Faculty Instructor:  
Name: Tracey Covington Hasbun, Ph.D.  
Office: ECRC 209G  

Student Instructor:  
Name: Carolyn Macduff  
Email: Email through our course in D2L

Elementary Education Office Telephone: (936) 468-2904  
E-mail: Always email through our course in D2L  
Alternate email: If D2L is not working, you can email tlcovington@sfasu.edu. Please only use this email if D2L is not working.  

*Office Hrs:  
M-10:00-11:00  
T-10:00-1:00  
W-10:00-11:00

Class Meeting time and place: MW-12:00-12:50 in ECRC 206

*Office hours are virtual but I am happy to meet with you, by appointment.

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: Students will receive all required readings in class or in the online course portal. You will also need a class notebook of some type.

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:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

Attendance: 200 points

Instructor/Student Instructor Meetings: One-two individual meetings with the instructor or the student instructor will be scheduled. The purpose of the meeting(s) is to allow you to ask questions, get clarification about college life, or just to chat about whatever is on your mind. This counts for 20 points, total.

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 25 points each for a total of 50 points. Options will be discussed in class.

Class Attendance: Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Five points per class = 130 points

Exam/Celebration: 100 points

Only one exam will be given during the semester. It will include true/false, matching, multiple choice, fill in the blank, and/or essay items. The exam will be based on material from assigned readings and class discussion. There is no final exam.

Assignments/Journal Entries: 100 points

Ten assignments and/or journal entries will be completed for 10 points each. Directives for the assignments will be provided in class. Each journal entry should be 2-3 paragraphs long and the subject/question for the journal entry will also be provided in 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.

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 (daily). 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. The chairperson information will be included as soon as it becomes available.

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 925, 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
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:**

<table>
<thead>
<tr>
<th>Week 1, August 26</th>
<th>Week 2, September 2</th>
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<tbody>
<tr>
<td>• Class Overview</td>
<td>• Library Scavenger Hunt</td>
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<td>• Syllabus</td>
<td>• Tour AARC</td>
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<td>• Introductions</td>
<td>• Visit with Tina Oswald</td>
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<td>• Letter to Self</td>
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<td>• Differences in High School and College</td>
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**Week 3, September 9**  
- College Learning Strategies/Success Plan
- Goal Setting, Learning Styles, and Notetaking

*Note: 12th Class day (9/10)*

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<tr>
<th>Week 4, September 16</th>
<th>Week 5, September 23</th>
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<tr>
<td>• College Learning Strategies Continued-Study Skills, Time Management/Procrastination, and Motivation/GRIT</td>
<td>• True Colors Inventory</td>
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<tr>
<td><em>Note: 12th Class day (9/10)</em></td>
<td>• How Colors Speak</td>
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<td></td>
<td>• How to Speak to Colors</td>
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<tr>
<td></td>
<td>• Tips on How to Talk to Your Professor</td>
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<td></td>
<td>• Things Professors Hate to Hear</td>
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<td></td>
<td>• Never Say or Do These Things to Your Professor</td>
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<td></td>
<td><em>Activity #3 due at the beginning of class (Article-Discuss something you found helpful from the article.)</em></td>
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<th>Week 6, September 30</th>
<th>Week 7, October 7</th>
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<tr>
<td>• Personal Survival Skills –Safety and Fitness</td>
<td>Activity #5 due at the beginning of class (Safety Tips)</td>
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<td>• Resource Guest (Sgt. Campbell from UPD)</td>
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**Week 8, October 14**  
- Student Meetings
  *Note: Mid-term (10/16)*  

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<th>Week 9, October 21</th>
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<tr>
<td>• SFA History, Traditions, and Pride</td>
<td>• History and Traditions Guessing Game/Quiz</td>
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<td>• Old Yearbook Searches</td>
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<td><em>Note: Last day to Drop Courses (10/23)</em></td>
<td>• Create Your New Traditions</td>
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</tbody>
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### Week 10, October 28
- **Registration Tutorial/Teaching Fun**
- **Resource Guest-Registration Tutorial** (Megan Kelley, Freshman Success Advisor)
- **Share Activities You Created to Teach Fall Lesson to Young Children**
- **Engage in Teaching Lessons That Target the Texas Essential Knowledge and Skills (TEKS) but can be Used on “Party Days” Such as Halloween. (Get to Know Your Major)**

**Outside Event #1 due at the beginning of class**
**Activity #7 due at the beginning of class (Halloween or Fall Teaching Ideas)**

### Week 11, November 4
- **No-Class (Professor out-of-town)**

**Activity #8 due in D2L by 1:00 p.m. Wednesday, November 7 (Quiz)**

### Week 12, November 11
- **Stress and Well-Being**
- **Wellness Self-Assessment**
- **Stress-Ways to Manage Stress**
- **Resource Guest (Jessica Waguespake from Campus Recreation/Health and Wellness)**

### Week 13, November 18
- **Well-Being Continued-Counseling Services**
- **My first semester at college – What I have Learned**
- **Finals Study Plan**

*Last Day to Withdraw from the University (10/23)*

**Resource Guest (Jill Miled from Counseling Services)**
**Activity #9 due at the beginning of class (Stress and Well-Being)**

### Week 14, November 25
- **Thanksgiving-No Class**

- **Revisit Letter to Self**

*Activity #10 due at the end of class (Letter to First Semester Freshman)*

**Outside Event #2 due at the beginning of class**

### Week 15, December 2
- **Course Celebration!**

*December: Finals Week… GOOD LUCK!*

- **Revisit Letter to Self**

*Activity #10 due at the end of class (Letter to First Semester Freshman)*

**Outside Event #2 due at the beginning of class**

**Just in case you need it: University Police Department (UPD) (936) 468-2608**