Faculty Instructor: Daphne Curl  
Office: Rusk Building, room 325  
Phone: 936-468-3958  
E-mail: curldaphn@sfasu.edu

Student Instructor: Allyn Shaffer  
Email: shafferai@jacks.sfasu.edu  
Class Meeting: Mathematics 209  
Office Hrs: M – Th 8:15 - 10:45; 1:00 - 3:00

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.

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 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 of some type.

COURSE METHODS & ACTIVITIES: You will participate 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:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 – 358</td>
<td>A</td>
</tr>
<tr>
<td>357 – 318</td>
<td>B</td>
</tr>
<tr>
<td>317 – 278</td>
<td>C</td>
</tr>
<tr>
<td>277 – 238</td>
<td>D</td>
</tr>
<tr>
<td>237 pts &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>
Attendance  
100 points

**Class Attendance.** Class attendance 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 2 points from your final grade. **60 Points**

**Instructor/Student Instructor Meetings:** One individual meeting 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. It counts for a total of **20 points.**

**Typefocus/Career Inventory:** You will do a Typefocus inventory assessment during class (10pts) and later in the semester a career a counselor will provide a general interpretation of the inventory (10pts). It is a total of **20 points.**

Events  
100 points

**Outside Events:** You will be required to attend two (2) outside events provided by SFA; the class will vote on which fine art event to attend. Attendance will be taken for each event; will be valued at **50 points each**

Exam/Celebration  
100 points

Only one exam will be given during the semester. It 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. **There is no final exam**

Assignments  
100 points

During the semester you will be given four assignments to be completed and either turned in or presented in class. **NO LATE WORK WILL BE ACCEPTED.** These assignments are intended to provide you with an opportunity to reflect on and benefit from what’s happening in college

**Assignments are as follows:**

- My College Experience Paper  
  30 Points
- SFA Traditions Presentation  
  30 Points
- Diversity Paper and Presentation  
  30 Points
- Completed Involvement Advising Session  
  10 Points

100 Points Total

TOTAL POINTS FOR COURSE  
400 points

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.

MAIL: Please check your Jacks email account regularly. Your Jacks account is the official email account for SFASU.

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. 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.

Important University dates (Please take note of the following important dates)
- **August 31st**: Last day to register and last day to change schedule other than to drop
- **September 4th**: Labor Day Holiday
- **September 12th**: Twelfth class day (official enrollment taken)
- **October 18th**: Mid-Semester
- **October 25th**: Last day to drop a course; last day to withdraw without a WP or WF
- **November 20th**: Beginning of Thanksgiving Holiday
- **November 27th**: Last day to withdraw from the university (with WP or WF)
- **December 11th**: Finals week
- **December 16th**: Fall graduation

Four Assignments (All assignments due at the beginning of class)

**My College Experience Paper**—Write a 2 page (double space) paper discussing what you want your college experience to be like. Include your ideas, aspirations and your goals for the next several years. Talk about what you would like to accomplish regarding not only your academics, but your social and leisure time also. Talk about your ideas for careers, relationships, organizations, sports, spiritual activities and anything else that you plan to be involved in while in college. This assignment is due at the beginning of class **September 20th**.

**SFA Traditions Presentation**—you will pair up with another student and do research over an SFA and present to the class. These presentations are scheduled **September 27th and October 2nd**.

**Involvement Center Advising Session**—you will set an appointment with the Involvement Center Advisor to find a good fit for you involving at least one organization on campus. You will turn in a copy of your survey for a grade. This assignment is due **October 23rd**.

**Diversity Paper and Presentation**—you will interview someone that is different from you in some way. The difference can be related to gender, religion, race, sexual orientation, disability, political views, socio-economic
backgrounds, size, etc. Also, include ways that you are similar to this person in other ways even with diversity in other areas. Presentations are scheduled for **November 27th and November 29th**; paper due at beginning of class.

### Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Class introduction, syllabus overview, and distribute handbooks.</td>
</tr>
<tr>
<td>August 30</td>
<td>GIVE ME THE AARC OVERVIEW! (Meet in library lobby)</td>
</tr>
<tr>
<td>September 4</td>
<td>Working successfully with faculty, the transition from high school/Value of College Education</td>
</tr>
<tr>
<td>September 6</td>
<td>Note taking lecture, <em>SFA Traditions and sign up for presentations</em></td>
</tr>
<tr>
<td>September 11</td>
<td>Guest Speaker – Registrar Office (<em>Registration</em>)</td>
</tr>
<tr>
<td>September 13</td>
<td>Campus Tour (<em>Getting to know your surroundings</em>)</td>
</tr>
<tr>
<td>September 18</td>
<td>Alcohol and its effects, <em>Vote and Sign Up for Fine Arts Event</em></td>
</tr>
<tr>
<td>September 20</td>
<td>Career Inventory Assessment - Typefocus (<em>Class will meet in library, info lab 1</em>)</td>
</tr>
<tr>
<td>September 25</td>
<td>QPR (Suicide signs and prevention) (<em>Class will meet in Rusk Bldg. Room 333</em>)</td>
</tr>
<tr>
<td>September 27</td>
<td>* My College Experience Paper Due</td>
</tr>
<tr>
<td>October 2</td>
<td>* SFA Traditions Presentations</td>
</tr>
<tr>
<td>October 4</td>
<td>GIVE ME THE GLUE! AARC Presentation <em>(Meet in library lobby)</em></td>
</tr>
<tr>
<td>October 9</td>
<td>Cpl. Steptoe – Self Defense</td>
</tr>
<tr>
<td>October 11</td>
<td>Study and Time Management Tips</td>
</tr>
<tr>
<td>October 16</td>
<td>Mid-term class review</td>
</tr>
<tr>
<td>October 18</td>
<td>*Mid-Term Exam</td>
</tr>
<tr>
<td>October 23</td>
<td>Individual Conferences (<em>grades/attendance</em>), <em>Last Day to turn in Involvement Cntr Survey</em></td>
</tr>
<tr>
<td>October 25</td>
<td>Sexual Attitudes (<em>Last day to drop classes or withdraw w/o wp or wf</em>)</td>
</tr>
<tr>
<td>October 30</td>
<td>SFA Scavenger Hunt</td>
</tr>
<tr>
<td>November 1</td>
<td>Typefocus Inventory Interpretation (<em>Class will meet in Liberal Arts North, Rm 102</em>)</td>
</tr>
<tr>
<td>November 4</td>
<td>Tunnel of Oppression (6pm or 9pm) NO class</td>
</tr>
<tr>
<td>November 6</td>
<td>Personal survival &amp; Diversity</td>
</tr>
<tr>
<td>November 13</td>
<td>Personal survival &amp; Diversity Continued</td>
</tr>
<tr>
<td>November 15</td>
<td>How to avoid cheating and plagiarism</td>
</tr>
<tr>
<td>November 20</td>
<td><em>The Worst Time Wasters</em> NO CLASS!!!</td>
</tr>
<tr>
<td>November 22</td>
<td>Thanksgiving—NO CLASS!!!</td>
</tr>
<tr>
<td>November 27</td>
<td>* Diversity Presentations</td>
</tr>
<tr>
<td>November 29</td>
<td>*Diversity Presentations</td>
</tr>
<tr>
<td>December 4</td>
<td>Getting Ready for Finals</td>
</tr>
<tr>
<td>December 6</td>
<td>End of semester party!!!</td>
</tr>
</tbody>
</table>