Faculty Instructor: Elizabeth Hutchison
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Department: Computer Science
Office Phone: 936.468.2508
Email: ehutchison@sfasu.edu

An important note about my contact information. My name is very often spelled incorrectly. When trying to contact me via email this can mean the difference between me getting the message and your message floating endlessly in hyper space. Please be sure you double check the spelling when sending me messages. My last name, Hutchison, only has one letter n and it is at the end of my name.

Office Hours (Online or in person by appointment only):
Monday  3:30 to 4:30 pm
Tuesday:  9:25 to 10:50 am and 1-4 pm
Wednesday: 11:40 am to 12:50 pm
Thursday: 9:25 to 10:50 am
Friday: By appointment

I am absolutely available outside the office hours listed. These hours are just a starting point. I am often online and I am frequently available outside these hours, including evenings and weekends. I will work with you to communicate in a manner that works best for you. The best way to make initial contact with me is via email. If you prefer to speak on the phone or communicate through a Zoom video chat we can make those arrangements for a time that best fits your schedule.

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 polices.

II. Program and Student Learning Outcomes

Upon completion of SFAS 1101, the student will be informed of the following areas and how they relate to their success:

- Evaluate the significance of academic integrity.
- Apply college classroom learning strategies within the class and beyond.
- Relate the Wellness Model to personal life activities and behaviors.
- Apply a Growth Mindset to learning in college and beyond.
- Evaluate the importance of academic advising while in college and explore SFA advising protocols.
- Demonstrate an increased understanding of cultural diversity, inclusion and social justice.
• Demonstrate the understanding of metacognitive skills and applying strategies academically and beyond.
• Construct a strategy for accessing and evaluating information through Steen Library.
• Select campus and community service opportunities in which the student is interested.
• 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.

III. Class Readings and Materials

All students will receive a Student Success Handbook in a digital format at the beginning of the course. Information in the handbook will be used for class discussions. Make sure you get them, read them, and understand them.

IV. Course Methods

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

V. Grading Policy and Assignments

SFAS 1101 is a graded course. Passing this course will earn you one semester credit hour. The grading system is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>500 - 450 points</td>
<td>A</td>
</tr>
<tr>
<td>449 - 400 points</td>
<td>B</td>
</tr>
<tr>
<td>399 - 350 points</td>
<td>C</td>
</tr>
<tr>
<td>349 - 300 points</td>
<td>D</td>
</tr>
<tr>
<td>299 points &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance Policy

• 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.
• Class attendance and participation (220 points): Class attendance and participation is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions.

Activities

You will be given activities to be completed using Brightspace by D2L. These activities are intended to provide you with an opportunity to reflect on and benefit from what is happening in college.
Writing for Reflection 40 points

You will be assigned two writing for reflection assignments, each valued at 20 points. These assignments may range from journaling, structured papers, or online discussions. Formatting for these assignments will be provided to you in class and accessible in Brightspace/D2L.

VI. Class Rules

Following these rules will help maximize the SFAS 1101 experience for you and your classmates.

- Currently, face coverings are required to be worn in the classroom. Face covering requirements and FAQ can be found here: http://sfasu.edu/fall2020
- Attend every class.
- If you become ill or are required to quarantine, contact your instructor immediately.
- Read the assigned material and submit all required work on the day it is due.
- Participate in individual and group activities and discussions.
- 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.
- Cell phones and other electronic devices should be turned off and put away during class time.

VII. Communication

Please check your SFA email account regularly as this is the official email and form of communication for SFA. Brightspace/D2L will be the official tool used in your SFAS 1101 class for important reminders, announcements, and further assignment directions. I also encourage you to use the class GroupMe for text messaging.

VIII. 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 SFAS 1101, the chairperson is Raquel Skidmore, Interim Director of the Student Success Center. (Steen Library, Room 203; 936-468-6232; skidmorerr@sfasu.edu).

IX. General Student Policies

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

1. Student Academic Dishonesty (4.1)
   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.

2. 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

3. Course Grades (5.5)
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.

4. Academic Accommodation for Students with Disabilities (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/

5. Student Code of Conduct (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 Academic 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>Week</th>
<th>Class Topics</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Class Overview and Introductions, COVID-19 Protocols, Brightspace/D2L, mySFA</td>
<td>Time Management</td>
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<tr>
<td>Aug 24-28</td>
<td>AARC Overview, Academic Integrity- “The SFA Way”</td>
<td>STAR, Challenges and SMART Goal planning for the semester</td>
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<tr>
<td>Week 2</td>
<td>Myers-Briggs: Strengths Assessment and Discussion</td>
<td>Social Interactions &amp; Interacting with Professors</td>
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<td>Aug 31-Sep 4</td>
<td>Learning Strategies: Note Taking vs. Note Making, Textbooks, Study Sills &amp; Test-taking- What type of learner are you?</td>
<td>Campus Involvement and Belonging</td>
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<td>Week 3</td>
<td>Academic Advising</td>
<td>Stress Management</td>
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<tr>
<td>Sep 7-11</td>
<td>University Resources</td>
<td>One on One with Students</td>
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<td>Week 4</td>
<td>Health &amp; Wellness Self Care</td>
<td>Community Service Opportunities</td>
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<td>Sep 14-18</td>
<td>Speaker: Ken Morton</td>
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<td>Week 5</td>
<td>Mental Health/Personal Survival Skills, Alcohol &amp; Drug Awareness, UPD</td>
<td>SFA History, Traditions, &amp; Pride</td>
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<td>Sep 21-25</td>
<td>Speaker: Jill Milem</td>
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<td>Week 6</td>
<td>Cultural Diversity, Inclusion, and Social Justice</td>
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<td>Sep 28-Oct 2</td>
<td>Growth Mindsets</td>
<td>Metacognitive Skills</td>
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<td>Week 7</td>
<td>The Value of a College Education</td>
<td>Money Management/Financial Literacy</td>
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<tr>
<td>Oct 5-9</td>
<td>Course Registration “How to”</td>
<td>Instructor’s Choice</td>
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<td>Week 8</td>
<td>Instructor’s Choice</td>
<td>Challenging Relationships</td>
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<tr>
<td>Oct 12-16</td>
<td>Telling Your Story</td>
<td>Speaker: Jill Milem</td>
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<td>Week 9</td>
<td>Social Media and Self Image</td>
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<td>Oct 19-23</td>
<td>Thanksgiving Break</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Week 10</td>
<td>Re-Evaluate goals</td>
<td>Dead Week and Finals Week</td>
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<tr>
<td>Oct 26-30</td>
<td>Preparing for Finals: Study Skills</td>
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<tr>
<td>Week 11</td>
<td>Instructor’s Choice</td>
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<tr>
<td>Nov 2-6</td>
<td>Challenging Relationships</td>
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<tr>
<td>Week 12</td>
<td>Social Media and Self Image</td>
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<td>Nov 9-13</td>
<td>Telling Your Story</td>
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<tr>
<td>Week 13</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Nov 16-20</td>
<td>Re-Evaluate goals</td>
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<tr>
<td>Week 14</td>
<td>Instructor’s Choice</td>
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<tr>
<td>Nov 23-27</td>
<td>Preparing for Finals: Study Skills</td>
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<tr>
<td>Week 15 &amp; 16</td>
<td>Dead Week and Finals Week</td>
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