Faculty Instructor
Name: Mary Smith (section 021)
Office: HSTC 114
Phone: 936.468.7690
E-mail: smithmd1@sfasu.edu
Office Hours: By appointment
Department: Information Technology Services
Class Meeting time and place: MW 2:00-2:50 p.m., McKibben 451

Student Instructor
Name: Kallie Menard
Email: menardka@jacks.sfasu.edu

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 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 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 or will be used toward the total number of credits you need to graduate. The grading system is as follows:

1000 – 900 points = A
800 – 899 points = B
700 – 799 points = C
600 – 699 points = D
599 points & below = F

Attendance (400 points):

Outside Events: You will be required to attend two (2) outside events provided by SFA. These can be fine arts events, sports events, an organization meeting, a career fair, or the involvement fair. Other events may also qualify; if the event you want to attend is not in the list above, please contact one of the instructors to ensure that the events will count for points. You must provide sufficient documentation of attendance. Attendance to these events will be valued at **50 points each** for a total of **100 points**.

Class Attendance: Class attendance is mandatory; therefore, please plan to attend ALL class sessions. Attendance will be taken daily. Attendance is not just in body alone; you must be mentally present and participatory. Attendance is worth a total of **300 points**.

Assignments: You will be assigned five (5) short writing assignments. Instructions for each can be found in Brightspace. The due dates for all assignments are indicated on the *Tentative Class Calendar*. Papers will be submitted in Brightspace. Each assignment is valued at **100 points each** for a total of **500 points**.

Team Video Assignment: Students will work together in small teams to produce videos on topics related to first-semester experiences. These videos will be shared with future first-semester students. Detailed requirements will be posted in Brightspace. The teams and topics will be determined by the instructors. Due date for this assignment is indicated on the *Tentative Class Calendar*. This assignment is worth **100 points**.

Total points possible for course: **1000**

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. Demonstrate professional behavior.
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. Brightspace will be the official tool for communicating important reminders, announcements, and detailed assignment directions.

**Safe Space:** My office is a safe space, and I am friendly toward all groups of students, including those who identify as LGBTQ+. I want you to know that you can feel safe from judgmental attitudes when interacting with me.

**Basic Needs:** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Office of the Dean of Student Affairs for support, including the Food for Thought Food Pantry. Furthermore, please notify the instructor if you are comfortable doing so. This will enable them to provide any resources that they may possess.

**Resources for Mental and Emotional Health:** The rigors of higher education pose unique forms of stress—stress that can significantly compound life’s other challenges. If you are experiencing mental and emotional distress or if you just need to gain a new perspective on personal issues, please book an appointment at SFA’s Counseling Services. These services are FREE to any enrolled student. Please make use of this excellent resource. To book an appointment, contact them via any of these means:

Counseling Services: http://www.sfasu.edu/counselingservices/

3rd floor, Rusk Building
936.468.2401

**Course Complaints:** Any college course complaints or problems should first be discussed with the 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. Janet Tareilo (Steen Library, Room 203; 936-468-1881).

**Student ethics and other policy information:** found at [http://www.sfasu.edu/policies](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 Semester Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
<th>Items Due + Reminders</th>
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<tbody>
<tr>
<td>Week of August 26</td>
<td>Welcome + Syllabus</td>
<td>Reminder: Last day to changes schedule except drop (8/30)</td>
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<td>I Am From Assignment due 9/2 by 11:59 p.m.</td>
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<tr>
<td>Week of September 2</td>
<td>Getting off to a successful start</td>
<td>First Reflection due 9/5 by 11:59 p.m.</td>
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<tr>
<td>Week of September 9</td>
<td>Planning for success</td>
<td>Student Success Plan due 9/8 by 11:59 p.m.</td>
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<td>Reminder: 12th Class day (9/10)</td>
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<tr>
<td>Week of September 16</td>
<td>Dorm life</td>
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<td>Week of September 23</td>
<td>Testing + integrity</td>
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<td>Week of September 30</td>
<td>Career thinking</td>
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<td>Week of October 7</td>
<td>Personal survival skills</td>
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<td>Week of October 14</td>
<td>Student success + learning from peers</td>
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<td>History and traditions</td>
<td>Mid-Semester 10/16/2019</td>
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<td>Reminder: Last day to drop courses (10/23)</td>
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<td>Reminder: Homecoming!</td>
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<td>Reminder: Go get advised!</td>
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<tr>
<td>Week of October 21</td>
<td>Prepping for registration</td>
<td>Visit a Prof Assignment due 10/30 by 11:59 p.m.</td>
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<td>Week of November 4</td>
<td>Money management</td>
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<td>Week of November 11</td>
<td>Getting through the grind</td>
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<tr>
<td>Week of November 19</td>
<td>Thanksgiving</td>
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<tr>
<td>Week of November 26</td>
<td>Work life</td>
<td>Video Assignment due 11/29 by 11:59 p.m.</td>
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<td>Reminder: Last day to withdraw from the University (12/02)</td>
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<td>Week of December 2</td>
<td>Finals prep and advice</td>
<td>End of Semester Reflection due 12/6 by 11:59 p.m.</td>
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<tr>
<td>Week of December 09</td>
<td>Finals Week</td>
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