Freshman Seminar  
SFA 101 (section 072)  
Fall 2018

Faculty Instructor:  
Name: Laurel Matthews, MSN, RN  
Office: Nursing 156  
Phone: 936-468-7727  
E-mail: matthewsle2@sfasu.edu  
Department: Nursing  
Office Hrs: Tuesday: 8:00-12:00, 3:00-4:00  
Fridday: 9:00-12:00  
All other times by appointment

Student Instructor:  
Name: Victoria Duvon  
Email: duvonvd@jacks.sfasu.edu  
Office Hr: TBD

Class Meeting time and place: Mondays 2:00-3:40 pm; Room: STEM 201

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: You are responsible for everything on D2L. The only required material for this class is a planner.

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:

\[
\begin{align*}
400 - 358 & \quad \text{points} = A \\
357 - 318 & \quad \text{points} = B \\
317 - 278 & \quad \text{points} = C \\
277 - 238 & \quad \text{points} = D \\
237 & \quad \text{pts & below} = F
\end{align*}
\]

Attendance Policy 80 points

**Class Attendance.** Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Every absence that you incur will result in a deduction of 4 points from your final grade.

**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.** See outside events below the *Tentative Class Calendar.*

**Campus or Community Involvement:** If you volunteer on or off campus once over the course of the semester and provide documentation, you will receive extra credit.

Celebration 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. 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. **The exam will be taken outside of class, on your own time, by the due date. No late work accepted.**

Quizzes 25 points

You will be assigned **one quiz** worth **25 points** over various course topics. The due dates are indicated on the *Tentative Class Calendar.* **Quizzes will be completed in D2L outside of class. No late work will be accepted.**

Writing for Reflection 25 points

You will be assigned **one discussion board assignment,** valued at **25 points.** Specific instructions for discussions can be found on D2L. See the rubric provided on D2L and included here (Guidelines for Grading Discussion Board Postings). **You are required to respond to at least one peer in the discussion to obtain full credit for the assignment.** Your post and response must be completed by the due date. Please post your discussion promptly the week it is assigned so that your classmates have something to comment on in the discussion. The due dates are indicated on the *Tentative Class Calendar.* **Discussions will be completed in D2L outside of class. No late work will be accepted.**

Video Discussions via Marco Polo 50 points

Students will participate in **two video discussions,** valued at **25 points each,** for this course using the app Marco Polo Video Walkie Talkie. Students will be assigned to discussion groups. Students are expected to post their video and respond on Marco Polo by the dates and times listed in the course calendar and on D2L. Students are expected to follow the discussion etiquette described below. The same discussion rubric will be used for video discussions as written discussions and can be found at the end of this syllabus and on D2L. Instead of being critiqued on spelling, students will be critiqued on appropriate dialect and use of conversational grammar. Please refer to D2L for specific instructions.

**Discussion Etiquette**

Treat discussions as you would any professional conversation. Disagreeing with a post is good, if you do so in a professional and respectful manner. You should have scholarly evidence to support your ideas.

- Start by stating you have a different view or opinion and then proceed to describe your stance on the subject.
• Refrain from saying “you are wrong”, “what were you thinking”, “did you not pay attention to the material” or anything along these lines.

• Discussions are conversations among colleagues. Before you submit a post, please ask yourself “if someone responded to me with what I just said, how would it make it feel?” Consider wording strong opinions in a manner to generate conversation and continued thought on a subject.

Learning Styles Inventory  
25 points
Go to http://vark-learn.com/the-vark-questionnaire/ and fill out the VARK questionnaire about learning styles. Print off your results. Also click on the strategies link that it gives you that are specific to your learning style and print it off. Bring these two pieces of paper to class and turn in. See Tentative Class Calendar for the due date.

Instructor/Student Instructor Meetings  
20 points
You will meet with your SFA 101 instructor and the student instructor. 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. See Tentative Class Calendar for the due date.

Prof Chat  
25 points
Schedule a meeting with EACH of your professors (other than your SFA 101 instructor) during their office hours by date assigned. Use your time with the professor to get to know them better, and ask any questions you might have. A few things you might choose to talk about are: something you are struggling with in class, suggestions for studying for their class, advice on the subject of your major, and/or clarification on something for the course. You may use this time to discuss anything you choose. Fill out the form provided on D2L and have the professor sign it. Bring the completed form to class and turn in. See Tentative Class Calendar for the due date.

Presentation  
50 points
You will complete a group project over something you learned during your first semester of college. Groups will be assigned in class and presentation guidelines will be posted on D2L. Each student will be required to participate in the presentation and complete a peer evaluation. See Tentative Class Calendar for the due date.

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/.

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.
AARC Services
You can attempt to secure a series of weekly tutoring appointments for a given course via the "AARC Box" on the Academics Tab of your MySFA. These will all be gone in a matter of days. They do, however, offer a waiting list link if they are booked. This is the only AARC service for which there is a sign up.
### TENATIVE CLASS CALENDAR:

<table>
<thead>
<tr>
<th>CLASS TOPICS</th>
<th>ASSIGNMENTS DUE</th>
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<tbody>
<tr>
<td>8/27: Class Introduction</td>
<td>Due 8/31 by 11:30pm Syllabus Quiz &amp; Introduction Video Discussion</td>
</tr>
<tr>
<td>9/3: College Learning Strategies</td>
<td>Reminder: Prof Chat Forms Due 10/19/18</td>
</tr>
<tr>
<td>9/10: University Rules, Procedures, and Resources</td>
<td>Reminder: VARK assignment Due 9/21</td>
</tr>
<tr>
<td>9/17: Time Management/Procrastination</td>
<td>Due 9/21 by 11:30pm What College Means to Me Discussion Board VARK Learning Styles to Dropbox Reminder: Bring Textbook to Class</td>
</tr>
<tr>
<td>9/24: Study Skills</td>
<td>Due 9/28: Advising sign -up</td>
</tr>
<tr>
<td>10/1: Working Successfully with Faculty, Staff, and Peers</td>
<td></td>
</tr>
<tr>
<td>10/8: Advising and Student Meetings</td>
<td>Attendance only required for the time student signs up Meet with group to discuss group presentation</td>
</tr>
<tr>
<td>10/15: Integrity and Values</td>
<td>Due 10/19: Prof Chat Forms to dropbox</td>
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<tr>
<td>10/22: SFA History, Traditions, and Pride</td>
<td>Reminder: Wear comfy clothes, bring something to sit on, and meet at Arboretum next class</td>
</tr>
<tr>
<td>10/29: Stress Management</td>
<td>Reminder: Meet at SON next class</td>
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<tr>
<td>11/5: Explore Nursing-Nursing Panel Discussion</td>
<td>Due 11/9: Why I Chose Nursing Video Discussion</td>
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<tr>
<td>11/12: Personal Survival Skills</td>
<td>Reminder: Presentations on 11/26 Celebration exam review posted in D2L</td>
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<td>11/19: Thanksgiving Break-NO CLASS</td>
<td>Due 11/16: All student and instructor 1:1 Meetings</td>
</tr>
<tr>
<td>11/26: My First Semester at College Presentations</td>
<td>Reminder: Presentations next week Celebration Exam Due 11/30 by 11:30pm</td>
</tr>
<tr>
<td>12/3: Study Week- NO CLASS</td>
<td>Due Today by 11:30pm College Presentation to dropbox</td>
</tr>
<tr>
<td>12/10: Finals Week- NO CLASS</td>
<td>CELEBRATION EXAM OPENS TODAY</td>
</tr>
<tr>
<td>12/10: Finals Week- NO CLASS</td>
<td>Due 11/30 by 11:30pm: Celebration Exam</td>
</tr>
<tr>
<td>12/10: Finals Week- NO CLASS</td>
<td>Good luck and Merry Christmas!</td>
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</tbody>
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### Other Important Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>First 2 weeks</td>
<td>Weeks of Welcome</td>
</tr>
<tr>
<td>9/11 by 5 pm</td>
<td>Last day to drop a class online</td>
</tr>
<tr>
<td>9/13 from 4-6 pm</td>
<td>Convocation</td>
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<tr>
<td>10/1-5</td>
<td>Be The Match Drive</td>
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<tr>
<td>10/6</td>
<td>Battle of the Pineywoods</td>
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<tr>
<td>10/24 by 5 pm</td>
<td>Last day to drop courses without WP/WF</td>
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<tr>
<td>10/22-10/27</td>
<td>Homecoming Week</td>
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<tr>
<td>at 7 am</td>
<td>Spring registration begins for Freshmen</td>
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<tr>
<td>11/17-25</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>12/10-14</td>
<td>Final Exams</td>
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Guidelines for Grading Discussion Board Postings

Each student should contribute *meaningfully* at least 2 times (your own post and response to a peer) to the discussion thread. The grade received will be based on the level of discussion you contribute as summarized below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exemplary 5 points</th>
<th>Good 4 points</th>
<th>Needs Improvement 2 points</th>
<th>Unsatisfactory 1 point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Post</td>
<td>High-level commentary with evidence of critical thinking and analysis expected of a college student. Included rationale and credited reference as needed.</td>
<td>Moderate level commentary. Did not give rationale or credit reference.</td>
<td>Low-level commentary. Did not give rationale or credit reference.</td>
<td>Meaningless entries. Inappropriate messages. Unprofessional.</td>
</tr>
<tr>
<td>Timeliness</td>
<td>Posted early in the week so that classmates had adequate time to respond to post.</td>
<td></td>
<td></td>
<td>Posted prior to due date but without leaving sufficient time for classmates to respond prior to the due date.</td>
</tr>
<tr>
<td>Proofreading and Grammar</td>
<td>Post proofread and does not contain errors in grammar or spelling.</td>
<td>Some errors in grammar and spelling.</td>
<td>Extensive errors in grammar and spelling.</td>
<td></td>
</tr>
<tr>
<td>Succinctness</td>
<td>Main point stated early and clearly with logical progression of thought. Does not contain extraneous information. Stated in as few sentences as possible.</td>
<td>Main point clear with logical progression of thought. Contains unnecessary sentences.</td>
<td>Main point unclear, lacks logical progression of thought, but is not rambling. Contains many unnecessary sentences.</td>
<td>Rambling, main point unclear contains extraneous information.</td>
</tr>
<tr>
<td>Response</td>
<td>Responded thoughtfully at a level expected by a college student. Demonstrated insight or critical review of posting and remained professional. Gave rationale for opinion and credited reference as needed.</td>
<td>Agreed with the original post, but did not add to the conversation.</td>
<td>Meaningless response without giving opinion. Unprofessional response.</td>
<td></td>
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</tbody>
</table>

Maximum Score: 25 points