SFA 101 Freshman Seminar

Fall 2017, Section 060

Instructors: Dr. Keith Hubbard  Harley Conway
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Department: Mathematics & Statistics
Office Hours: M 10-11; T 9:30-11, 2-3; Th 9:30-11, F 11-12 in Math 214
Office Location & Phone: Math 336, 936.468.1533
Website: http://www.faculty.sfasu.edu/hubbardke/  Class Times & Place: M-W 12:00-12:50, Math 214

Required Materials
The 5 Elements of Effective Thinking by Edward Burger and Michael Starbird
SFA 101 Freshman Success Handbook (provided); class notebook for note taking

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.

Final Grade Components
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:

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>130</td>
</tr>
<tr>
<td>AARC Attendance (6 pts each)</td>
<td>30</td>
</tr>
<tr>
<td>Outside Events (20 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Instructor Chats (15 pts each)</td>
<td>30</td>
</tr>
<tr>
<td>Reflections (20 pts each)</td>
<td>120</td>
</tr>
<tr>
<td>Exam</td>
<td>90</td>
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<tr>
<td>TOTAL</td>
<td>500</td>
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- Attendance & participation is mandatory and over 25% of your entire grade. Please plan to attend ALL class sessions prepared to participate in the activities and discussions. If you have an unavoidable conflict, please contact Dr. Hubbard before the period to be missed.

- AARC Attendance is one of the activities most strongly correlated with success in the first year. Freshmen who attended the AARC an average of at least once a week had a GPA that was over a full letter grade higher than those who never attended and were 23% more likely the make it to their sophomore year at SFA. To encourage you in attending the AARC, you will be required to turn in 5 AARC slips (and at least 3 by Oct 18). These are slips that you will be given when you participate in an SI session, visit the walk-in tables, or work with a tutor. It is your responsibility to request the slip when you attend an activity then turn it in for credit.

- You will be required to attend 5 outside math or science events provided by SFA (at least 3 by Oct 18 including the STEM Convocation Sep 14 at 4pm). Multiple events will be highlighted in class. Please choose your event, attend, then write a half-page reflection on what you learned at the event.

- Instructor chats are an activity you should take advantage of in every class. Your professors are experts in their fields, want you to be successful, and are the ones creating the assignments that will determine your final grade – you should visit them. To practice, you’ll visit Dr. Hubbard or Ms. Conway in the first three weeks of class, then visit with the other instructor in the last three weeks. (You’re welcome to visit more than that!) Please schedule an appointment and be on time.
We will be reading the book *The 5 Elements of Effective Thinking* together and you will be completing 5 reflection papers on that book. They are typed page long. The reflection on Element 1 is due Sep 11, Element 2 on Sep 15, Element 3 on Oct 9, Element 4 on Oct 23, and Element 5 on Nov 6. You will sign also sign up to lead a discussion on one of these topics or to talk about a potential STEM Career. A 6th reflection paper will be due Sep 18 on any potential STEM career you choose. Except in extraordinary circumstances, these papers will not be accepted late.

One exam will be given on December 4 during the regular class time. This exam will include multiple choice, short answer, and paragraph answer questions covering key topics from the course.

**General Policies and Information**
- We will send e-mails to the entire class during the semester. Check your SFA e-mail account frequently.
- To contact Dr. Hubbard, you may call his office, drop by his office, or email him. To contact Ms. Conway, email is the best option. We will do our best to reply quickly.
- Students are expected to respect the learning environment of their fellow students. To this end, use of mobile phones, mp3 players, PDAs, etc., is forbidden during class.

**Tips for a Successful Math/Science Class**
- Measure success as understanding and being able to do new problems, not as having completed an assignment.
- Try to understand definitions and solving approaches. See if you can find examples that work and that don’t.
- Take the time to read the book and review your notes.
- Practice problems until you can do them without referring to examples or help from your notes.
- Practice explaining big ideas and problem solving procedures in your own words, using complete sentences.
- Have someone check your work after you have finished it to help eliminate mistakes that you do not know you are making.
- Treat mistakes as a learning experience.
- Realize that math is hard. Some parts are harder for some people than others. Ph.D. mathematicians frequently find it hard to learn new things sometimes and make mistakes on things we already know. We have just learned to go back and refresh the basics, and keep working, even if it takes hours, days, weeks, or years.
- Some people take longer to understand things than others. Evaluate how you study and seek to study smarter, not necessarily longer. If you are still stuck, get some help. The AARC and I are here for you!

**Tentative Course Outline**

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Overview/ Names</td>
<td>University Resources/ Planning for the Semester</td>
</tr>
<tr>
<td>2</td>
<td>Getting Involved / Study Skills</td>
<td>Time Management</td>
</tr>
<tr>
<td>3</td>
<td><strong>Element 1</strong>: Understand Deeply</td>
<td>Career Investigations – LINC lab</td>
</tr>
<tr>
<td>4</td>
<td><strong>Potential STEM Career</strong></td>
<td>Fun Lunch: SFA Traditions</td>
</tr>
<tr>
<td>5</td>
<td><strong>Element 2</strong>: Fail to Succeed</td>
<td>Student Rights &amp; Responsibilities</td>
</tr>
<tr>
<td>6</td>
<td>Conflict De-escalation</td>
<td>Students Choose</td>
</tr>
<tr>
<td>7</td>
<td><strong>Element 3</strong>: Be your own Socrates</td>
<td>Goals &amp; Grade Calculation</td>
</tr>
<tr>
<td>8</td>
<td>Academic Integrity / Right vs. Wrong</td>
<td>Fun Lunch: Stress Can be Good</td>
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<tr>
<td>9</td>
<td><strong>Element 4</strong>: Look Back, Look Forward</td>
<td>QPR</td>
</tr>
<tr>
<td>10</td>
<td>Financial Management</td>
<td>Handling Your Money Now</td>
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<tr>
<td>11</td>
<td><strong>Element 5</strong>: Transform Yourself</td>
<td>Typefocus Interpretation</td>
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<tr>
<td>12</td>
<td>Evening Observatory Trip, 8pm</td>
<td>SFA History &amp; Traditions/ fun</td>
</tr>
<tr>
<td>13</td>
<td>Thanksgiving – no class</td>
<td>Thanksgiving – no class</td>
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<tr>
<td>14</td>
<td>True Value of College</td>
<td>Review for the Exam</td>
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<tr>
<td>15</td>
<td>Exam</td>
<td>Dead Week - no class</td>
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**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.

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/](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.