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.

In other words, the goal of this class is to acclimate students to their new living and learning
environment. While college is a time of freedom and exploration, it is also a time of great change.
Our purpose here is to help one another survive this wave of change, succeed in our first semester
of school, come to learn more about our new school, and discover how to have fun and be safe.

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 *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: Throughout the semester, our class will engage in the following types of activities. At times, we will do so as an independent class and there will be other times where we join other SFA 101 classes in these activities.

- 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 & below = F

Attendance: 100 Points Total
For our purposes, attendance does not simply mean attending our individual class meetings. As you can see from the list below, attendance for this class includes our class meetings, individual meetings with instructors, and mandatory outside events. In the case of all three of these types of meeting, the greater goal is to acclimate you to the university, expose you to its offerings, and ensure that you are feeling secure in your academic and personal life.

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 (unless you have discussed said absence with one of the instructors) will result in a deduction 2 points from your final grade. **50 Points.**

**Exam:** **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. Specifically, it will be based on our reading and discussion of University policies (academic and social). **There is no exam set for Final Exam Week.**

**Assignments:**
Throughout the semester you will be assigned small tasks to complete. These tasks may include anything from some writing, to attending a meeting, to setting an advising appointment, to meeting a professor. In other words, these assignments, like most for this class, will center on acclimating you to the university, the student population, and the faculty.

**Writing for Reflection:** **200 point**
From the calendar that is provided at the end of the syllabus, you will see that you will turn in 4 different “essays” throughout the semester. Each of these essays is to be 2 pages in length (2 pages means 2 full pages) and will not require research. Instead, we will provide you with a specific question that we would like you to answer. The questions given will center on how different aspects of life are going for you at SFA. We encourage you not to leave these assignments until the last minute, but to take some time when writing each essay. Each paper will be worth 50 points.

**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:

1. Attend every class.
2. Read the assigned material, and **turn in all required work on the day it is due.**
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.

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.

SFA 101 Tentative Calendar

Tuesday, Aug 29: Class Introduction. The Bucket List.
Homework: Complete Essay One.

Thursday, August 31: High-school to college changes. Class discussion.

Tuesday, Sept 5: Technology

Thursday, Sept 7: Policy discussion

Tuesday, Sept 12: Policy discussion

Thursday, Sept 14: Outside Speaker. Officer Campbell, SFA Police.

Tuesday, Sept 19: In class policy “exam”

Thursday, Sept 21: Guest Speaker. Dusty Jenkins. College relationships.

Tuesday, Sept 26: Budgeting and jobs’

Thursday, Sept 28: Staying healthy

Tuesday, Oct 3: Individual meeting

Thursday, Oct 5: Individual meeting

Homework: Complete Essay 2

Thursday, Oct 12: What is your major? Why?

Tuesday, Oct 17: Understanding degree plans.

Thursday, Oct 19: Faculty Interviews

Tuesday, Oct 24: Class Presentation

Thursday, Oct 26: Research Project

Tuesday, Oct 31: Research Project
Thursday, Nov 2: Research Project

Tuesday, Nov 7: Guest Speaker Financial Aid.

Thursday, Nov 9: Study Abroad.

Tuesday, Nov 14: Tkacik Talk
Homework: Complete Essay 3

Thursday, Nov 16: Preparing to go home.

Tuesday, Nov 21: No class.

Thursday, Nov 23: Thanksgiving

Tuesday, Nov 28: Surviving Exams

Homework: Complete Essay 4

Tuesday, December 5: Wrap Up

Thursday, December 11: Wrap Up