Instructor Information

Instructor | Email | Office Location & Hours
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Ashley Johnson | johnsonar13@sfasu.edu | Library 102E, M-F 8-3, or by appt
Ashlyn Adams, SI | adamsam7@jacks.sfasu.edu | Upon request

Remind App
We will be able to communicate through the Remind App. Text @sfa101012 to 81010 or download the app on your phone. Letting the instructors know when you may be sick or have an issue is huge in college. It shows that you are responsible and care.

General Information

Course Description
This course is designed to provide students with necessary skills to transition into and maintain a successful career at SFA. It does this through a specific set of skills that allow the student to get help before it’s too late and to learn how to be a part of the Lumberjack Family.

Learning Outcomes and Objectives
Upon completion of this course, the student will be able to:

- Set goals and achieve them, or reinvent themselves upon failure
- Manage time and finances in a different way
- Have a new set of learning and coping strategies in their educational and life tool belts
- Learn and engage in Lumberjack traditions
- Find a niche in the SFA community that fits the student best
- Know what academic integrity is and understand why it is integral to education
- Understand the importance of written and oral communication skills with both others and employers

Course Readings and Materials

Required Materials
- SFA 101 Handbook
- Notebook or journal of some type
- Some type of calendar or planner that fits you: electronic, paper, etc.
Grading Policy
There are a total of 400 points available to be earned, as SFA 101 is a graded course. The grading system is as follows:

- 400 - 360 points A
- 360 - 320 points B
- 319 - 280 points C
- 279 - 240 points D
- 239 points & below F

Attendance
Attendance is mandatory and will be recorded each class meeting. Since we only meet once a week, this is most important to be able to get every ounce of information and opportunity possible. Attendance will be worth 150 points.

Consultations
Two consultations will be required during your semester in SFA 101. One will allow for the collegiate action plan to be discussed, and the other will allow for the sample cover letter and resume to be discussed. These will total 150 points.

Assignments
There will be 20 little assignments over the course of the semester. Each will be worth 20 points, totaling 100 points.

All of these portions added together will equal 400 points.

What Will Class Be Like?
SFA 101 will be a combination of interactive discussions, activities, and lessons that will allow you to breathe a little bit when you come to class. We will develop better survival skills together as we think critically and express thoughts and feelings. Since we meet only once a week, attendance is mandatory for the maximum experience. Class will not bog you down, but it will help you prepare for years to come. Please treat others in the class with the same courtesy and respect that you would like to have shown to you.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Lesson</th>
<th>Exercises</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2: Sept 3</td>
<td>Finding Your Purpose &amp; Mindset</td>
<td>Who Do We Choose to Be?</td>
<td>Talkers &amp; Listeners, Job Jar, Little League, M&amp;M House</td>
<td>Benefit Mindset Challenge</td>
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<tr>
<td>Week 3: Sept 10</td>
<td>How to Plan Properly &amp; Problem Solve When Things Go Wrong</td>
<td>Adapting and Innovating to get Through your Problems</td>
<td>Planner &amp; Degree Plan Overview, Opt: Brain Blast, Solve It Twice, Walk the Plank</td>
<td>Identifying a Problem Flow Chart</td>
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<td>Week 4: Sept 17</td>
<td>How to Comply with College Coursework vs How High School Was and the Consequences that Go With Them</td>
<td>Setting Goals, Keeping Track, and Consequences</td>
<td>Human Knot, Collect Your Thoughts, Decision Making Wheel</td>
<td>Assign Action Plan</td>
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<td>Week 5: Sept 24</td>
<td>How to Retain Information in a Different Way</td>
<td>AARC Tour</td>
<td>Discuss Mindset Challenge</td>
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<td>Week 6: Oct 1</td>
<td>Effective Communication with Others</td>
<td>Verbal vs. Nonverbal Communication</td>
<td>Famous Pairs Intro, Stack the Deck, Name Activity</td>
<td>Talk about the resume and build upon is over the next few weeks.</td>
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<td>Week 7: Oct 8</td>
<td>Interview #1</td>
<td>Action Plan Due</td>
<td>Gift of Time</td>
<td>Action Plan is due this week!</td>
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<td>Week 8: Oct 15</td>
<td>Self-Assessment: Looking Inward</td>
<td>Today, I Feel...</td>
<td>Confidence, How I See It, Lay it on the Line</td>
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<td>Week 9: Oct 22</td>
<td>Campus Opportunities and SFA Traditions</td>
<td>Speaker</td>
<td>Homecoming this week!</td>
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<td>Week 10: Oct 29</td>
<td>Your Health and You</td>
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<td>Make a plan</td>
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<td>Week 11: Nov 5</td>
<td>Rebounding when Things Go Wrong and Building a Support System</td>
<td>Failure is actually good! How to be resilient.</td>
<td>High Five, Overcoming Problems, My Support System</td>
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<tr>
<td>Week 12: Nov 12</td>
<td>Interview #2</td>
<td>Cover Letter/Resume Due</td>
<td>Gift of Time</td>
<td>Cover Letter/Resume due this week!</td>
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### Additional Information and Resources

#### 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 D34.1). 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.

#### 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. Dana Cooper at extension 2224.

#### Students With Disabilities

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/

#### Withheld Grades Policy (A-54)

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.

**Academic Integrity (A-9.1)**

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.

**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 not complying with SFA’s academic dishonesty regulations will be given a failing grade in this course and may be subject to further disciplinary action.