Welcome to our SFAS 1101 class! I’m your instructor, Jill Milem, and I’m very excited to get the chance to accompany you during the first semester of your college journey. In fact, this is a new experience for all of us since the pandemic has changed things up in so many ways.

I do not teach full-time; this is the only class I teach. My full-time job is Director of Counseling Services here at SFA and I am a Licensed Professional Counselor Supervisor. I don’t have a doctoral degree so I’m not addressed “Doctor Milem.” Most people just call me by my first name, Jill, but you can also call me Ms Milem if you prefer.

I would like for every one of you to feel included and valued as we go through the semester. Please let me know of any problem that is preventing you from getting the most you can from our class. Also, we will at times discuss sensitive topics. If there is a particular issue that is uncomfortable for you, I encourage you to speak privately with me about that. Finally, I know I have a lot to learn from each of you, and I welcome your feedback and assistance in making this class a safe place to interact and learn.

I want this class to be useful, interactive, and fun. Let’s have a great semester!

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. The goal is to give you information and skills to be successful in college and beyond!
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.
- Learn things and have fun!

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.

Each student must have a planner. This can be a paper planner or a digital planner. You will also need a class notebook/folder 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, and other means.
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:

- 400 - 360 points: A
- 359 - 320 points: B
- 319 - 280 points: C
- 279 - 240 points: D
- 239 points & below: F

Attendance Grades

- 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. After two absences, five points per absence will be deducted, and a meeting with your instructor or student instructor is required.

Assignment Grades

Four times during the semester you will be given an activity assignment, each worth 25 points.

Writing for Reflection Grades

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. Late work is not accepted.
Exam Grade

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.**

Extra Credit

You can earn up to 15 extra-credit points by attending AARC services (either individual tutoring or SI Group (5 points per meeting)!

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VII. Communication

Please check your SFA email account regularly as this is the official email and form of communication for SFA.

I encourage you to contact me if you need to speak to me outside of class! I can be reached via email at jmilem@sfasu.edu. (Please do not email me through the Brightspace/D2L platform, as it won’t allow me to send a reply through my SFA email.) I check my email at least once a day, and you can expect a response to an email within 24 hours. My office phone is 936.468.2401, and you can leave a message there, as well. My office hours are variable—please contact me for a meeting and we can usually find a time within a day or so.

Brightspace/D2L will be the official tool used in your SFAS 1101 class for important reminders, announcements, and further assignment directions. I suggest you check it daily.

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.