Faculty Instructor:  **Daphne Curl**  
Office:  Rusk Building, Room 328  
Office Phone:  936-468-3958  
Email:  curldaphn@sfasu.edu  
Office Hours:  M-F 8:00-10:00; 1:00-3:00  
Department:  Testing Services

Student Instructor:  **Brian Villalba**  
Office Hours:  Contact for appointment  
Contact Phone:  Ask instructor  
Email:  villalbabs@jacks.sfasu.edu  
Office Phone:  936-468-3958  
Major:  Pre-Veterinary  
Classification:  Senior

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**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. We want to make this as enjoyable and informative for you as possible but ultimate responsibility for **your success in college rests with you**! You have a great opportunity—take complete advantage of it! We are excited to be part of your journey.

**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 areas.
- 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.

**Class Readings and Materials**

All students will receive a SFA 101 Freshman Success Handbook for the fall 2019 semester. Information in the study sheet and handbook will be used for class discussions. A notebook or binder is necessary to keep required coursework and assignments organized.

**Course Methods**

Students are required to participate in the following ways: small group and whole class discussions, guest speakers, visits to campus locations, videos, illustrated lectures, individual meetings, games and exercises.
**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:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 - 360</td>
<td>A</td>
</tr>
<tr>
<td>359 - 320</td>
<td>B</td>
</tr>
<tr>
<td>319 - 280</td>
<td>C</td>
</tr>
<tr>
<td>279 - 240</td>
<td>D</td>
</tr>
<tr>
<td>239 points &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Attendance Policy**  
100 points

- **Instructor/Student Meetings (20 points):** 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 on college processes, or just to develop a professional relationship. Your participation in these meetings will count as 10 points per meeting.

- **Outside Events (30 points):** You will be required to attend two (2) outside events provided by SFA. You must provide sufficient documentation of the event. Attendance at each of these events will be valued at 15 points each.

- **Class attendance (50 points):** Class attendance is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions. *For every absence you incur, a deduction of 2 points will be taken from your final grade.*

**Assignments**  
100 points

Several times during the semester you will be given an assignment to be completed 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 is happening in college.

- Typefocus/Career Inventory (40 points)
- SFA Traditions Presentation (40 points)
- Completed Involvement Advising Session (20 points)

**Writing for Reflection**  
100 points

You will be assigned two writing for reflection assignments, each valued at 50 points. These assignments may range from journaling, structured papers, or online discussions. Formatting for these assignments will be provided to you in class.

- My College Experience Paper (50 points)
- Diversity Paper and Presentation (50 points)

**Midterm Exam**  
100 points

There will be one exam given during the semester. It will include true/false, matching, multiple choice, fill in blank and short answer items. The exam will be based on material from assigned readings and class discussions. In addition to testing you on 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.
Class Rules
Following these rules will help maximize the SFA 101 experience for you and your classmates.

- **Attend every class.** *If there is a situation that requires missing class, it is the student’s responsibility to speak with the instructor prior to class or if an emergency, as soon as possible. Credible documentation may be required.*

- **Read the assigned material and submit all required work on the day it is due; at the beginning of class.** *No late work is accepted unless prior approved arrangements have been made with the instructor.*

- **Participate in individual and group activities and discussions.** *Students are required to actively participate in class and will be assessed in their verbal contribution and interaction in class.*

- **Treat everyone in the class with respect and courtesy.** *All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience. This is an environment of higher education; therefore mature student behavior is a requirement at all times.*

- **Cell phones and other electronic devices should be turned off and put away during class time.**

- **Hoods may not be on head during class; males may not wear hats/caps in class.**

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.

Communication
Important announcements will be made during class, but students are also required to check their SFA email account regularly as this is the official email for SFA. D2L may also be a tool used 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 203; 936-468-5803).

General Student Policies
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.
**Academic Integrity** (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**Withheld Grades Semester Grades Policy** (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**
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/

**Acceptable Student Behavior**
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 D-34.1). 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Class introduction and syllabus overview</td>
</tr>
<tr>
<td>August 28</td>
<td>Notetaking tips</td>
</tr>
<tr>
<td>September 2</td>
<td>Working successfully with faculty; the transition from high school/ Value of College Education</td>
</tr>
<tr>
<td>September 4</td>
<td>Time Crunch! Successfully manage your time AARC Presentation/meet in Library, room 107</td>
</tr>
<tr>
<td>September 9</td>
<td>Guest Speaker – Registrar Office (Registration) SFA Traditions and sign up for presentations</td>
</tr>
<tr>
<td>September 11</td>
<td>Campus Tour (Pull for SFA Tradition Topic) Meet in classroom; dress comfortable</td>
</tr>
<tr>
<td>September 16</td>
<td>Alcohol Jeopardy Title IV Presentation Vote and Sign Up for Fine Arts Event</td>
</tr>
<tr>
<td>September 18</td>
<td>Career Inventory Assessment - Typefocus (Class will meet in library, info lab 1) My College Experience Paper Due</td>
</tr>
<tr>
<td>September 23</td>
<td>Resume Construction CCPD Presentation</td>
</tr>
<tr>
<td>September 25</td>
<td>SFA Traditions Presentations</td>
</tr>
<tr>
<td>September 30</td>
<td>SFA Traditions Presentations Possible Fine Arts play…The Wolves</td>
</tr>
<tr>
<td>October 2</td>
<td>Sexual Attitudes Title IV Presentation</td>
</tr>
<tr>
<td>October 8</td>
<td>Sexual Attitudes Continued</td>
</tr>
<tr>
<td>October 10</td>
<td>QPR (Suicide signs and prevention) (Class will meet in Rusk Bldg. Room 333)</td>
</tr>
<tr>
<td>October 14</td>
<td>Mid-term class review/Study Tips</td>
</tr>
<tr>
<td>October 16</td>
<td>Mid-Term Exam</td>
</tr>
<tr>
<td>October 21</td>
<td>Individual Conferences (grades/attendance) Last Day to turn in Involvement Center Survey</td>
</tr>
<tr>
<td>October 23</td>
<td>Individual Conferences (grades/attendance) (Last day to drop classes or withdraw w/o WP or WF)</td>
</tr>
<tr>
<td>October 28</td>
<td>SFA Scavenger Hunt</td>
</tr>
<tr>
<td>October 30</td>
<td>Typefocus Inventory Interpretation (Class will meet in Liberal Arts North, Rm 102)</td>
</tr>
<tr>
<td>November 4</td>
<td>Tunnel of Oppression (6pm or 9pm) NO class</td>
</tr>
<tr>
<td>November 6</td>
<td>How to avoid cheating and plagiarism</td>
</tr>
<tr>
<td>November 11</td>
<td>Personal survival &amp; Diversity Possible Fine Arts play…Titus Andronicus</td>
</tr>
<tr>
<td>November 13</td>
<td>Personal survival &amp; Diversity Continued</td>
</tr>
<tr>
<td>November 18</td>
<td>Diversity Presentations</td>
</tr>
<tr>
<td>November 20</td>
<td>Diversity Presentations</td>
</tr>
<tr>
<td>November 25</td>
<td>The Worst Time Wasters NO CLASS!!!</td>
</tr>
<tr>
<td>November 27</td>
<td>Thanksgiving—NO CLASS!!!</td>
</tr>
<tr>
<td>December 2</td>
<td>Getting Ready for Finals</td>
</tr>
<tr>
<td>December 4</td>
<td>End of semester party!!</td>
</tr>
</tbody>
</table>
Important University dates (Please take note of the following important dates)

August 29th  Last day to register and last day to change schedule other than to drop
September 10th  Twelfth class day (official enrollment taken)
October 16th  Mid-Semester
October 23rd  Last day to drop a course; last day to withdraw without a WP or WF
November 23rd  Beginning of Thanksgiving Holiday
December 2nd  Last day to withdraw from the university (with WP or WF)
December 9th  Finals week
December 14th  Fall graduation

Four Assignments (All assignments due at the beginning of class)

My College Experience Paper—Write a 2 page (double space) paper discussing what your college experience has been so far and your expectations with college. Include your recent experience, ideas, aspirations and your goals for the next several years. Talk about what you would like to accomplish regarding not only your academics, but your social and leisure time also. Talk about what you have endured since your arrival at school and your ideas for careers, relationships, organizations, sports, spiritual activities and anything else that you plan to be involved in while in college. This assignment is due at the beginning of class September 18th.

SFA Traditions Presentation—you will pair up with another student and do research over an SFA Tradition and present to the class. These presentations are due and scheduled September 25th and September 30th (we will draw for the presentation order).

Involvement Center Advising Session—you will set an appointment with the Involvement Center Advisor to find a “good fit” for you involving at least one organization on campus. You will turn in a copy of your survey for a grade. This assignment is due no later than October 21st.

Diversity Presentation and Paper—you will interview someone that is different from you in some way. The difference can be related to gender, religion, race, sexual orientation, disability, political views, socio-economic backgrounds, size, etc. Also, include ways that you are similar to this person in other ways even with diversity in other areas. Presentations and paper are scheduled for November 18th and November 20th; paper due at beginning of class of the date you present (we will draw for the presentation order).