SFA 101_005 Freshman Seminar
MW 10-10:50 in F174
Fall 2017
Stephen F. Austin State University

Faculty Instructor: Christopher D. Sams, Ph.D. Associate Professor of Linguistics (Department of English and Creative Writing)
Office: Liberal Arts North 261
Office phone: (936) 468-2005 (no voicemail activated)
E-mail: samsc@sfasu.edu (please indicate SFA 101 in the subject line of your message)
Office hours: MWF 8:00-9:00, TR 8:00-9:30, and any day by mutually convenient appointment

Student Instructor: Ms. Jessie Jenkins
E-mail: jenkinsj1@jacks.sfasu.edu
Office: 3rd Floor Student Center 3.307
Office Hours: by mutually convenient appointment

Required Texts
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 receive a 2017-2018 SFA Bulletin. I recommend getting one from the Office of Admissions every year or you can access it online.

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.

Prerequisite(s): None.

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
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

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. 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.

Coursework Requirements and Grading Policy

- The final course grade will be determined by 5 assignments which will be announced in class and emailed at least one week in advance of the due date. We do not give partial credit and there are we don’t accept late assignments. There are also daily assignments that we expect students to participate in.

Final Course Grade

5 assignments completed- A
4 assignments completed- B
3 assignments completed- C
2 assignments completed- D
< 2 assignments completed- F

Course policies

- Adults make arrangements. They also take responsibility, are held accountable, and accept the consequences of their actions.
“Regular, prompt attendance, active participation, preparation, and adherence to the syllabus policies are expected. Attendance is taken daily and you are responsible to initial the sheet as it comes around at the beginning of class. In accordance with SFA’s Class Attendance and Excused Absence policy (6.7), absences may be excused if you contact Jessie within 24 hours of the absence with acceptable documentation. Excused absences and what constitutes acceptable documentation are at her discretion. If you arrive late or leave early, sleep, habitually use your cell phone, listen to music, work on material for another class, or engage in side conversation, you will be marked absent. If you arrive late or leave early, you will be marked absent. Students are responsible for keeping track of their absences as no warnings will be given. **Exceeding 4 unexcused absences will result in failure of the course.**”

If you miss class, you are responsible to find out from a classmate what you missed. Do not ask me or Jessie. You can get notes from them and find out if you missed any announcements. After speaking to a classmate, if you have specific questions, please see me or Jessie. We will not give you a private lecture over what you missed in class. Period.

- Some notes about my office hours: Students don’t need an appointment to see me during office hours; please stop by, but realize that during weeks when assignments are due, Wednesdays and Thursdays will usually be quite busy. I divide my time by how many students are waiting. My office hours are five days per week and during normal business hours--I am not obliged to make an appointment with students later in the day just because they don’t like to wake up early. Also, if I am with a student, please make sure that I see you and know that you are waiting--do not walk into my office when I am with another student. If you are turning something in, you don’t need to wait--please just excuse yourself and hand me your paper. Don’t email and dictate a time for an appointment--it shows a complete lack of respect for my schedule. If you need an appointment, please email me with all of the days and times you are available (not just the ones most convenient to you).

- Jessie will post the number of assignments you have competed on D2L. We do not monitor or respond to e-mails sent via D2L; all e-mails should be sent to samsc@sfasu.edu or jenkinsjl@jacks.sfasu.edu. For D2L technical support, contact student support in The Center for Teaching and Learning at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.

- Check your SFA e-mail account daily during the week. I return most e-mails within 24 hours. If you don’t hear back from me within 24 hours on a weekday, please resend your e-mail--I may not have received it. **This is a professional atmosphere; e-mails should have a subject, salutation (if for initial contact), body, and signature.**

**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
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.

Tentative Course Outline (subject to change)
In this course, we will cover Academic Integrity, Accessing and Evaluating Information, Campus and Community Service Opportunities, Classroom Learning Strategies, SFA History, Traditions, and Pride, Personal Survival Skills, University Resources, University Rules and Procedures, The Value of a College Education, and Working with Peers, Faculty, and Staff.
### Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>M</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus</td>
<td>Getting acquainted</td>
</tr>
<tr>
<td>2</td>
<td>College Etiquette</td>
<td>Letter to Self</td>
</tr>
<tr>
<td>3</td>
<td>Differences between High School and College</td>
<td>Dining Services</td>
</tr>
<tr>
<td>4</td>
<td>Time Management</td>
<td>TBD(^1)</td>
</tr>
<tr>
<td>5</td>
<td>University Policies and Procedures</td>
<td>TBD</td>
</tr>
<tr>
<td>6</td>
<td>Advising</td>
<td>TBD (Assignment 1 due: Policies and Procedures quiz)</td>
</tr>
<tr>
<td>7</td>
<td>Financial Aid</td>
<td>TBD</td>
</tr>
<tr>
<td>8</td>
<td>Personal Survival Skills</td>
<td>TBD</td>
</tr>
<tr>
<td>9</td>
<td>Calculating Grades</td>
<td>TBD</td>
</tr>
<tr>
<td>10</td>
<td>Financial Management</td>
<td>TBD (Assignment 2 due: GPA calculation quiz)</td>
</tr>
<tr>
<td>11</td>
<td>Guest Speakers (Assignment 3 due: Question for guest speaker)</td>
<td>TBD</td>
</tr>
<tr>
<td>12</td>
<td>TBD</td>
<td>TBD (Assignments 4&amp;5 due: Attending a university-sponsored event and letter-to-self/time capsule letter)</td>
</tr>
<tr>
<td>13</td>
<td>No class</td>
<td>No Class</td>
</tr>
<tr>
<td>14</td>
<td>TBD</td>
<td>No Class</td>
</tr>
<tr>
<td>15</td>
<td>No Class</td>
<td>No Class</td>
</tr>
</tbody>
</table>

Your final course grade will be posted on D2L after the close of online evaluations.

“JackText grade notification is available to students who sign up for it. This service sends a text to the student each time a grade is posted to their account. This should eliminate some of their anxiety when awaiting grades posting, as they will be notified the moment the grade is rolled into their academic history. Instructions for signing up for JackText can be accessed at [http://www.sfasu.edu/5418.asp](http://www.sfasu.edu/5418.asp).”

If you don’t make arrangements to pick up assignments within the first 30 days of next semester (summer is not considered a semester for this purpose), they are shredded for your privacy.

---

\(^1\) Jessie will be sending out a survey the first week of class after which she will post a revised schedule on D2L based on your interests and the course topics listed under program/student learning outcomes above.