An important note about my contact information. My name is very often spelled incorrectly. When trying to contact me via email this can mean the difference between me getting the message and your message floating endlessly in hyper space. Please be sure you double check the spelling when sending me messages. My last name, Hutchison, only has one letter n and it is at the end of my name.

Class Meeting time and place: MW 11 – 11:15 Cole STEM Building Room 405
Note: Our class will mostly be on the move, so be sure to check our class group on GroupMe (or D2L) for our meeting place for the day.
GroupMe: https://groupme.com/join_group/42982334/k1wuh7

Office Hours (Instructor):
Monday: 2:30 to 4 pm
Tuesday: 9:30 am to 10:45 and 2 to 3:30 pm
Wednesday: 9:15 to 10:45 am and 2:30 to 3:30 pm
Thursday: 9:30 to 10:45 am
Friday: By appointment

The office hours above are just a starting point. I am often online and I am frequently available outside these hours, including evenings. I will gladly make appointments for other times. You may also email our student instructor with any questions or to set up an appointment to meet.

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:** There is no required text for this course.

**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 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:

- 900 – 1,000 points = A
- 800 – 899 points = B
- 700 – 799 points = C
- 600 – 699 points = D
- 599 points & below = F

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Attendance/Participation (25 points per day)</td>
<td>700</td>
</tr>
<tr>
<td>Outside Events (Five @ 25 points each)</td>
<td>150</td>
</tr>
<tr>
<td>AARC/Owl/Slips/Instructor meeting (Five @ 25 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Written Reflections (Two at 25 points each)</td>
<td>50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,000</strong></td>
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</tbody>
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**Class Attendance.** Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Deductions will be taken for late arrival and/or non-participation. Each class day is worth 25 points for a total of 700 points.

**Outside Events:** You will be required to attend five (5) outside events provided by SFA. The instructor must approve all events. You must provide sufficient documentation of the event of your choice (usually a selfie or sign in sheet). I will keep a list of pre approved suggestions for outside events on D2L. Each event is worth 25 points for a total of 150 points. *There are deadlines for each of the events, check D2L for dates.*

- One Week of Welcome (WoW) event
- One CoSM event/meeting
- One Organizational/club meeting of choice
- One on-campus event (Must be pre-approved)
- One local community (no-SFA) event (Must be pre-approved)
**AARC/OWL/SI slips/Instructor Meeting:** You will be required to turn in at least five (5) slips from participating in any of the following AARC (Academic Assistance Resource Center) services:

- CS Tutoring Lab
- OWL (Online writing lab) Submission
- Walk in AARC Table Visit
- SI attendance
- AARC one on one Tutoring
- Jumpstart
- AARC workshops
- Meeting with an instructor

_There are deadlines for each of the AARC slips, check D2L for dates. These slips are worth 25 points each for a total of 100 points._

**Written Reflections:**
You will be assigned two short written reflections. Formatting for the papers will be included in the assignment on D2L. The due dates for the reflections will be available on the D2L calendar. **All Papers will be submitted in D2L. No late work will be accepted.** Each assessment is worth 25 points for a total of 50 points.

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

1. Attend every class.
2. Have Fun!
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. Ask questions!

When students have personal technology available in the classroom, it should be used appropriately.

**eMail:** Please check your SFA email account regularly. Your SFA email is the official communication for SFASU.

**Brightspace by D2L** will be the official tool in your SFA 101 class for communicating the important reminders, announcements, and further assignment directions.

**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 (tareiloj@sfasu.edu).
General Student Policies
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

Academic Integrity Academic Integrity (A-9.I)

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.

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

Withheld Grades (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.

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/

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.
Per SFA policy 5.4, this course requires an amount of student work per credit hour that reasonably approximates not less than two hours of out-of-class student work per week for fifteen weeks over a long semester.

The following is a list of tentative activities we will be enjoying this semester. Our order will most likely change due to speaker scheduling, **be sure to check D2L for exact dates.**

- (Week 1) Class Overview, Introductions, AARC Overview
- (Week 1) Meet Desire to Learn – The SFA Learning Management System
- (Week 2) SFA Nutrition – Free food samples!
- (Week 2) Center for Career and Professional Development Overview
- (Week 3) AARC Jumpstart
- (Week 3) CoSM Convocation and Library Convocation
- (Week 4) Scavenger Hunt for campus resources. (Wear walking shoes)
- (Week 4) Kahooting in CSC 102 – Study tips for CS classes
- (Week 5) Get to Know Nac with the Chamber
- (Week 5) Financial Tips from the SFA Student Financial Advisors
- (Week 6) AARC – Glue for the Brain
- (Week 6) Meet the Doc - Health Services Overview
- (Week 7) Meet the SFA CIO and tour of ITS (Information Technology Services)
- (Week 7) Study Abroad
- (Week 8) Advising Center Tour
- (Week 8) SFA ROTC – Cyber Branch
- (Week 9) Student Instructor Fun
- (Week 9) Runnin’ with the Registrar! Meet the University Registrar, Linda Langham
- (Week 10) Get Advised
- (Week 10) Cookies with the Chair! Meet the chair of the Department of Computer Science, Dr. Debbie Dunn. Learn about Course Rotations and pre-requisite trails. Also a special visit from Dr. Chris Ivancic with an overview on the new Cyber Security program.
- (Week 11) Career Panel with the Computer Science Department Advisory Council (Dress Nice)
- (Week 11) Get Registered
- (Week 12) Meet the Chief of UPD (University Police Department)
- (Week 12) Dealing with Stress – Counseling Services
- (Week 13) Play Jeopardy with SWAT and the Driving Jacks
- (Week 13) Scholarship Opportunities
- (Week 14) Donuts with the Dean
- (Week 14) Course Evaluations
- (Week 15) Dead Week Study Sessions