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.

In other words, the goal of this class is to acclimate students to their new living and learning environment. While college is a time of freedom and exploration, it is also a time of great change. Our purpose here is to help one another survive this wave of change, succeed in our first semester of school, come to learn more about our new school, and discover how to have fun and be safe.

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 handbook will be used for class discussions. You will also need a class notebook of some type.

COURSE METHODS AND ACTIVITIES: Throughout the semester, our class will engage in the following types of activities. At times, we will do so as an independent class and there will be other times where we join other SFA 101 classes in these activities.

- 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:

- 500-450 points = A
- 449-400 points = B
- 399-350 points = C
- 349-300 points = D
- 299 points & below = F

Attendance: 100 Points Total

For our purposes, attendance does not simply mean attending our individual class meetings. As you can see from the list below, attendance for this class includes our class meetings, individual meetings with instructors, and mandatory outside events. In the case of all three of these types of meeting, the greater goal is to acclimate you to the university, expose you to its offerings, and ensure that you are feeling secure in your academic and personal life.

**Instructor/Student Instructor Meetings:** One 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. This meeting will count for **20 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 **15 points each** for a total of **30 points**; **these points are only connected to your attendance grade and thus are earned by simply attending the event**. After you attend each event, you will turn in your ticket and a one-page write up on the event. In this write up, we
want you to discuss why you chose to attend the event and what you got from it (entertainment, enlarged your cultural world, extra credit points for a class, etc.). Each ticket/write up will be worth **25 points and together will count for one of your essays.**

**Class Attendance:** Class attendance is mandatory; therefore, please plan to attend **ALL** class sessions. Attendance will be taken daily. Every absence that you incur (unless you have discussed said absence with one of the instructors) will result in a deduction 2 points from your final grade. **50 Points.**

**Exam: 100 points**

Only one exam will be given during the semester. It will include true/false, matching, multiple choice, fill in blank, and essay 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. Specifically, it will be based on our reading and discussion of University policies (academic and social). **There is no exam set for Final Exam Week.**

**Assignments:**

Throughout the semester you will be assigned small tasks to complete. These tasks may include anything from some writing, to attending a meeting, to setting an advising appointment, to meeting a professor. In other words, these assignments, like most for this class, will center on acclimating you to the university, the student population, and the faculty.

**Writing for Reflection: 200 points**

From the calendar that is provided at the end of the syllabus, you will see that you will turn in 4 different “essays” throughout the semester. Each of these essays is to be 2 pages in length (2 pages means 2 full pages) and will not require research. Instead, we will provide you with a specific question that we would like you to answer. The questions given will center on how different aspects of life are going for you at SFA. We encourage you not to leave these assignments until the last minute, but to take some time when writing each essay. Each paper will be worth 50 points.

**Research Presentation: 100 Points**

At the end of October/start of November, we will begin our research project. This will be done, mainly, during class time. This will include our going to the library, learning about the archives, researching an SFA centered issue, developing a research poster, and, finally, presenting this poster.

**TOTAL POINTS FOR COURSE: 500 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. Read the assigned material, and turn in all required work on the day it is due.
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 behavior and use language appropriate for the classroom learning experience.
6. Cell phones and other electronic devices should be turned off and put away during class time.
7. 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.

MAIL: Please check your jacks email account regularly. Your jacks account is the official email account for SFASU.

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.

GENERAL STUDENT POLICIES:
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

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

**Withheld Grades (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.