Course purpose
The SFA 101 course has been created to help first-year students transition into the college setting and learn the principles of leadership. The overall goal of the course is to prepare the first-year student to be successful leaders at Stephen F. Austin State University, and beyond.

Course description
This course provides study and practice in methods for success in college. Topics include critical thinking skills, study skills, time management, goal setting, career planning, and a review of university resources and regulations. Students will learn about campus resources, and how to become involved on campus. This interactive course will cover the following topics:

SFA 101
- 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

Leadership
- An introduction to Leadership Studies
- Self-leadership
- Understanding yourself and others
- Group dynamics
- Servant leadership
- Ethics
- Certified Student Leader Endorsements (Communication, Influence, Decision-Making, Organization, Teamwork)

Course objectives and learning outcomes:
At the completion of the course, students will:
- Determine the balance between academic course-load requirements, work and leisure time.
- Recognize and practice effective study skills and acquire the knowledge and skills to succeed academically at SFA.
- Understand how culture impacts our view of the world and learn to practice tolerance for the viewpoints of others different from oneself.
- Establish positive relationships with others in the class.
- Understand different leadership styles and how styles affect others.
- Demonstrate the ability to work effectively in groups.
- Feel more committed to ethical leadership.

**Class Text and Materials:**
All students will receive a *SFA 101 Freshman Success Handbook* at the beginning of the semester. Additional handouts will be provided, no formal textbook required. You will also need a class notebook.

**Course Requirements and Expectations**
Attendance is required at each class period. Because of the importance of classroom interaction for this course, it is imperative that students attend class. **Students will lose one point from their overall grade per absence.** Students are expected to actively participate in class discussion.

**Course Content**
Assignments should be completed prior to discussions to facilitate participation in class. Class will be facilitated through small group discussion, whole class discussion, guest speakers, visits to campus locations, videos, games and exercises, illustrated lecture and individual conferences.

**Out-of-the-Classroom Experiences**
Periodically, during the semester, all of the SFA 101 sections will come together for special events. These events may take the place of your class for those days, and remember they are part of your attendance grade.

**GRADING OUTLINE:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Component</th>
<th>Grade Range</th>
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<tbody>
<tr>
<td>50</td>
<td>Participation and Attendance</td>
<td>90-100 = A</td>
</tr>
<tr>
<td>40</td>
<td>Leadership and Service Development</td>
<td>80-89 = B</td>
</tr>
<tr>
<td>10</td>
<td>Cultural Development</td>
<td>70-79 = C</td>
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<tr>
<td></td>
<td><strong>100 points possible</strong></td>
<td><strong>60-69 = D</strong></td>
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<td><strong>59 or below = F</strong></td>
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**Bonus Point Opportunities:**

- 5 pts  AARC Tutoring *(Pink Slip Required)*
- 5 pts  Additional Concession Stand Shifts

*Additional Opportunities may be available throughout the semester.*

- **Participation and Service: (50 points)**
  - **Class Attendance:** Students will lose points for being tardy and or missing class.
  - **One on One Meetings with Instructor:** Each student is required to set up a one on one appointment outside of class meeting with one of the instructors. You will sign up for this in class. *(October 16-21)*
  - **Reflections/Assignments:** Tuesdays: Download the Respond App. Thursdays: Various assignments or reflection activities will be facilitated.

- **Leadership and Service Development (40 points)**
  - **FLA Service Learning Group Project:** (20 points)
    - Several out of class activities will take place for the FLA project. Each student will be put into committees that will plan and implement a service learning project. Your instructor will allow class time to work on these projects, but the projects may require some committee meetings and time outside of class. *Includes fundraising hours
  - **Involvement Fair/Involvement Advising:** (10 points) Pick one of the two tasks:
    - **Involvement Fair:** Thursday, September 7 5pm-7pm (Campus Recreation)
      - Check in at the Involvement Center welcome table at the entrance for credit.
    - **Involvement Advising:** September 1- November 16 (Steen Residence Hall)
      - Students must attend a one on one advising session with an Involvement Adviser. Email getinvolved@sfasu.edu to schedule your appointment.
  - **Leadership Development:** (10 points) Pick one of the two tasks:
    - **Leadership Conference:** November 4th
• Students attend a conference in its entirety, including breakout sessions. Students are expected to wear their FLA shirt and business casual attire.
  - Involvement Portfolio: **Due November 30**th
    • Students complete a 2 page paper detailing their experience in a registered student organization. The paper is to include why they chose to get involved and how they have gained at least 3 of the 5 skills listed in the Certified Student Leader program found on the Leadership and Service website.
      o 12pt font, no larger than 1” margins
    • Students must interview one of the officers of the organization and ask a minimum of 5 questions, these answers can be incorporated into the 2 page paper.
    • Both the paper and a copy of the Interview questions with interviewee’s name and organization title must be turned in to receive credit.

- **Cultural Development: (10 points) Pick one of the two tasks:**
  o **Tunnel of Oppression: November 6-8 6pm-9pm**
    - An interactive museum which spotlights different forms of oppression through interactive theatre and multimedia presentations. This event will take 2-3 hours.
  o **Poverty Simulation: Sept. 29 at 4pm, Sept. 30 9am**
    - “STUDENTS MUST PRE-REGISTER TO PARTICIPATE! Participants will experience some of the daily challenges a family in poverty may endure over a simulated experience in one month. This experience will take 2-3 hours.
      [http://www.sfasu.edu/multicultural/658.asp](http://www.sfasu.edu/multicultural/658.asp)

Withdrawal Policy: Per the Registrar’s Office, the last day to drop the course without a “WP or WF” is Wednesday, October 26, 2016.

Behavioral Expectations: Responsible use of technology- It is expected that all students will only utilize 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 for matters unrelated to the course may be grounds for dismissal from class and/or other penalties.

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).

STUDENT ETHICS AND OTHER POLICY INFORMATION: FOUND AT [HTTP://WWW.SFASU.EDU/POLICIES](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](http://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**Classroom behavior:** Disruptive, distracting or disrespectful 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. 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 to 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!

At Stephen F. Austin State University, our faculty, staff, alumni and students believe in doing things “The SFA Way.” We expect the best from ourselves and from each other, and we hold each other accountable when we fail to maintain these standards. Grounded in the five “Root Principles” below, members of the SFA community seek to strive for personal excellence in everything that we do.
The Principle of Respect:
Lumberjacks command respect and treat others with respect • They are considerate of others and tolerant of differences • They demonstrate respect for those around them by avoiding the use of offensive or profane language • They do not threaten or harm anyone and deal peacefully and civilly with conflict.

The Principle of Caring:
Lumberjacks think of the needs of others and seek to improve the quality of life of those around them • They are compassionate, empathic and kind • They respond with humility to those they have helped and express gratitude freely to those who help them • Lumberjacks prepare themselves to become leaders in their communities and workplaces • They dedicate themselves to excellence in their chosen field of study and to using what they learn in the service of others.

The Principle of Responsibility:
Lumberjacks do what is right • They persevere in times of adversity • Through self-control and self-discipline, they strive to do their best • Lumberjacks challenge each other to exceed expectations • They are active learners both inside and outside of the classroom • They are reliable; they do what they say they will do • Lumberjacks hold themselves accountable for their decisions •

The Principle of Unity:
Lumberjacks are loyal to their friends, family, university, state and country • Lumberjacks stand together against any adversary • They recognize that though we are very different from one another, we are united by the Lumberjack Spirit. Lumberjacks seek to understand the people and world around them • When one lumberjack fails, all fail • When one lumberjack succeeds, all succeed.

The Principle of Integrity:
Lumberjacks have the courage to do what is right, even when it is hard or unpopular • They respond to each situation with steadfast values that are not subject to change based on the actions of others • They seek opportunities to practice effective and ethical leadership • Lumberjacks are honest; they do not deceive, cheat or steal • Lumberjacks stand up for those who cannot stand up for themselves • As lifelong learners, lumberjacks are committed to continuously improving themselves.

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**Fall 2017 Tentative Schedule**

*Each class meeting lists what assignments you should have completed prior to class, what is due, and any special instructions for that day. Please review this section prior to each class meeting with sufficient time to complete the required readings and assignments for each class.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesdays* (BU 133)</th>
<th>Thursdays* (MTH 357)</th>
<th>Outside of Class Activities</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>August 29: Getting to Know You Download campus labs respond app</td>
<td>August 31: Class Overview and Working with Professors, Differences in high school and college Review planners and syllabi</td>
<td>Last day to change schedule, except for drops, August 31 <strong>FLA RETREAT, Sept. 1-2!!!!!!</strong></td>
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<tr>
<td><strong>Week 2</strong></td>
<td>September 5: What is FLA (two parts)? Leadership Skills/ Group Dynamics) and Theories of Leadership</td>
<td>September 7: Overview of AARC Learning Strategies True Value of a College Education Student Success Plan—Your Goals</td>
<td>Sept 5: Traditions Tours 6-8pm, BPSC Plaza Sept. 7: Involvement Fair 5-7pm, BPSC Plaza Sept. 8- Class of 2021 class photo at Homer Bryce stadium at 7:30pm! WEAR PURPLE!!! Holler at Homer, 8pm, get your FREE AXE handle!</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Event</td>
<td>Location</td>
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<td><strong>Week 3</strong></td>
<td><strong>September 12:</strong></td>
<td>Leadership Skill - Influence</td>
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<td><strong>September 14:</strong></td>
<td>Personal Survival Skills – Health, Safety and Fitness Self Esteem, Stress Management, Resiliency</td>
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<td><strong>Week 4</strong></td>
<td><strong>September 19:</strong></td>
<td>Leadership Skill – Decision-Making</td>
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<td><strong>September 21:</strong></td>
<td>Critical Thinking and Integrity Career Planning</td>
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<td><strong>Week 5</strong></td>
<td><strong>September 26:</strong></td>
<td>Leadership Skill – Communication</td>
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<td></td>
<td><strong>September 28:</strong></td>
<td>Personal Survival Skills – Alcohol and Drugs Campus Resources</td>
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<td><strong>Week 6</strong></td>
<td><strong>October 3:</strong></td>
<td>Leadership Skill – Setting Priorities Eisenhower Matrix</td>
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<td><strong>October 5:</strong></td>
<td>Working Successfully with Faculty, Staff, and Peers, Study Skills Test Taking</td>
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<td><strong>Week 7</strong></td>
<td><strong>October 10:</strong></td>
<td>Leadership Skill - Teamwork</td>
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<td><strong>October 12:</strong></td>
<td>University Rules, Procedures, and Resources</td>
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<td><strong>Week 8</strong></td>
<td><strong>October 17:</strong></td>
<td>Group Dynamics – Building Trust</td>
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<td><strong>October 19:</strong></td>
<td>no class</td>
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<tr>
<td><strong>Week 9</strong></td>
<td><strong>October 24:</strong></td>
<td>Group Dynamics – Managing Conflict</td>
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<td><strong>October 26:</strong></td>
<td>SFA History, Traditions, and Pride</td>
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<td><strong>Week 10</strong></td>
<td><strong>October 31:</strong></td>
<td>Group Dynamics – Securing Commitment</td>
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<td><strong>November 2:</strong></td>
<td>Accessing and Evaluating Information</td>
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<td><strong>Week 11</strong></td>
<td><strong>November 7:</strong></td>
<td>Group Dynamics – Holding Yourself and Others Accountable</td>
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<td><strong>November 9:</strong></td>
<td>True Value of a College Education – How Much Does College Really Cost True Value of a College Education – Grades, GPA, and fall scheduling</td>
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<td><strong>Week 12</strong></td>
<td><strong>November 14:</strong></td>
<td>Group Dynamics – Achieving Results</td>
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<td><strong>November 16:</strong></td>
<td>Online Portfolios My First Semester at college- what I have learned Personal Survival Skills – Money Management</td>
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<tr>
<td>Week 13</td>
<td>November 21: No class</td>
<td>November 23: No class</td>
<td>Enjoy your Thanksgiving break! Be safe!</td>
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<tr>
<td>Week 14</td>
<td>November 28: Course Wrap Up</td>
<td>November 31: LAST CLASS DAY - My first semester at college Finals Study Plan Review of Study Skills</td>
<td>Nov. 27: Last day to withdraw from the University</td>
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<tr>
<td>Week 15</td>
<td>December 5: NO class</td>
<td>December 7:</td>
<td>Study hard for finals! Best of luck!</td>
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<tr>
<td>Week 16</td>
<td></td>
<td></td>
<td>FINAL EXAMS! Good LUCK!!! STUDY, STUDY!</td>
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</tbody>
</table>