Stephen F. Austin State University  
SFA 101- 031 – Freshman Seminar Fall 2018  
Ferguson Liberal Arts Room 373   12:30 – 1:20 p.m. Tuesday/Thursday

Faculty Instructor:  
Name: Grace Saldaña-Romero  
Office: Campus Recreation Room #1119  
Phone: (936) 468-1569  
E-mail: saldanagrace@sfasu.edu

Student Instructor:  
Name: Morgan Ullman  
Office Hrs.:  
Office: Campus Recreation  
Office Hrs. By appointment only – Email me

Class Meeting time and place: Tuesday/Thursday 12:30 – 1:20 -Ferguson 373

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. This course will also have a particular emphasis on wellness and health.

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 and Activities: You will participate during 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 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>
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<tbody>
<tr>
<td>1000 – 900</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>B</td>
</tr>
<tr>
<td>700 – 799</td>
<td>C</td>
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<tr>
<td>600 – 699</td>
<td>D</td>
</tr>
<tr>
<td>599 points &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance (400 points):

Instructor/Student Instructor Meetings: Two individual meetings 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. They count for 50 points each for a total of 100 points.

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 50 points each for a total of 100 points.

Class Attendance: Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Ten (10) points will be deducted from each class missed. One (1) unexcused absence will be allowed to all students. Attendance is not just in body alone; you must be mentally present and participatory. Attendance is worth a total of 200 points.

Exam/Celebration of Knowledge: 100 points

Only one exam will be given during the semester. It will include true/false, matching, and multiple choice 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: 300 points

You will be assigned two (2) short written assignments and one oral presentation. The oral presentation will be about your vision board. Business casual attire required for presentation. The due dates for all assignments are indicated on the Tentative Class Calendar. Papers will be submitted in Brightspace or via email. Each assignment is valued at 100 points each for a total of 300 points.

Reflection Journal: 200 points

Students will maintain a weekly journal throughout the semester, which will reflect things they experience and how they can use these experiences to improve their college experience. Reflections are due after Thanksgiving on November 27, 2018.

Total Points for course: 1000 points

Class Rules: Following these few rules will help to maximize the SFA 101 experience for you and your classmates:

1. Attend every class - one (1) unexcused absence exception.
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 to demonstrate professional and respectful behavior, and use language appropriate for the classroom learning experience.
6. Cell phones should be turned off and put away during class time or 10 points will be deducted from grade.
7. Ask questions!
**Cell Phones:** Please turn off your cell phone when you enter my class and place it inside your book bag. Sending or receiving texts, instant messages, or making/receiving phone calls will cause a 10 point deduction from your grade. Familiarize yourself with the student code of conduct (Policy 10.4).

**Mail:** Please check your Jacks email account regularly. Your Jacks account is the official email account for SFASU. BRIGHTSPACE will be the official tool in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions.

**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.

**Email Procedures:** Please use my SFA email address. Use the examples listed below for e-mail and phone communication. Email etiquette (adapted from Dr. John Janowiak at UNC Chapel Hill) and Professionalism:

When you e-mail friends, you can be as informal as you wish. However, when you write to your employer, professor, or supervisor you should use proper and polite language. By training yourself to write properly, you develop skills necessary to deal with future clients and supervisors, who are unlikely to tolerate bad e-mail manners. Please use the following guidelines when e-mailing me and other professors.

- Even telephone conversations start with “Hello” and end with “Goodbye.” Therefore, please use a formal salutation when e-mailing professors, such as: “Dear Mrs. Romero”.
- When e-mailing faculty, remember that you are not communicating with a friend or relative, therefore do not use informal language in your e-mails.
- If you have a request, say it politely. You can start with “I would like to ...”, “I wonder if you can ...,” “May I ...,” “Is it possible to ...,” “Do you mind ....” DO NOT WRITE: “I want to know ....,” “I want you to,” “Send this to me”, “Tell me when ....” Just adding the word “please” does not mean that you are being polite.
- Your identity is an important clue to the context of the message. Every semester I teach hundreds of students in numerous classes; therefore identify yourself as a student in the class you are enrolled in, such as: “Dear Mrs. Romero, I am a student enrolled in your SFA 101 course.” Also, please include a brief description of the subject of your email in the subject line of the email.
- Be concise.
- Always re-read your e-mails and check for spelling and grammatical mistakes before sending them. (Also, recommended for the assignments you submit).
- When needing to schedule an appointment outside of my office hours, please suggest a few time slots, but always say something like “If these times do not suit you, please feel free to let me know any other time that you prefer / that is convenient to you.” If you cannot make the date suggested, say, “I am sorry, but I cannot come to see you on [Monday].” Do not say, “I am not available on [Monday].”

In conclusion, if you do not use a formal salutation and my name (Mrs. Romero) or establish who you are and in what class you are enrolled, your e-mail message will not be read or responded.

**Writing Quality/Assignments:** All assignments shall be typed using Microsoft Word. Student writing should be of the highest quality in terms of appearance, grammar, spelling, punctuation, and organization. Assignments should 1-2 pages, double space, 12 pt. font, Times New Roman. If an assignment is poorly written, I reserve the right to return it to you and request that you visit the Writing Center before I issue a grade. Visiting the Writing Center to receive some good feedback and assistance with your written assignments is a good idea for all students.
Campus Resources

Safe Space: Our offices are safe spaces, and we are friendly toward all groups of students, including those who identify as LGBTQ+. We want you to know that you can feel safe from judgmental attitudes when interacting with us.

Basic Needs: Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Office of the Dean of Student Affairs for support, including the Food for Thought Food Pantry. Furthermore, please notify the instructors if you are comfortable doing so. This will enable them to provide any resources that they may possess.

Resources for Mental and Emotional Health: The rigors of higher education pose unique forms of stress—stress that can significantly compound life’s other challenges. If you are experiencing mental and emotional distress or if you just need to gain a new perspective on personal issues, please book an appointment at SFA’s Counseling Services. These services are FREE to any enrolled student. Please make use of this excellent resource. To book an appointment, contact them via any of these means:

Counseling Services: http://www.sfasu.edu/counselingservices/
3rd Floor, Rusk Building
936.468.2401

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, SSC – 2nd floor, 936-468-1881).

Student ethics and other policy information can be found at http://www.sfasu.edu/policies

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/

Academic Dishonesty Policies

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.

TENTATIVE CLASS CALENDAR:

<table>
<thead>
<tr>
<th>Week</th>
<th>Course Topics</th>
<th>Items Due &amp; Reminders</th>
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<tbody>
<tr>
<td>1</td>
<td>August 28</td>
<td>REMINDER Last day to change schedule except drop (8/31) Bring Blue Book journal next week About Me Assignment</td>
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<td></td>
<td>Welcome &amp; Syllabus</td>
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<td></td>
<td>Seven Dimensions of Wellness</td>
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<td></td>
<td>August 30</td>
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<tr>
<td></td>
<td>Differences high-school vs. college</td>
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<tr>
<td></td>
<td>Create calendar with assignments</td>
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<tr>
<td>2</td>
<td>September 4</td>
<td>About Me Assignment Due at the beginning of class 9/4 Bring Blue Book journal next week</td>
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<td>Library, Peer Mentoring, AARC – Tour</td>
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<td></td>
<td>About Me – Due at the beginning of class</td>
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<tr>
<td>3</td>
<td>September 11</td>
<td>REMINDER 12th Class day (9/12)</td>
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<td></td>
<td>Time Management and Procrastination/Motivation</td>
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<td>Emotional Wellbeing</td>
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<td>4</td>
<td>September 18</td>
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<td></td>
<td>Dorm Life &amp; Survival Skills – Heather Burns(Presenter)</td>
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<td>September 20</td>
<td>Study Skills Test Taking</td>
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<td>5</td>
<td>September 25</td>
<td>9/27 Meet at Starbucks – Be on time or grade will be 0/50 points</td>
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<tr>
<td></td>
<td>Critical Thinking and Integrity</td>
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<tr>
<td></td>
<td>Intellectual Health</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Events</td>
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</tbody>
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| 6     | October 2  | • Working Successfully with Faculty, Staff, and Peers  
• Socio-Cultural Health |
|       | October 4  | • Wellness Walk – Aramark  
• Physical Wellbeing |
| 7     | October 9  | • Exam/Celebration  
• SFA History, Traditions and Pride |
|       | October 11 | • University Rules, Procedures, and Resources |
| 8     | October 16 | • Personal Survival Skills – Health, Safety and Fitness  
• Yoga Class – Spiritual Health |
|       | October 18 | • Self Esteem, Stress Management, Resiliency  
• Spiritual & Emotional Health |
|       | November 1 | • How to talk or not talk to professors |
| 9     | October 23 | Career Planning  
• Career & Financial Health  |
|       | October 25 | • How to Maximize your Meal Plan  
• Environmental Health |
|       | November 1 | • How to talk or not talk to professors |
| 10    | October 30 | • Student Success Panel |
| 11    | November 6 | • Tunnel of Oppression – Tentative *** |
|       | November 8 | • Student/Instructor Meetings – Meet at Starbucks  
• Written assignment due |
|       | November 13| • Personal Survival Skills – Money Management/ Budgeting Financial Health |
|       | November 15| • My First Semester at College - What I have Learned |
| 12    | November 20-27 | Thanksgiving – No Class - ENJOY!  
• CAMPUS CLOSED |
|       | December 4-6| Study Week |
| 13    | November 27 | • First semester at college – Vision Board Presentation |
|       | November 29 | • Vision Board Presentations |
| 14    | November 29 | Journals due at the beginning of class 11/29. Last day to withdraw from the University |
| 15    | December 4-6| Study Week |
| 16    | December: Finals Week | GOOD LUCK! |