INSTRUCTOR INFORMATION:

**Faculty Instructor:**
- Name: Sherry Williford
- Office: Boynton Bldg. Rm. 301D
- Phone: 936-468-1278/936-554-4048 cell
- E-mail: swilliford@sfasu.edu
- Office Hrs: Mon/Wed: 9am-10am and Tues & Thurs: 9:30am-11am, 1:30pm-3pm

**Student Instructor:**
- Name: Victor Henson
- E-mail: hensonv@jacks.sfasu.edu

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:

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 PROCEDURES: 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:

400 – 358 points = A
357 – 318 points = B
317 – 278 points = C
277 – 238 points = D
237 pts & below = F

Attendance

Instructor/Student Instructor Meetings: Two individual meetings with the instructor or the student instructor will be scheduled. The purpose of these meetings 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 a total of 20 points of your attendance grade.

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 15 points each for a total of 30 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 unless excused.

Exam

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

Several 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’s happening in college.

Writing for Reflection:

Reflection entries will be made throughout the semester. If you miss a class, it is your responsibility to ask for the reflection entry information. Papers will be submitted in D2L.

TOTAL POINTS FOR COURSE

400 points
MAIL: Please check your Jacks email account regularly. Your Jacks account is the official email account for SFASU. D2L is the official tool in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions.

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.

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).

GENERAL STUDENT POLICIES:
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.

ACADEMIC INTEGRITY (4.1): Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on 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 (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

STUDENTS WITH DISABILITIES (6.1): 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, 468-3004 / 468-1004 (TDD) 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/
ACCEPTABLE STUDENT BEHAVIOR:
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 (see the Student Conduct Code, policy 10.4). 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 prohibition 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. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed. Information regarding the iCare program is found at http://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

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 SEMESTER GRADE POLICY (5.5):
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

FOOD AND BEVERAGES IN ACADEMIC AREAS: Consumption of food or beverages is prohibited in all indoor classrooms and laboratories.

IMPORTANT UNIVERSITY DATES: Please take note of the following important events:
August 30, 2018 Thursday Last day to change schedules or register for classes
October 17, 2018 Wednesday Mid-semester
October 24, 2018 Wednesday Last day to drop classes or withdraw with WP or WF
November 19, 2018 Monday Thanksgiving holiday begins
December 10-15, 2018 Final Exams
December 15, 2018 Saturday Commencement; semester ends
January 22, 2019 Tuesday Classes begin for Spring semester

CLASS CALENDAR: A day-to-day calendar is provided for the semester. Please note scheduled topics, activities, and special events.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
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<tr>
<td><strong>August 27</strong></td>
<td><strong>August 29</strong></td>
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<tr>
<td>Class Overview</td>
<td>Getting to Know Each Other</td>
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<td>Who’s Who/How’s It Going?</td>
<td>Time Management</td>
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<tr>
<td>Attend College Convocations-Check Schedule</td>
<td>[Last day to add classes or change sections-Aug. 30]</td>
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<td><strong>September 3</strong></td>
<td><strong>September 5</strong></td>
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<td><em>University Rules and Procedures</em></td>
<td><em>Campus Services</em> - AARC and Study Tips</td>
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<td>Meet inside the Lobby of the Library</td>
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<td><strong>September 10</strong></td>
<td><strong>September 12</strong></td>
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<td><em>Involvement Center</em></td>
<td><em>1st Writing Assignment</em></td>
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<td>How to Get Involved</td>
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<td><strong>September 17</strong></td>
<td><strong>September 19</strong></td>
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<td><em>Learning Styles/Critical Thinking</em></td>
<td><em>Money Management</em></td>
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<td>Study Skills</td>
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<td><strong>September 24</strong></td>
<td><strong>September 26</strong></td>
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<td><em>Working with Peers, Faculty &amp; Staff</em></td>
<td><em>Individual Meetings</em></td>
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<td><strong>October 1</strong></td>
<td><strong>October 3</strong></td>
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<td>Advising/Registering/GPA</td>
<td><em>Role-Play Situations</em></td>
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<td><em>Group Presentation Assignments</em></td>
<td>Survival Skills</td>
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<td><strong>October 8</strong></td>
<td><strong>October 10</strong></td>
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<td>Still Surviving College</td>
<td>Dealing with Stress</td>
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<td><em>Nature and Value of University Education</em></td>
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<td><strong>October 15</strong></td>
<td><strong>October 17</strong></td>
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<td><em>Academic Integrity</em></td>
<td>SFA Swat/Jeopardy</td>
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<td>Grade Monitor Sheet</td>
<td>Simple Plan Video</td>
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| **October 22**  
SFA History & Traditions | **October 24**  
SFA 101 Exam and Interpretation  
(Last day to drop a course) |
| **October 29**  
*Type Focus Exercise*  
Info Lab 1 (Library 1st floor) | **October 31**  
*Kick-Ball* |
| **November 5**  
Class will not meet today  
[Attend Play “Oklahoma” at 7:30pm] | **November 7**  
*Type Focus Interpretation* |
| **November 12**  
*Diversity*  
Accessing & Evaluating Information | **November 14**  
Class will not meet today because of Observatory visit 7 or 8pm. |
| **November 19**  
THANKSGIVING HOLIDAY | **November 21**  
THANKSGIVING HOLIDAY |
| **November 26**  
Class will not meet today.  
Class will attend the Christmas Tree Lighting tomorrow night. | **November 28**  
Group Presentations |
| **December 3**  
*Individual Meetings* | **December 5**  
SFA 101 Celebration – Last day of SFA101 |
| **December 10**  
FINAL EXAMS – Relax and enjoy! | **December 12**  
FINAL EXAMS – Relax and enjoy! |

Don’t forget to read the Lumberjacks Links on www.sfasu.edu/sfa101