Freshman Seminar  
SFA 101 (section 059)  
Fall 2017

Faculty Instructor:  
Name: Chelsea Heidbrink  
Office: AARC 101C  
Phone: 936.468.3809  
E-mail: heidbrinc@sfasu.edu  
Office Hrs: By Appointment  
Department: Student Success Center

Student Instructor:  
Name: Dontavia Roberts  
Email: robertsdu@jacks.sfasu.edu  
Office Hrs: TBA

Class Meeting time and place: MW 1:00-1:50 in SWRK 202

COURSE DESCRIPTION:  
This course provides activities and resources for success in college, at SFA, and for the rest of your life. Topics include critical thinking skills, study skills, time and money management, career planning, a review of university resources and regulations, and leadership.

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 SFA 101 Freshman Success Handbook at the beginning of the semester. Information in the handbook will be used for class discussions. 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
- <60% = F

Extra Credit: There may be extra credit opportunities throughout the semester. Your professor will give you more details during the year.

Attendance Policy: The success of you in this class is contingent upon participation. Attendance is required. You will get 3 absences throughout the semester. This encompasses ALL of your missed class days including sick days and any other excused absences you would have (vacation, leaving for home early, university sponsored events, etc.) For every absence over 3, 5 points will be deducted from your final attendance grade. You do not need to notify me if you will be absent, but out of courtesy, please do so. I will keep track of your absences in D2L. You are still responsible for all assignments and content you miss.

If you are more than 5 minutes late to class, it will be counted as one of your absences.

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. NO LATE WORK IS ACCEPTED.
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 unless otherwise instructed.
7. No headphones visible in class.
8. 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.

COMMUNICATION: Please check your Jacks email account frequently. This is the official communication system of SFA.

Professional communication is critical no matter what industry you are pursuing. Those good habits start now. Please feel free to email Dontavia or myself anytime through the semester. However, your email must include a subject line, your name, and student ID number and be formatted in a professional manner. If you do not follow these regulations, your email will not receive a reply and any information conveyed within your email will be ignored.

D2L will be the official tool in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions. You are responsible for checking D2L and your SFA email on a regular basis to ensure you do not miss any content or assignments.

COURSE COMPLAINTS: Any college course complaints or problems should first be discussed with the course instructor for the particular course. I am open to suggestions and will make every effort to make the class useful and engaging for everybody. 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. cooperdc@sfasu.edu or 936.468.3808.

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.
Assignments:

Due to the nature of this course, I will make every effort to do as many assignments in class as possible so long as every student remains engaged and participates. Below are the assignments for the class. Participation is worth 150 points of your grade and is evaluated every day based on your participation in activities and in-class assignments.

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Grade Points</th>
<th>Earned Grade Points</th>
</tr>
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<tbody>
<tr>
<td>Student Introduction in D2L</td>
<td>10</td>
<td></td>
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<tr>
<td>Individual Meeting (1)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Individual Meeting (2)</td>
<td>20</td>
<td></td>
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<tr>
<td>Meet the Professor</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Campus Resource Pres.</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Time Diary</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Final Reflection Paper</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>500</td>
<td></td>
</tr>
</tbody>
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In class assignments, discussions, and activities will be regular. To be prepared for class, please bring a writing utensil and paper to every class.

Per a reminder, here is the grading policy again.

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## Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| August 28     | Syllabus and Introductions
Read Arao and Clemens (2013)
Student Introduction in D2L |
| August 30     | BIG TALK: GOALS 1st Individual Meeting Sign Up                         |
| September 4   | Difference between HS and College
Student Introduction Due      |
| September 6   | Getting Involved Involvement Fair September 7                          |
| September 11  | Budgeting/Financial Aid
Involvement Fair Extra Credit Due |
| September 13  | Academics 101/Integrity Professor Office Hour Assignment               |
| September 18  | Study Strategies/STAR Groups Assigned for Final Presentation           |
| September 20  | Study Strategies/Resources                                             |
| September 25  | Managing Group Work
Time Diary                                               |
| September 27  | Time Management                                                        |
| October 2     | Time Management
Time Diary Due                                              |
| October 4     | Stress Management 1st individual meeting due                             |
| October 9     | Study strategies review/midterm prep
2nd Individual Meeting Sign Up                        |
| October 11    | SFA Traditions
SFA Soccer Oct. 13 at 7:00 PM vs. SELA                                |
| October 16    | Personal Survival                                                       |
| October 18    | Personal Survival                                                       |
| October 23    | BIG TALK                                                               |
| October 25    | Midterm Follow Up/STAR                                                  |
| October 30    | Professional Day
Resume Extra Credit                                   |
| November 1    | Professional Day
Resume Extra Credit                                    |
| November 6    | No Class Tunnel of Oppression                                          |
| November 8    | Follow up from Tunnel 2nd individual meeting due                        |
| November 13   | Mindset                                                                |
| November 15   | Presentations                                                           |
| November 20   | NO CLASS                                                               |
| November 22   | NO CLASS                                                               |
| November 29   | FINAL SCHEDULE PLAN                                                    |
| December 1    | BIG TALK                                                               |
| December 4    | Final Reflections
Final Reflection Paper                                       |
| December 6    | Final Event
Final Reflection due Dec. 13 by 11:59 PM                             |