**Instructor:** Tiffany Rivers  
**Office:** Human Services (HSTC) Rm. 325  
**Phone:** 936-468-3004  
**Email:** trivers@sfasu.edu  
**Department:** Disability Services  
**Class time:** MW 1-1:50 p.m.

**Student Instructor:** Karina Weathers  
**Office:** Human Services (HSTC) Rm. 325  
**Phone:**  
**Email:** weatherskj@jacks.sfasu.edu  
**Office hours:** By appointment  
**Class location:** HSTC 320

**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. We want to make this as enjoyable and informative for you as possible. The ultimate responsibility for your success in college rests with you! You have a great opportunity – take complete advantage of it! We are excited to be a part of your journey!

**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. 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

**MAIL:** Please check your Jacks email account regularly. This account is the official email for SFA.
CLASS RULES: Following these few rules will help to maximize the SFA 101 experience for you and your classmates:

- Attend every class.
- Read the assigned material, and turn in all required work on the day it is due.
- Participate in individual and group activities and discussions.
- Treat everyone in the class with respect and courtesy.
- Demonstrate professional behavior and use language appropriate for classroom learning.
- Cell phones and other electronic devices should be turned off and put away during class time.
- 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. Janet Tareilo (Steen Library, Room 203L; 936-468-1588).

STUDENT ETHICS & POLICY INFORMATION: found at HTTP://WWW.SFASU.EDU/POLICIES

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 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** 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. 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.

**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:

- 300 – 270 points = A
- 240 – 269 points = B
- 210 – 239 points = C
- 180 – 209 points = D
- 179 pts & below = F

**ATTENDANCE POLICY:**
- **Instructor/Student Instructor Meetings**: One individual meeting with the instructor and 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. This will count for a total of **20 points**.
- **Outside Events**: You will be required to attend two (2) outside events provided by SFA. You must provide sufficient documentation of attendance. 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.

**EXAM/CELEBRATION:**
Only one exam will be given during the semester. 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 and either turned in or presented in class. These assignments are intended to provide you with an opportunity to reflect on
and benefit from what’s happening in college. Late assignments will reduce the possible points by half. Extra Credit opportunities will be offered throughout the semester.

**Assignments are as follows:**

- My College Experience Paper: 20 Points
- Career Inventory/Interpretation: 20 Points
- SFA Traditions Presentation: 20 Points
- Diversity Paper/Presentation: 20 Points
- Involvement Project: 20 Points

**TOTAL POINTS FOR COURSE:** 300 points

**IMPORTANT UNIVERSITY DATES:**

Please take note of the following important dates:

- August 30: Last day to change schedule other than to drop courses
- August 29-30: AARC Enrollment for Services begins
- September 11: Twelfth class day (official enrollment taken)
- October 24: Last day to drop a course (without a WP or WF)
- November 17: Beginning of Thanksgiving Holiday
- November 26: Last day to withdraw from the university (with WP or WF)
- December 10-14: Finals week
- December 15: Fall graduation

**ASSIGNMENT INSTRUCTIONS** - 20 pts each

- **My College Experience Paper** - Write a 3 page (12 point font - double spaced) 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. **Please Proofread!!!**

- **Involvement Project** - You will research and review the areas of student involvement and leadership on campus; this may include student organizations, service programs and community engagement. Based on your findings, you will decide which area is a good fit for you and why you made this determination. (Additional information will be provided in class.)

- **SFA Traditions Presentation** - You will pair up with another student and research an SFA tradition and then make a presentation for the class. You and your partner can use whatever visual-aids you would like.

- **Career Inventory** - You will take a career inventory during class and we will have career counselors provide a general interpretation of the inventory.

- **Diversity Paper/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. Find out from the person what it is like for them to be who they are and how they are different from you. Also, include ways that you are similar to this person in other ways even with diversity in other areas. Stretch yourself with this assignment.

**OUTSIDE OF CLASS EVENTS:**

- New Student Academic Convocation – See Handout
- Observatory Trip – TBA; buses provided
- Planetarium – TBA
- Tunnel of Oppression – Monday, Nov. 5 – Wednesday, Nov. 7, 6:00 p.m. – 9:00 p.m.; BPSC
- Fine Arts Event – Turner Auditorium - TBA
### TENATIVE CLASS CALENDAR:

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>WEDNESDAY</th>
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<tr>
<td><strong>August 27</strong>&lt;br&gt;Class introduction and overview&lt;br&gt;Getting to know each other</td>
<td><strong>August 29</strong>&lt;br&gt;Differences in high school and college&lt;br&gt;College Experience - Why am I here?&lt;br&gt;AARC preview</td>
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<td><strong>September 3</strong>&lt;br&gt;Overview of University Resources&lt;br&gt;Get to know your surroundings</td>
<td><strong>September 5</strong>&lt;br&gt;Student Success – Time Management&lt;br&gt;Using a planner – Bring syllabi</td>
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<td><strong>September 10</strong>&lt;br&gt;What’s for Dinner: Healthy for Life&lt;br&gt;SFA Dining Services</td>
<td><strong>September 12</strong>&lt;br&gt;Working successfully with Faculty &amp; Peers&lt;br&gt;The SFA Way</td>
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<td><strong>September 17</strong>&lt;br&gt;Student Wellness Action Team (SFA SWAT)&lt;br&gt;Alcohol Jeopardy&lt;br&gt;College Experience Paper Due</td>
<td><strong>September 19</strong>&lt;br&gt;SFA History, Traditions and Pride&lt;br&gt;Traditions Council</td>
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<td><strong>September 24</strong>&lt;br&gt;Student Engagement &amp; Service Learning&lt;br&gt;Involvement Center</td>
<td><strong>September 26</strong>&lt;br&gt;Skills &amp; Strategies&lt;br&gt;Note-taking &amp; Testing tips</td>
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<td><strong>October 1</strong>&lt;br&gt;Career Exploration: What are my skills?&lt;br&gt;Typefocus Inventory&lt;br&gt;Involvement Project Due</td>
<td><strong>October 3</strong>&lt;br&gt;A Recipe For Your Brain: Study &amp; Time Tips&lt;br&gt;AARC</td>
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<td><strong>October 8</strong>&lt;br&gt;Grades, GPA, Scheduling classes&lt;br&gt;Registrar’s Office</td>
<td><strong>October 10</strong>&lt;br&gt;SFA Traditions Presentations Due&lt;br&gt;All group members must be present</td>
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<td><strong>October 15</strong>&lt;br&gt;What have you learned?&lt;br&gt;Midterm review</td>
<td><strong>October 17</strong>&lt;br&gt;Midterm Exam</td>
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<td><strong>October 22</strong>&lt;br&gt;Individual Conferences – Grade Review</td>
<td><strong>October 24</strong> <em>Last day to drop classes</em>&lt;br&gt;Individual Conferences – Grade Review</td>
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<td><strong>October 29</strong>&lt;br&gt;Personal Survival Skills&lt;br&gt;Safety Information</td>
<td><strong>October 31</strong>&lt;br&gt;Career Interest Inventory Interpretation&lt;br&gt;TBA</td>
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<td><strong>November 5</strong>&lt;br&gt;Diversity&lt;br&gt;Sexual Attitudes</td>
<td><strong>November 7</strong>&lt;br&gt;Tunnel of Oppression&lt;br&gt;TBA</td>
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<td><strong>November 12</strong>&lt;br&gt;QPR Suicide Prevention Training&lt;br&gt;Counseling Services</td>
<td><strong>November 14</strong>&lt;br&gt;Personal Survival Skills&lt;br&gt;Financial Planning</td>
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<td><strong>November 19</strong>&lt;br&gt;Happy Thanksgiving!!!&lt;br&gt;Holiday – No Class</td>
<td><strong>November 21</strong>&lt;br&gt;Happy Thanksgiving!!!&lt;br&gt;Holiday – No Class</td>
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<tr>
<td><strong>November 26</strong>&lt;br&gt;Diversity Presentations</td>
<td><strong>November 28</strong>&lt;br&gt;Diversity Presentations</td>
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| **December 3**<br>Preparing for Final Exams<br>Are you Ready | **December 5**<br>End of Semester Review<br>Good Luck on Finals!!!
At Stephen F. Austin State University, our faculty, staff, alumni and students believe in doing things “The SFA Way.” We expect the best from ourselves and from each other, and we hold each other accountable when we fail to maintain these standards. Grounded in the five “Root Principles” below, members of the SFA community seek to strive for personal excellence in everything that we do.

The Principle of Respect:
Lumberjacks command respect and treat others with respect • They are considerate of others and tolerant of differences • They demonstrate respect for those around them by avoiding the use of offensive or profane language • They do not threaten or harm anyone and deal peacefully and civilly with conflict.

The Principle of Caring:
Lumberjacks think of the needs of others and seek to improve the quality of life of those around them • They are compassionate, empathic and kind • They respond with humility to those they have helped and express gratitude freely to those who help them • Lumberjacks prepare themselves to become leaders in their communities and workplaces • They dedicate themselves to excellence in their chosen field of study and to using what they learn in the service of others.

The Principle of Responsibility:
Lumberjacks do what is right • They persevere in times of adversity • Through self-control and self-discipline, they strive to do their best • Lumberjacks challenge each other to exceed expectations • They are active learners both inside and outside of the classroom • They are reliable; they do what they say they will do • Lumberjacks hold themselves accountable for their decisions •

The Principle of Unity:
Lumberjacks are loyal to their friends, family, university, state and country • Lumberjacks stand together against any adversary • They recognize that though we are very different from one another, we are united by the Lumberjack Spirit. Lumberjacks seek to understand the people and world around them • When one lumberjack fails, all fail • When one lumberjack succeeds, all succeed.

The Principle of Integrity:
Lumberjacks have the courage to do what is right, even when it is hard or unpopular • They respond to each situation with steadfast values that are not subject to change based on the actions of others • They seek opportunities to practice effective and ethical leadership • Lumberjacks are honest; they do not deceive, cheat or steal • Lumberjacks stand up for those who cannot stand up for themselves • As lifelong learners, lumberjacks are committed to continuously improving themselves.