Faculty Instructor: Dr. D. Michelle Williams
Office: ECRC 209AA
Phone: 936-468-1597
E-Mail: williamsdm@sfasu.edu

Class Meeting Time and Place: Tuesday/Thursday 2:00-2:50 ECRC 212
Office Hours:
   Monday: By appointment
   Tuesday: 11:00-12:00 and 1:00-2:00
   Wednesday: 11:00-1:00
   Thursday: 11:00-12:00 and 1:00-2:00
   Friday: By appointment

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:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

**Attendance Policy**

**Instructor/Student Instructor Meeting:** One individual meeting 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. **25 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 **25 points each** for a total of **50 points.**

**Class Attendance.** Class attendance is mandatory; therefore, please plan to attend **ALL** class sessions. Attendance will be taken daily. **5 points per class = 130 points.**

**Exam/Celebration**  **50 points**

Only one exam will be given during the semester. The exam will consist of open-ended questions concerning your learning in the class and recommendations for the instructors.

**Assignments/Journal Entries**  **100 points**

10 journal entries to be completed using D2L (10 points each). Each journal entry should be 2-3 paragraphs long. The subject/question for the journal entry will be provided in class by the instructors. **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. Instructors will provide feedback for each entry.

**Service Learning Project:** 75 points

The class will work together on a service activity related to teaching or working with children. Grades will be based on participation and completion of the activity.

---

**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 SFA 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.

**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
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.
<table>
<thead>
<tr>
<th>Week 1, August 29</th>
</tr>
</thead>
</table>
| **Tentative Course Outline/Calendar:** **Pay close attention to the timeline.**
| Week 2, September 5 – **No class at 2:00.**
| **COE Convocation 4:30-5:30**
| **This is required.**
| Week 3, September 12 |
| Week 4, September 19 – |
| University Resources – work in Lab |
| Week 5, September 26 – Personal |
| Survival – Getting along with Others |
| Week 6, October 3 – Brain Workshop |
| Study and Time Tips – TBA |
| Week 7, October 10 – No Class |
| Individual Meetings |
| Week 8, October 17 |
| SFA History, Traditions, and Pride |
| Week 9, October 24 |
| Personal Survival Skills - Time Management |
| Note: Last day to drop courses, Wed. Oct 25th |
| Week 10, Oct. 31 |
| Elementary Education Panel |
| Week 11, November 7 – No Class today – Instructors at conference. |
| Aug. 31 – More Get Acquainted 2nd half of class – walk to library for AARC tour. Note: Last day to changes schedule except drop – Sept. 1 |
| September 7 Differences in high school and college Journal 1 Due in D2L |
| September 14 – Study Skills Journal 2 Due in D2L |
| September 21 University Resources – class presentations Journal 3 Due in D2L |
| September 28 – Library Visit–Tina Oswald – Steen Info Lab 1 Journal 4 Due in D2L |
| October 5 – Begin service learning plans – Advising tips - Grades, GPA and spring scheduling |
| October 12 No Class Individual Meetings Journal 5 Due in D2L |
| October 19 Midterm Celebration Note: Homecoming Week, Game Sat. 10/21 Journal 6 Due in D2L |
| October 26 Review of Personal Survival Skills – Alcohol and Drugs Journal 7 Due |
| November 2 Assessing and Evaluating Information Journal 8 due |
| November 9 No Class today – Instructors at Conference |
Monday, Nov. 7th - Tunnel of Oppression!!!!

<table>
<thead>
<tr>
<th>Week 12, November 14</th>
<th>November 16 Personal Survival Skills – Money Management/Budgeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>True Value of a College Education – Service learning planning -</td>
<td>Journal 9 Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 13, November 20</th>
<th>November 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Class – Happy Thanksgiving</td>
<td>No Class – Happy Thanksgiving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 14, November 28</th>
<th>November 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenarios</td>
<td>Nov. 30 – My first semester at college</td>
</tr>
<tr>
<td></td>
<td>Journal 10 Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 15, December 5</th>
<th>November 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Teacher Motivation</td>
<td>December 7 – Final Celebration!!!!</td>
</tr>
<tr>
<td>Last day to withdraw from the University, Dec 3rd</td>
<td>Future Teacher Motivation</td>
</tr>
</tbody>
</table>

| Week 16, December 12: Finals Week… GOOD LUCK! No Class | December 14: Finals Week… GOOD LUCK! No Class |

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

**Required:**

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.

Don’t forget to read the Keys to College Success and all Lumberjack Links on [www.sfasu.edu/sfa101](http://www.sfasu.edu/sfa101).

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!
In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

VIII. Student Ethics and Other Policy Information:

**Attendance:** Active participation in classroom activities is very important in this class. Students who are absent (for any reason) do not receive the five points for the classes session missed. You cannot make up the activities that you miss in class. Mid-term and final activities must be completed on the day scheduled during the regular class session. No points will be awarded for the mid-term and final. Students who have more than two unexcused absences will have their final grade reduced by one letter grade. See also:

[http://www.sfasu.edu.upp/pap/academic_affairs/CLASS_ATTENDANCE_AND_EXCUSE.html](http://www.sfasu.edu.upp/pap/academic_affairs/CLASS_ATTENDANCE_AND_EXCUSE.html)