Professor: Elizabeth Spradley, Ph.D.
Assistant Professor of Communication Studies

Contact: espradley@sfasu.edu
936.468.7095

Office: LAN 416
Office Hours: MWF 8:45-10, F 11:50-1,
Virtual Hours: T 9:30-Noon via D2L pager or as posted on D2L

Class Times: MWF 10-10:50; 11-11:50; 1-1:50; MW 12-12:50

Professor Spradley is available at other times for appointment. Please schedule appointments through her SFASU email. Do not use D2L email or phone to schedule appointments.

Student Instructor: Kortney Carmouche
Contact: carmouchekortney@gmail.com or 218.216.4300
Office Hours: MW 2:30-3:30 & F 11-12 @ Starbucks on campus in the BPSC

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 receive content through D2L and through course handouts, lectures, and guest speakers.
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:

- 400 – 358 points = A
- 357 – 318 points = B
- 317 – 278 points = C
- 277 – 238 points = D
- 237 pts & below = F

Attendance

100 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 10 points each 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 the event of your choice. 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 and is worth 50 points. Every absence that you incur will result in a deduction 2 points from your attendance grade.

Exam/Celebration

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. 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

100 points

Several times during the semester you will be given an assignment to be completed using D2L, or to be turned in at the beginning of class. NO LATE WORK WILL BE ACCEPTED. These assignments are intended to provide you with an opportunity to reflect on and benefit from what’s happening in college. Each is worth 25 points.
Writing for Reflection: 100 points
You will be assigned two 2-3 page papers, each valued at 50 points. Formatting for the papers is included in the assignment on D2L. The due dates for the papers are indicated on the Tentative Class Calendar. Papers will be submitted in D2L.

TOTAL POINTS FOR COURSE 400 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. (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 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. 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. M.C. Breen (Steen Library, Room 203L; 936-468-1588).

STUDENT ETHICS AND OTHER 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 additional information, go to [http://www.sfasu.edu/disabilityservices/](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**

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](http://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**TENTATIVE CLASS CALENDAR:**

**Week 1:**
8/27 Introduction to SFA 101
8/29 University Rules, Resources, Offices, Involvement

**Week 2:**
9/3 Labor Day
9/5 Meet in the Library Lobby for AARC Tour

**Week 3:**
9/10 Critical Thinking and Integrity
9/12 Studying, Test Taking, Class Preparation
   Explain AARC Pink Slips

**Week 4:**
9/17 Working with Faculty, Staff, and Peers
9/19 Time Management, Self-Care

**Week 5:**
9/24 Alcohol, Drugs, & Risky Health Behaviors
9/26 Notetaking

**Week 6:**
10/1 Stress Management
10/3 Instructor Meetings

**Week 7:**
10/8 Self-Discovery, Career Planning
10/10 Personal Survival Skills

**Week 8:**
**10/15 Library Scavenger Hunt Due (Group Work); Evaluating Sources
10/17 Chapter 7: Emotions

**Week 9:**
10/22  Resume Due
10/24  SFA Traditions & History

Week 10:
10/29  Reflective Writing Assignment 1 Due
10/31  SFA Ghost Tour and Costume Contest

Week 11:
11/5   Release Day for Out of Class Event
11/7   Value of a College Education

Week 12:
11/12  Review
11/14  Exam

Week 13:
11/19  Module on D2L (no Face-to-Face class)
11/21  Thanksgiving Holiday

Week 14:
11/26  Reflective Writing Assignment 2 Due
11/28  End of Semester Party

Week 15
12/3   Study Week
12/5   Study Week

Week 16 Final Examinations
12/10-15 No Final Exam

Important University Dates:

Last Day to Register: 8/30
Twelfth Class Day: 9/11
Begin Applying for Graduation for May 2019: 9/15
Mid-semester: 10/17
Last Day to Drop or Withdraw without WP or WF: 10/24
Last Day to Apply for Graduation for May 2019: 11/15
Last Day to Withdraw from the University: 11/26
Finals Week: 12/10-12/15