I. **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.

II. **Program/Student Learning Outcomes and Objectives**

Upon completion of SFA 101, the student will understand the following areas and how they relate to their success:

- Evaluate the significance of academic integrity through the utilization of library and campus resources.
- Become knowledgeable of campus and community service opportunities.
- Apply college classroom learning strategies within enrolled courses.
- Advanced overview of university resources and their benefits to collegiate success.
- Relate university rules and procedures to personal behavior at SFA.
- Develop an understanding and appreciation for SFA history, traditions, and pride.
- Demonstrate the ability to work successfully with peers, faculty, and staff.
- Understand the true value of a college education and how it transmits to career aspirations.

III. **Class Readings and Materials**

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 to keep required coursework and assignments organized.
IV. Course Assignments and Activities

There is a total of 450 points available to be earned, as SFA 101 is a graded course counting as one-hour credit. The grading system is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 - 405</td>
<td>A</td>
</tr>
<tr>
<td>404 - 360</td>
<td>B</td>
</tr>
<tr>
<td>359 - 315</td>
<td>C</td>
</tr>
<tr>
<td>314 - 270</td>
<td>D</td>
</tr>
<tr>
<td>269 points &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance Policy  150 points
- **Class attendance** (100 points): Attendance is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions. For every absence you incur, a deduction of 10 points will be taken from the possible 100 points to be earned.
- **Outside Events** (30 points): You will be required to attend two (2) outside events provided by SFA. One of those events is **required** to be Freshmen Convocation (see last page of syllabus). The second event may be of your choosing upon approval by your instructor. Your proof of attendance at each of these events will be valued at 15 points each.
- **Instructor/Student Meetings** (20 points): 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 on college processes, or just to develop a professional relationship. Your participation in these meetings will count towards 10 points per meeting.

Writing Assignments  150 points
The format requirement for all papers will be two to three pages minimum in length, 1” margins on all sides, Times New Roman 12-point font, and double spaced. Points will be deducted for not following the formatting requirements.
- **Introduction Discussion** (10 points): In order for the instructors of SFA 101 to develop a more personal understanding of each student enrolled in the course, students will be asked to complete a student introduction discussion in D2L. This assignment will also help the student become familiar with the D2L system and its role within a course.
- **Professor Chat** (20 points): Building relationships is an important component of transitioning into college. Each student will be required to visit with one Professor, a Professor other than the SFA 101 Instructor, to gauge an understanding of the Professor’s expectations. Proof of your professor chat/visit will be in the form of a two-page double spaced paper. You will need to list the date/time, Instructor Name, and course (20 points). Consider the following questions to help you brainstorm some things you might have a chat with your Professor about:
  1. When you need clarification on an assignment, policies, and/or schedules.
2. When you’re not getting the grades you know you’re capable of.
3. When you want feedback on a draft
4. When you have questions about a specific grade you’ve received
5. When you would like advice on the subject of your major
6. Do you have suggestions on study strategies for your class/exam?
7. If I must miss a class, what is your policy for notifying you and make-up?

- **Journal entries** (20 points): At the end of each week, the student to journal about their experiences, ups and downs, and any efforts or strides made towards finding their major niche. Each journal entry should be no less than one paragraph in length, and there should be a minimum of 15 journal entries for the semester.

- **Student Success Plan** (50 points): Each student will utilize the following questions to guide them in their construction of a Student Success Plan. The Student Success Plan should adequately showcase the student’s ability to identify personal and academic goals, evaluate current academic strengths and weaknesses, and address intentions of developing one’s self within college (20 points).
  1. What are your academic and personal intentions for this semester?
  2. How are you going to evaluate success at the end of the semester?
  3. What new idea or approach am I hesitant to try? How can I best manage my time?
  4. The biggest strength that will guide me through this semester is…
  5. What challenges and problems am I facing now?
  6. What are the opportunities available to me right now?
  7. What is one skill I hope to develop this semester?
  8. During stressful times, how will I handle the stress?

- **Major Exploration Packet** (50 points): Each student will complete a thorough major exploration packet to increase their knowledge and awareness of their interests. The major exploration packet requires the student to critically analyze their skillset, values, and academic interests.

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**Career Research**

- **Typefocus Assessment** (50 points): Each student will complete a Typefocus Assessment to determine where their interests and disinterests are to better understand how various majors and careers align with those interests. Students will complete the assessment in class and attend a mandatory assessment interpretation through the Center for Career and Professional Development Office.

- **Career Research and Presentation** (50 points): At the end of the semester, each student will be required to research their desired career or a career of interest. Students will be required to prepare a power point presentation with at least two references to share with the class on the career that they chose.
- **Wandering Map** (50 points): Each student will creatively develop a ‘wandering map’ as an illustration of their search for their major and/or career. The map will showcase stops along the way in their self-discovery, pivotal events, and/or family influences that have impacted their search for their major and career, as well as what steps the student may need to take next in their major exploration process.

V. **Class Rules**

Following these rules will help maximize the SFA 101 experience for you and your classmates and are nonnegotiable.

- Attend every class.
- Read the assigned material and submit all required work on the day it is due. **No late work is accepted.**
- Participate in individual and group activities and discussions.
- Treat everyone in the class with respect and courtesy.
- All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.
- Cell phones and other electronic devices should be turned off and put away during class time.

VI. **Communication**

Please check your SFA email account regularly as this is the official email for SFA. D2L will be the official tool used in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions.

VII. **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. Dana Cooper (Steen Library, Room 203L; 936-468-3808).

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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Date</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 28</td>
<td>Class Overview-Resources, D2L, Letters to self, <em>Introduction Discussion assigned</em></td>
<td>Aug. 30</td>
<td>Academic Overview: Differences between HS &amp; College; Developing Personal Responsibility</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Navigating College: Time Management <em>Bring all syllabi to class!</em></td>
<td>Sept. 6</td>
<td>Who are you, what are you, &amp; why are you? Finding your purpose, <em>Introduction Discussion due</em></td>
</tr>
<tr>
<td>Sept. 18</td>
<td>CCPD Overview</td>
<td>Sept. 20</td>
<td>Safety: Drugs and Alcohol, Driving Jacks</td>
</tr>
<tr>
<td>Sept. 25</td>
<td>Influences on Major selection: Who, why and what? <em>Student Success Plans due</em></td>
<td>Sept. 27</td>
<td>Narrowing your major interests down! What college are you most interested in? <em>Major exploration packet due</em></td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Success in College: Grades, GPA, Course Selection, Resources</td>
<td>Oct. 4</td>
<td>Glue for your brain! Learning strategies workshop in the AARC!</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>Typefocus Assessment: Info Lab in Library</td>
<td>Oct. 11</td>
<td>Colleges &amp; Majors: Roundtable 1!</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Employing Interdependence &amp; Relationship Evolution <em>Professor Chat Assigned</em></td>
<td>Oct. 18</td>
<td>Student Success Panel</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Linking Academic &amp; Social Engagement</td>
<td>Oct. 25</td>
<td>SFA History, Traditions, Pride <em>Schedule Individual Sessions</em></td>
</tr>
<tr>
<td>Oct. 30</td>
<td>Colleges &amp; Majors Roundtable 2!</td>
<td>Nov. 1</td>
<td>Roundtable Reflection: <em>Career Presentation &amp; Wandering Map Assigned</em></td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Managing Motivation</td>
<td>Nov. 8</td>
<td>Maintaining Mindset <em>Professor Chat due</em></td>
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<tr>
<td>Nov. 13</td>
<td>Sharpening your Study Skills: Test preparation!</td>
<td>Nov. 15</td>
<td>Typefocus Interpretation</td>
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<tr>
<td>Nov. 20</td>
<td><strong>NO CLASS!!</strong></td>
<td>Nov. 22</td>
<td><strong>NO CLASS!!</strong></td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Evaluating your first semester at college</td>
<td>Nov. 29</td>
<td>Career Presentations <em>Outside events due, Journal Entries due</em></td>
</tr>
<tr>
<td>Dec. 4</td>
<td>Career Presentations</td>
<td>Dec. 6</td>
<td>Career Presentations <em>Wandering Map due</em></td>
</tr>
<tr>
<td>Dec. 11</td>
<td><strong>FINALS WEEK: AXE YOUR EXAMS!!</strong></td>
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</table>