SFA 101.054: Freshman Orientation
Fall Semester 2017
Course Meeting Times: Tuesdays and Thursdays, 11:00 – 11:50 a.m.
Course Location: Math 210
Instructor: Dr. Steven Galatas
Office Location: Dugas Liberal Arts North #134
Office Hours: MWF 10:00 – 11:00 a.m.; MTWR 1:30 – 2:30 p.m.; and by appointment
Phone: 468-2003
E-mail: galatasse@sfasu.edu
Student Instructor: Mr. Colton Ford
Office Hours: TBA

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.” General Bulletin, 2017-2018, p. 86.

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.

Textbook:
The following book will be given to you 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.

Attendance:
Attendance for this course is mandatory. Therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Every absence that you incur will result in a deduction two (2) points from your final grade. A total of fifty (50) points of your final grade is associated with class attendance.

Instructor/Student Instructor Meetings are required for this course. 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 ten (10) points each for a total of twenty (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 fifteen (15) points each for a total of thirty (30) points.
Grades:
SFA 101 is a graded course. Grades for this course will be drawn from the sources listed below. Each component of your grade will be discussed in detail later in the syllabus.

Attendance:
- Instructor / Student Instructor meetings 20 points
- Outside events and activities 30 points
- Class attendance 50 points
- Exam 100 points

Assignments
- Civic Engagement Project 30 points
- Faculty Interview 30 points
- Resume Development 40 points

Writing for Reflection
- Reflection #1 25 points
- Reflection #2 25 points
- Reflection #3 25 points
- Reflection #4 25 points

TOTAL 400 points

Point values will be converted to letter grades using the following scale:
A: 358 – 400 points
B: 318 – 357 points
C: 278 – 317 points
D: 238 – 277 points
F: 0 – 237 points

Exam:
You will take one (1) exam during the semester. The exam 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. In addition to testing you on the course material, this exam will indicate how you perform with different types of test questions and allow your instructor to make suggestions to improve your test taking skills in other classes.

Make-up exams are given only under the most extreme circumstances (e.g. serious illness or death in the immediate family).
- You must notify your professor ahead of time if you are going to miss the exam.
- You must provide written documentation to substantiate your absence.
- Failure to inform your professor of an absence prior to the exam or failure to provide adequate documentation will result in a score of zero (0) on the exam.
- Your professor determines what constitutes adequate documentation to qualify for the make-up exam.

During the exam, cell phones and other electronic devices must be turned off and stored away.

Assignments:
Three times during the semester you will be given an assignment to be completed using D2L or to be turned in at the beginning of class. No late work will be accepted. These assignments are intended to provide you with an opportunity to reflect on and benefit from what is happening in college.
The first assignment will involve interviewing a member of the faculty in the Department of Government. You will be matched with a faculty member who shares your current career and academic interests. You will be given a series of questions to ask during an interview with that faculty member. You will then transcribe those answers and submit them on D2L. This assignment is worth thirty (30) points.

The second assignment involves creating a resume for future use. You will develop a rough draft of your resume. You will then revise the resume and submit the resume to SFA’s Center for Career and Professional Development (CCPD). After CCPD reviews your resume, you will again revise your resume and submit it a final time. This assignment is worth forty (40) points.

The third assignment is a civic engagement project. As majors in political science and criminal justice, you are engaged in an academic area of study that involves service to the wider community and participation in the civic life of the community. For SFA 101, you will engage in work associated with “Democracy Wall.” “Democracy Wall” is a free speech area on the first floor of the Dugas Liberal Arts North building. You will divide into several teams: one team will develop questions on contemporary political issues and topics for posting on “Democracy Wall” and will transcribe responses on the wall; and the other teams will take turns with a mobile chalkboard collecting responses. This assignment is worth thirty (30) points.

A total of 100 points are associated with these assignments.

Writing for Reflection:
You will be assigned four (4) papers, each valued at twenty-five (25) points. Each paper will be approximately two (2) or three (3) pages in length. The topics and format for the papers is included in the assignment on D2L. The due dates for the papers are indicated on the Class Outline and Schedule at the end of this syllabus. Papers will be submitted on D2L. A total of 100 points are associated with these reflection papers.

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:
- Attend every class.
- Read the assigned material, and turn in all required work on the day it is due. (This is because your professors will likely not be flexible.)
- Participate in individual and group activities and discussions.
- Treat everyone in the class with respect and courtesy.
- All students are expected demonstrate professional behavior and use language appropriate for the classroom learning experience.
- Ask questions!

Please demonstrate common courtesy for your fellow students by avoiding the following during class.
• Working on assignments for your other courses
• Engaging in text messaging, Twitter, Facebook, Instagram, and other social media activities
• Watching movies, television shows, and other media
• Playing games online
• Answering cell phone calls.

Engaging in any or all of these activities during class presents an unprofessional personal statement on your part. Such behavior demonstrates disrespect for your fellow students. If you engage in any of these activities, you will be asked to leave the classroom for the day, and you will be recorded as absent.

E-mail:
Please check your @jacks.sfasu.edu 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. Note that using the e-mail messaging system in D2L does not allow the course instructor and/or student instructor to respond to your e-mail except through D2L only.

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.

COURSE OUTLINE
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>08/29</td>
<td>Introduction to Course</td>
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<tr>
<td>08/31</td>
<td>Differences in High School v. College</td>
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<tr>
<td>09/05</td>
<td>Overview of AARC</td>
<td>Submit Reflection #1</td>
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<td>09/07</td>
<td>Career Planning Overview</td>
<td>None</td>
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<td>09/12</td>
<td>SFA History and Traditions</td>
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<td>09/14</td>
<td>Academic Integrity</td>
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<td>09/19</td>
<td>Career Planning – Resume Writing</td>
<td>Bring Resume to Class</td>
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<td>09/21</td>
<td>SFA Library Resources (Meet in Library)</td>
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<td>09/26</td>
<td>Time Management</td>
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<td>09/28</td>
<td>Working with Others</td>
<td>Submit Resume to CCPD</td>
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<td>Learning Strategies (Meet at AARC)</td>
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<td>10/10</td>
<td>Study Abroad</td>
<td>Submit Reflection #2</td>
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<td>10/12</td>
<td>Career Planning – Social Media</td>
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<td>Personal Survival Skills: Alcohol, Etc.</td>
<td>Submit Final Resume (Assignment #1)</td>
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<td>Career Planning – Internships</td>
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<td>10/24</td>
<td>Personal Survival Skills: Campus Safety</td>
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<td>Personal Survival Skills: Wellness</td>
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<td>Personal Survival Skills: Budgeting</td>
<td>Submit Faculty Interview (Assign. #2)</td>
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<td>The Value of a College Education</td>
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<td>11/09</td>
<td>Planning for Spring 2018</td>
<td>Reflection #3</td>
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<td>11/14</td>
<td>Civic Engagement Activity</td>
<td>Democracy Wall (Assignment #3)</td>
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<td>11/28</td>
<td>University Policies and Procedures</td>
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<td>12/05</td>
<td>What I Learned My First Semester</td>
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<td>12/14</td>
<td>Final Exam Week</td>
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