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. You will also need a class notebook to keep required coursework and assignments organized.

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 Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>400 - 360</td>
<td>A</td>
</tr>
<tr>
<td>359 - 320</td>
<td>B</td>
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<tr>
<td>319 - 280</td>
<td>C</td>
</tr>
<tr>
<td>279 - 240</td>
<td>D</td>
</tr>
<tr>
<td>239 &amp; below</td>
<td>F</td>
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</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. (Due to the pandemic, events could potentially be virtual)
- **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 using Brightspace/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 is happening in college.

**Writing for Reflection**

You will be assigned four writing for reflection assignments, each valued at 25 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.

**Exam**

There will be one exam 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 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.**

**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](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. **No late work is accepted.**
- 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.

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.

**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.

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.
# Tentative Class Calendar - Fall 2020

*This is a suggested timeline. Instructors can coordinate workshops with speakers for specific class days and incorporate topics that might pertain to your specialized section.

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

<table>
<thead>
<tr>
<th>Speaker Contacts</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>
| Jill Milem, Director of Counseling Services  
  • Mental Health  
  • Challenging Relationships | jmilem@sfasu.edu | 936.468.2401 |
| Ken Morton-Director of Campus Recreation  
  • Health & Wellness Presentation | mortonkw@sfasu.edu | 936.468.1401 |
| Kay Winfield, AARC Writing and Workshops Program Director  
  • Learning Strategies | winfieldkl@sfasu.edu | 936.468.1542 |
| Marleta Chadwick Student Financial Advisors  
  • Financial Literacy Training | finadvisors@sfasu.edu  
  https://studentfinancialad.wixsite.com/sfasu  
  http://www.sfasu.edu/studentaffairs/1691.asp | 936.468.1663 |