SFA 101.013  Freshman Seminar  
Fall 2018

Instructor: Chay Runnels  
Office: HMS North 107  
Office Phone: 936-468-2060  
Other Contact Information:  

Course Time & Location:  MW 1:00-1:50 HMS S 105  
Office Hours: MTR 2- 3p.m, WF 10:30-12 p.m.  
Credits: 1  
Email: runnelsc@sfasu.edu

Prerequisites: None

I. 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.

II. Intended Learning Outcomes/Goals/Objectives (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

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Instructional Strategies:  
This class uses a “flipped” classroom where students are expected to do reading outside of class and come prepared to do hands-on activities in class.

Use of Technology may include: D2L, Internet assignments/activities/research, and word processing.

1. SFA 101 uses Brightspace extensively for message boards, discussions, and course content. Information notices will be posted on the course home page. The homepage includes icons for class assignments, discussion board questions, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon, chats, and/or discussion postings.

2. Course content is delivered via lectures, assigned readings, assignment, and discussion board questions directly relevant to the course content. There will be some course meetings
outside of the assigned class time. **Students should check the homepage on a bi-weekly basis for notices, mail, and assignments.** Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date.

3. Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted **otherwise the posted grade points are considered final and will not be reviewed at a later date.**

4. Assignments that are posted on the Brightspace are predominately saved in the Word 2007 (or later) format. Students should make arrangements to secure the “patch” that will enable them to open these documents in advance, if they do not currently have or anticipate having access to the Word 2007 (or later) software. It would be virtually impossible for the instructor to save work in multiple formats to accommodate for all individual software available.

**IV. Evaluation and Assessments (Grading):**

**Attendance 100 points**

**Class Attendance:** is expected and mandatory. There are 50 attendance points for the lecture. Each missed day results in 2 points deducted from the final grade. Excused absences must be reported through the Office of Student Rights and Responsibilities.

**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.**

**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.

**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. There is no final exam.

Writing for Reflection: 100 points
You will be assigned four writing assignments each valued at 25 points. Formatting for the assignments is included in the template on Brightspace. The due dates for the assignments are indicated on the Tentative Class Calendar.

<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>100pts</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>100pts</td>
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<tr>
<td>Exam</td>
<td>100pts</td>
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<tr>
<td>Writing for Reflection</td>
<td>100pts</td>
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Total points 400 pts

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

Every student should not expect an “A”! It is the people who display the above characteristics, as well as having sound technical ability and the theoretical knowledge who receive the “excellent” grade. A grade of “B” or “C” should not be perceived as failure. A grade of “B” means “good” and a grade of “C” means “average”. Not everyone is an “outstanding” student. A grade of “D” or “F” is appropriate when a student does not perform, does not know basic information or display basic skills, or if a student has a “real” attitude problem.

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>SUBJECT</th>
<th>ACTIVITIES</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Class Overview</td>
<td>8.27 Letter to Self</td>
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<td>August 26-September 1</td>
<td>Getting to Know You</td>
<td>8.29 Meet Megan Kelley 2:30-4 p.m. McKibben 118</td>
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<td>The Differences between High School &amp; College</td>
<td>Weeks of Welcome Events</td>
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<td>Student Success Plan</td>
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<td>Week 2</td>
<td>The Differences between High School &amp; College</td>
<td>HMS Tour – Ambassadors 9/2</td>
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<td>September 2-8</td>
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<td>Part Time Job, Internship and Volunteer Fair 9/4</td>
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| Week 3 | September 9-15 | • Time Management  
• Campus Resources  
• *Schedule 1st Individual Sessions* | SMART Goal Setting  
Writing Assignment #1 |
|-------|----------------|-------------------------------------------------|----------------------|
| Week 4 | September 16-22 | • Study Skills  
• Involvement | |
| Week 5 | September 23-29 | • Success in College: Grades, GPA, Course Selection, Academic Advising | *Check in with Megan Kelley 9/23 Student Panel* |
| Week 6 | Sept. 30-Oct.6 | • Adulting 101: Your Username is What? | Social Media |
| Week 7 | October 7-13 | • Live Like a Girl Scout: Personal survival Skills | *Alcohol/Drugs and you Writing Assignment #2* |
| Week 8 | October 14-20 | • Career Planning part I  
• Involvement | Visit to CCPD  
Navigating Handshake  
*SFA EVENT: Poverty Simulation BPSC 9 a.m. or 12:30 p.m.* |
| Week 9 | October 21-27 | • SFA Traditions, History and Pride | Homecoming Activities  
*SFA Scavenger Hunt* |
| Week 10 | October 28-Nov. 3 | • Working Well with Others: Faculty, Staff and Roommates | *Typefocus results* |
| Week 11 | Nov. 4-10 | • Emotional Intelligence Part  
• Tackling Tough Topics | *SFA EVENT: Tunnel of Oppression Nov. 4 or 5 Writing Assignment #3* |
| Week 12 | Nov. 11-17 | • Wellness, Fitness and Coping | Developing Strategies in times of Stress  
Tour of Food Outlets at SFA |
| Week 13 | Nov. 18-24 | • Money Management & Personal Finance | Exam |
| Week 14 | November 25-Dec. 1 | • Thanksgiving | *Eat lots of Pie!* |
| Week 15 | December 2-8 | • Creating a Finals Study Plan | *Writing Assignment #4* |
| Week 16 | December 9-14 | Finals Week | *Get it done!* |

**VI. Readings (Required and recommended—including texts, websites, articles, etc.):**

There is no textbook for this course. All students will receive a *SFA 101 Freshman Success Handbook* at the beginning of the semester. Information in the study sheet and handbook
will be used for class discussions. Make sure you get them, read them, and understand them. You will also need a class notebook to keep required coursework and assignments organized.

We will use current websites, journal articles, etc. in this course.

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. 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, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. 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 during a semester or one week of a summer term, 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. This policy 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 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.

**IX. Other Relevant Course Information:**