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 need a planner. This can be a planner you’re already using, but if you don’t currently have a planner, please obtain one. Other than a notebook, you will not need to purchase a textbook.

COURSE METHODS AND ACTIVITIES: Classes will use a variety of formats: activities, small group discussion, projects, speakers, visits to campus facilities, exercises, questions and answers, written reflections, and opportunities to simply express what you are feeling and thinking.

CLASS RULES: In order for this class to be beneficial for you and for others:

1. attend every class on time
2. turn in all assignments on time
3. participate in individual and group activities and discussions
4. treat everyone in class with respect and courtesy
5. demonstrate respectful, professional behavior and use language appropriate to the classroom
6. turn off and put away cell phones, earbuds, tablets, laptops, etc. (unless otherwise instructed)
7. ask questions and have fun!!

Note: Unless required for a class activity, cell phones (and other electronic devices) must be silenced and stowed. Inappropriate cell phone use may result in the deduction of attendance points.
**GRADING PROCEDURES:** SFA 101 is a graded course. Passing this course will give you one semester credit that counts toward graduation, and your grade does figure into your GPA. Grade scale in this class:

- A=280-300
- B=260-279
- C=240-259
- D=220-239
- F=0-219

**Attendance**

100 points

Since in-class interaction is a major part of this class, attendance is mandatory. Plan to attend every class! Please let me know *ahead of time* if you must miss a class for some reason. Five points will be deducted from your attendance points for an unexcused absence.

**Midterm Reflection**

50 points

Your midterm exam will be a reflection paper. The topic will involve thought about how you want your college experience to affect your life. There will be no final exam.

**Assignments**

50 points

There will be five assignments through the semester. The formats include a brief written assignment; activities; and a presentation. Each assignment or event is worth 10 points. Tentatively, they are:

- #1 using your planner,
- #2 “Campus Resource” presentation,
- #3 meet with a professor,
- # 4 “Goals” written assignment,
- #5 organization attendance.

An acceptable submission will be given full credit. In order to receive credit, you may be asked to resubmit your assignment after making modifications.

**Events**

100 points

Much of the great education you receive as a college student occurs *outside* the classroom! There are wonderful and interesting events on campus almost every day. You will receive a list of scheduled activities that you may attend for credit; the number of points you may earn for attending each one is indicated. (Some additional activities may be added as they are scheduled.) Be sure to begin early in the semester to attend these, as you won’t be able to get all of your points at the end of the semester. You may earn up to 100 points.

**Total possible points for class**

300 points

**MAIL:** Please check your Jacks email account regularly. Your Jacks 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.
GENERAL STUDENT POLICIES (see 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
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/

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).

Academic Integrity (University Policy 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.

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.

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.

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

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 Grades Policy (University 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, 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 30</td>
<td>Last day to add a course to your schedule</td>
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<tr>
<td>Sept. 11</td>
<td>12th class day (after this day, any dropped class is one of your six allowed)</td>
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<tr>
<td>Sept. 22</td>
<td>Parents' Day</td>
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<tr>
<td>Oct. 17</td>
<td>Mid-semester</td>
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<tr>
<td>Oct. 24</td>
<td>Last day to drop a course without receiving a grade</td>
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<tr>
<td>Nov. 17-25</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Dec. 10-14</td>
<td>Final Exams</td>
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<tr>
<td>Jan. 22</td>
<td>Spring classes begin</td>
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