Course Purpose and 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. The specialized leadership aspect of this course has been created to help first-year students’ transition into the college setting and learn the principles of leadership. The overall goal of the course is to prepare the first-year student to be successful leaders at Stephen F. Austin State University, and beyond.

Program and 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 the student is interested in.
- Apply college classroom learning strategies within the 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 the student’s personal behavior at SFA.
- Demonstrate working successfully with peers, faculty, and staff.
- Demonstrate an introduction to leadership and group dynamics
- Develop an understanding of ethics
- Describe Certified Student Leader Endorsements (Communication, Influence, Decision-Making, Organization, Teamwork, Global/Intercultural Fluency)

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
- Reflections
Course Objectives and Learning Outcomes: At the completion of the course, students will…

- Demonstrate working successfully with peers, faculty, and staff
- Identify options to become involved on campus.
- Be able to identify key campus resources.
- Feel a stronger sense of connection to SFA.
- Be prepared to make informed choices regarding alcohol.
- Understand prevalent college issues including drug use and sexual assault.
- Reflect on their values and purpose, as it relates to career decision-making.
- Determine the balance between academic course-load requirements, work and leisure time.
- Recognize and practice effective study skills and acquire the knowledge and skills to succeed academically at SFA.
- Understand how culture impacts our view of the world and learn to practice tolerance for the viewpoints of others different from oneself.
- Establish positive relationships with others in the class.
- Understand different leadership styles and how styles affect others.
- Demonstrate the ability to work effectively in groups.
- Feel more committed to ethical leadership.

Class Reading 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 to keep required coursework and assignments organized.

Course Requirements and Expectations: Attendance is required at each class period. Because of the importance of classroom interaction for this course, it is imperative that students attend class. Attendance Failures will be given for students who have 3 or more absences (excused or unexcused) in the course. Students are expected to actively participate in class discussion.

Grading Policy and Assignments: 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:

Required for participation and attendance, leadership, cultural and service points:

Participation and Attendance (50 points)

- **Class Attendance:** Students will lose points for being tardy and/or missing class.
- **One-on-One Meetings with Instructor:** Each student is required to set-up one outside of class meeting with one of the instructors. You will sign up for these meetings during class.
- **Class Reflections:** During class meetings, a reflection prompt will be assigned. You must participate in order to receive participation credit for class meeting.

Leadership and Service Development (40 points)

- **FLA Service Learning Group Project:** Several out-of-class activities will take place for the FLA project. Each student will be put into committees that will plan and implement a service learning project. Your instructor will allow class time to work on these projects, but the projects will require some committee meetings and time outside of class. In affiliation with each of the stated course topics/objectives, you will participate in out-of-class activities. These include but are not limited to:
- Participate in FLA Leadership Retreat, September 13 from 3-11:00 p.m.
- Participate in project implementation day, TBD
- Participate in one or more of the following Saturday project dates:
  - Sept. 7 from 3-9:00 p.m.
  - Sept. 21 from 3-9:00 p.m.
  - Oct. 26 from 1-7:00 p.m.
  - Nov. 9 from 1-7:00 p.m.

*Involvement*: Complete the following task:
- Participate in Involvement Advising, which has to be scheduled by appointment. Email the Involvement Center today at getinvolved@sfasu.edu to schedule your appointment. You must have appointment before Oct. 1st.

**Cultural Development (10 points)**

- The Tunnel of Oppression program hosted by the Office of Multicultural Affairs will be held November 4th in the BPSC. Our class will go at 6pm together. If you are unable to attend at that time, you may receive permission from the primary instructor to attend on Nov. 5th. **AND**
- Pick one of the following tasks:
  - Something to Chew On, September 25 from 12-1:30 p.m. in the Multicultural Affairs Office (Student Center 3rd floor)
  - Brave Space Series, October 1 from 4-5:00 p.m. in the Student Center Multimedia (2nd floor)
  - Brave Space Series, November 14 from 4-5:00 p.m. in the Student Center Multimedia (2nd floor)

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Participation, Attendance, and Class Reflections</td>
</tr>
<tr>
<td>40</td>
<td>Leadership &amp; Service Development</td>
</tr>
<tr>
<td>10</td>
<td>Cultural Development</td>
</tr>
<tr>
<td></td>
<td>100 points possible</td>
</tr>
<tr>
<td>90-100</td>
<td>= A</td>
</tr>
<tr>
<td>80-89</td>
<td>= B</td>
</tr>
<tr>
<td>70-79</td>
<td>= C</td>
</tr>
<tr>
<td>60-69</td>
<td>= D</td>
</tr>
<tr>
<td>59 or below</td>
<td>= F</td>
</tr>
<tr>
<td>AF</td>
<td>= Failure due to unauthorized withdrawal or excessive absence.</td>
</tr>
</tbody>
</table>

**Behavioral Expectations**: 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. Classroom behavior that is disruptive, distracting or disrespectful 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. 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. 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!

**Course Communication:** Please check your Jacks email account regularly. Your Jacks account is the official email account for SFA. D2L/Brightspace 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. Brittany Fish (Steen Library, Room 203K; 936-468-5803). Student ethics and other policy information may be found at 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**
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, 468-3004 / 468-1004 (TDD) 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: Policy 6.3
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students.

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 (see the Student Conduct Code, policy 10.4). 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 prohibition 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. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Withdrawal Policy: Per the Registrar’s Office, the last day to drop the course without a “WP or WF” is Wednesday, October 23, 2019.
## Fall 2019 Tentative Schedule

Each class meeting lists what assignments you should have completed prior to class, what is due, and any special instructions for that day. Please review this section prior to each class meeting with sufficient time to complete the required readings and assignments for each class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesdays</th>
<th>Thursdays</th>
<th>Outside of Class Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>August 27</strong>&lt;br&gt;Course Overview</td>
<td><strong>August 29</strong>&lt;br&gt;Time management&lt;br&gt;Campus and Community Involvement</td>
<td>Aug. 29: Last day to change your schedule, except for drops.</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td><strong>September 3</strong>&lt;br&gt;Meet in LAN 142&lt;br&gt;Leadership Skills &amp; Group Dynamics&lt;br&gt;Theories of Leadership</td>
<td><strong>September 5</strong>&lt;br&gt;Overview of AARC&lt;br&gt;College Classroom Learning Strategies&lt;br&gt;How to work with peers, faculty and staff</td>
<td>Sept. 2: University Sponsored Interest Meeting 5:30-6pm in Multimedia Room (BPSC)&lt;br&gt;Sept. 5: Involvement Fair 5-7pm at Campus Rec&lt;br&gt;Sept. 6: Class of 2023 class photo at Homer Bryce stadium at 7:30pm! WEAR PURPLE!!! Holler@Homer, 8pm, get your FREE AXE handle!&lt;br&gt;Sept. 7: SFA Football Game! Jacks Charge @ 5:37pm - Meet at the spirit rock with your axe handle and WEAR PURPLE! Involvement Advising- Email the Involvement Center today at <a href="mailto:getinvolved@sfasu.edu">getinvolved@sfasu.edu</a> to schedule your appointment.</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td><strong>September 10</strong>&lt;br&gt;Meet in LAN 142&lt;br&gt;Leadership is a process, not a position</td>
<td><strong>September 12</strong>&lt;br&gt;Goal Setting</td>
<td>Sept. 10: 12th class day&lt;br&gt;<strong>Sept. 13:</strong> FLA Leadership Retreat!!! This is mandatory 3-11:00 p.m. Meet in Commons (3rd floor of Student Center)</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td><strong>September 17</strong>&lt;br&gt;Meet in LAN 142&lt;br&gt;Connecting with Others</td>
<td><strong>September 19</strong>&lt;br&gt;Personal Survival Skills&lt;br&gt;University resources, rules and procedures</td>
<td>Sept. 21: SFA Football Game! Jacks Charge @ 5:37pm - Meet at the spirit rock with your axe handle and WEAR PURPLE!</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td><strong>September 24</strong>&lt;br&gt;Meet in LAN 142&lt;br&gt;Leading Others</td>
<td><strong>September 26</strong>&lt;br Academc integrity&lt;br&gt;Accessing and evaluating information</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>October 1</td>
<td>Meet in LAN 142 Utilizing Strengths</td>
<td>October 3</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
<td>----------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Week 7</td>
<td>October 8</td>
<td>Meet in LAN 142 Culture</td>
<td>October 10</td>
</tr>
<tr>
<td>Week 8</td>
<td>October 15</td>
<td>Meet in LAN 142 Career Skills as Leadership Skills</td>
<td>October 17</td>
</tr>
<tr>
<td>Week 9</td>
<td>October 22</td>
<td>Meet in LAN 142 SFA History, Traditions, and Pride</td>
<td>October 24</td>
</tr>
<tr>
<td>Week 10</td>
<td>October 29th</td>
<td>Meet in LAN 142 Career Planning</td>
<td>October 31st</td>
</tr>
<tr>
<td>Week 11</td>
<td>November 5</td>
<td>Meet in LAN 142 Motivating Others</td>
<td>November 7</td>
</tr>
<tr>
<td>Week 12</td>
<td>November 12</td>
<td>Meet in LAN 142 Navigating Transition</td>
<td>November 14</td>
</tr>
<tr>
<td>Week 13</td>
<td>November 19</td>
<td>Meet in LAN 142 Transformational Leadership</td>
<td>November 21</td>
</tr>
<tr>
<td>Week 14</td>
<td>November 26</td>
<td>NO CLASS!</td>
<td>November 28</td>
</tr>
<tr>
<td>Week 15</td>
<td>December 3</td>
<td>Meet in LAN 142 Review college classroom learning strategies Final reflection</td>
<td>December 5</td>
</tr>
<tr>
<td>Week 16</td>
<td>Dec. 9 - 13</td>
<td>FINAL EXAMS! GOOD LUCK! STUDY HARD!</td>
<td></td>
</tr>
</tbody>
</table>
At Stephen F. Austin State University, our faculty, staff, alumni and students believe in doing things “The SFA Way.” We expect the best from ourselves and from each other, and we hold each other accountable when we fail to maintain these standards. Grounded in the five “Root Principles” below, members of the SFA community seek to strive for personal excellence in everything that we do.

**The Principle of Respect:** Lumberjacks command respect and treat others with respect • They are considerate of others and tolerant of differences • They demonstrate respect for those around them by avoiding the use of offensive or profane language • They do not threaten or harm anyone and deal peacefully and civilly with conflict.

**The Principle of Caring:** Lumberjacks think of the needs of others and seek to improve the quality of life of those around them • They are compassionate, empathic and kind • They respond with humility to those they have helped and express gratitude freely to those who help them • Lumberjacks prepare themselves to become leaders in their communities and workplaces • They dedicate themselves to excellence in their chosen field of study and to using what they learn in the service of others.

**The Principle of Responsibility:** Lumberjacks do what is right • They persevere in times of adversity • Through self-control and self-discipline, they strive to do their best • Lumberjacks challenge each other to exceed expectations • They are active learners both inside and outside of the classroom • They are reliable; they do what they say they will do • Lumberjacks hold themselves accountable for their decisions.

**The Principle of Unity:** Lumberjacks are loyal to their friends, family, university, state and country • Lumberjacks stand together against any adversary • They recognize that though we are very different from one another, we are united by the Lumberjack Spirit. Lumberjacks seek to understand the people and world around them • When one lumberjack fails, all fail • When one lumberjack succeeds, all succeed.

**The Principle of Integrity:** Lumberjacks have the courage to do what is right, even when it is hard or unpopular • They respond to each situation with steadfast values that are not subject to change based on the actions of others • They seek opportunities to practice effective and ethical leadership • Lumberjacks are honest; they do not deceive, cheat or steal • Lumberjacks stand up for those who cannot stand up for themselves • As lifelong learners, lumberjacks are committed to continuously improving themselves.