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 SFA 101, 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.
- Construct a strategy for accessing and evaluating information through Steen Library.
- Select campus and community service opportunities in which the student is interested in.
- 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 SFA 101 Freshman Success Handbook in a digital format at the beginning of the course. Information in the study sheet and 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

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. Therefore, please plan to attend all sessions. If you miss more than two classes, you will need to set up a meeting with your instructor.

Assignments

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.
Student Welcome Activity

Participation is simple and will only take about 30 minutes. Please plan enough time so you can complete the activity in one sitting. Have your student ID number handy. You may be asked to enter it during the activity. Using your browser go to perts.me and follow the prompts. Your participation code is: ‘olive goose’. You will be asked to enter this when you first sign on. If you are using these instructions after this timeframe, please reach out to your facilitator for the new code before proceeding. Complete the assignment by yourself, not in a group with your classmates. This respects everyone’s privacy. Write down your completion code down and email your instructor the completion code. This completion code is your way of verifying that you have completed the assignment to your instructor. If you experience any difficulties, consult the troubleshooting guide on last page. If the issue still isn’t resolved, please contact your facilitator as soon as possible to let them know. Go to a quiet private location when you complete this activity so you are not distracted.

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.
- 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 SFA 101 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 SFA 101, 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>
<th>Class Topics</th>
<th>Class Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 7-10</td>
<td><strong>July 7th</strong>&lt;br&gt;Class overview-Resources, Brightspace by D2L&lt;br&gt;Evaluate the significance of academic integrity</td>
<td><strong>July 8th</strong>&lt;br&gt;Learning Strategies Workshop with Kay Winfield/AARC</td>
<td><strong>July 9th</strong>&lt;br&gt;Apply college classroom learning strategies within the class and beyond</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cover Growth Mindset Assignment</td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 13-17</td>
<td><strong>July 14th</strong>&lt;br&gt;Relate university rules and procedures to the students personal behavior at SFA&lt;br&gt;Review Growth Mindset results</td>
<td><strong>July 15th</strong>&lt;br&gt;Investigate an overview of university resources</td>
<td><strong>July 16th</strong>&lt;br&gt;Argue the value of a college education</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 20-24</td>
<td><strong>July 21st</strong>&lt;br&gt;Demonstrate working successfully with peers, faculty, and staff</td>
<td><strong>July 22nd</strong>&lt;br&gt;Ken Morton/Wellness Model</td>
<td><strong>July 23rd</strong>&lt;br&gt;Develop personal survival skills</td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 27-31</td>
<td><strong>July 28th</strong>&lt;br&gt;Construct a strategy for accessing and evaluating information through Steen Library</td>
<td><strong>July 29th</strong>&lt;br&gt;Mental Health with Jill Milem/Counseling Services</td>
<td><strong>July 30th</strong>&lt;br&gt;Select campus and community service opportunities in which the student is interested</td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 3-7</td>
<td><strong>August 4th</strong>&lt;br&gt;Examine SFA history, traditions and pride</td>
<td><strong>August 5th</strong>&lt;br&gt;Evaluating your summer experience: What have you learned?</td>
<td><strong>August 6th</strong>&lt;br&gt;What’s next? Expectations for Fall and Closing Activity</td>
</tr>
</tbody>
</table>
Student Welcome Activity Instructions and Troubleshooting
Participation is simple and will only take about 30 minutes. Please plan enough time so you can complete the activity in one sitting.

1. Have your student ID number handy. You may be asked to enter it during the activity. Using your browser go to [perts.me](http://perts.me) and follow the prompts.
2. Your participation code is: ‘olive goose’. You will be asked to enter this when you first sign on.
3. Complete the assignment by yourself, not in a group with your classmates. This respects everyone’s privacy.
4. Write down your completion code on the line at the bottom of this handout. This completion code is your way of verifying that you have completed the assignment to your facilitator. Turn in your completion code via email to your professor. If you experience any difficulties, consult the troubleshooting guide below. If the issue still isn't resolved, please contact your facilitator as soon as possible to let them know.

Troubleshooting

**Problem:** You accidentally closed the browser window.
**Solution:** Go to the website and sign in again, just like you did the first time. The program will continue where you left off.

**Warning Message or Connection Expired Message**
**Problem:** Your screen says that the connection expired or a similar warning.
**Solution:** Click the “reload” or “refresh” button.

**Lost Location**
**Problem:** The program restarted from the beginning.
**Solution:** Skip up to the part where you left off. The answers you previously provided have been saved, but the server lost the page you were on for network reasons.

*Note:* Some pages may not allow you to advance until a certain amount of time (about 5 seconds) has passed.

**Cannot Connect to Website**
**Problem:** You cannot access the page when you go to perts.me.
**Solution:** Check if you can access another website, like google.com. If not, there is a problem with your Internet connection. If you can connect to google.com, but you cannot connect to perts.me, wait for a few minutes and try again. You can also try using a different browser (for example, if you are using Firefox, try Chrome or Safari instead). If the connection still does not work, try again later and let your facilitator know what error message you received.

**Images don't load**
**Problem:** You don't see some of the images or an article you are directed to read.
**Solution:** Try signing out and signing in using a different browser.
If your issue is still not resolved using one of the solutions above, please promptly inform your facilitator.

Name ___________________________  Completion Code ___________________________