**Week 9**
Oct. 24  Personal Survival Skills (Third Writing for Reflection due)  
Oct. 26  Career Services (Strong Interest Inventory presentation)

**Week 10**
Oct. 31  Campus & Community Service Opportunities  
Nov. 02  Campus & Community Service Opportunities

**Week 11**
Nov. 07  The Value of a College Education  
Nov. 09  The Value of a College Education
**Week 12**
Nov. 14    Working with Peers, Faculty, & Staff
Nov. 16    Working with Peers, Faculty, & Staff

**Week 13**
Nov. 19    Time Management  (Fourth Writing for Reflection due)
Nov. 21    Visit Student Affairs

**Week 14**
Nov. 28    University Rules & Procedures
Nov. 30    Thanksgiving Holiday!

**Week 15**
Dec. 05    University Rules & Procedures
Dec. 07    Exam

**Note:** There will be additional activities and campus visits throughout the semester.