I. Course Description

This course provides information and activities designed to foster success in college. Topics include critical thinking skills, study skills, time management, university life, and a review of university resources and polices.

II. Program and Student Learning Outcomes

Upon completion of SFA 101, the student will be better able to:

- 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.
- Construct a strategy for accessing and evaluating information through Steen Library.
- Select campus and community service opportunities to explore.
- Investigate an overview of university resources.
- Develop personal survival skills.
- Learn 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.
- Work successfully with peers, faculty, and staff.

III. Class Readings and Materials

All students will receive an SFA 101 Freshman Success Handbook in a digital format at the beginning of the course. Information in the handbook will be used for class discussions. You will also need

- a class notebook to keep coursework and assignments organized
- a planner (in either paper or digital form)
IV. Course Methods

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

V. 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:

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

Attendance Policy

- Instructor/Student Meetings (30 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 **15 points per meeting**.
- Class attendance (70 points): Class attendance is mandatory and will be recorded during each class meeting. Please plan to attend all sessions. If an absence is unavoidable, please contact the instructor ahead of time to make arrangements. After 3 absences, you will need to set up a meeting with your instructor to discuss your ability to successfully complete the course.

Activity Assignments

You will have four assignments during the semester for **25 points each**:
- Introduce a classmate
- Keep a planner
- Research a resource
- SFA Traditions and Pride activity
Writing for Reflection 100 points

You will have four writing for reflection assignments, each valued at 25 points. These assignments may range from journaling, structured papers, or online discussions. These assignments will be accessed in Brightspace/D2L.

- Academic Integrity (critical thinking)
- Meet With Your Professor (report)
- The Post-pandemic World (critical thinking)
- Best Thing/Worst Thing (discussion)

Student Welcome Activity 100 points

Our college is participating in a program in conjunction with Stanford University. The program will help instructors and administrators at our college better understand how you think and learn, and how to make college a better place for all students. Instructions will be provided during the first week of class.

There is no final exam.

VI. Class Rules

Following these rules will help maximize the SFA 101 experience for you and your classmates.

- Attend every class.
- Use good ZOOM etiquette:
  - Attend in a space as free from distraction as possible
  - Never drive while zooming!
  - Keep your camera on and your mic muted (unless speaking)
  - Clothing required (stating the obvious, I know!)
  - Treat everyone in class with respect and courtesy
  - Close other browser windows and cellphone wifi to assist in maintaining a good internet connection
- Complete assignments and submit all required work on the day it is due.
- Participate in individual and group activities and discussions.
- Demonstrate professional behavior and use language appropriate for the classroom learning experience.
- Electronic devices not needed for class 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 SFA 101 class for important reminders, announcements, and further assignment directions.

Please contact myself (Jill) or our Student Instructor (Frankie) by email or phone with any questions, suggestions, or if there is any issue that is preventing you from successfully participating in class.

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 SFA 101, the chairperson is Raquel Skidmore, Interim Director of the Student Success Center. (Steen Library, Room 203; 936-468-6232; skidmorrr@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.
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