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 regulations.

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.
- Construct a strategy for accessing and evaluating information through Steen Library.
- Select campus and community service opportunities in which the student is interested in.
- Apply college classroom learning strategies within the class and others.
- 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 SFAS 1101 Freshman Success Handbook at the beginning of the semester. 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**
SFAS 1101 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:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 - 360</td>
<td>A</td>
</tr>
<tr>
<td>359 - 320</td>
<td>B</td>
</tr>
<tr>
<td>319 - 280</td>
<td>C</td>
</tr>
<tr>
<td>279 - 240</td>
<td>D</td>
</tr>
<tr>
<td>239 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.
- **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.
- **Class attendance** (50 points): Class attendance is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions. Two excused absences will be allowed for the semester. For every absence after this point, a deduction of 2 points will be taken from your class attendance point allotment.

**Assignments**

Several times during the semester you will be given an assignment to be completed using 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 D2L.
Exam 100 points
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.

- 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 for SFA. D2L will be the official tool used in your SFAS 1101 class for communicating the 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 department is in the Student Success Center (Steen Library, Room 203; 936-468-5803).

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](http://www.sfasu.edu/policies/academic_integrity.asp)

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

3. **Withheld Grades (5.5)**
   At the discretion of the instructor of record and with the approval of the academic unit head, 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 by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

   If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.
4. **Academic Accommodation for Students with Disabilities (6.1 and 6.6)**
   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/](http://www.sfasu.edu/disabilityservices/)

5. **Student Code of Conduct (10.4)**
   Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

   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 Early Alert Program at SFA.

6. **Class Attendance and Excused Absence: Policy 6.7**
   Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.
## Tentative Class Calendar Fall 2021

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Class Introduction-Resources, D2L, mySFA</td>
<td>Differences between HS &amp; College: Developing Personal Responsibility</td>
</tr>
<tr>
<td>August 23 &amp; 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>AARC Overview (Guest Speaker)</td>
<td>Navigating College: Time Management &amp; Prioritization!</td>
</tr>
<tr>
<td>Aug.30 &amp; Sept.1</td>
<td></td>
<td>Have all syllabi available for class!</td>
</tr>
<tr>
<td><strong>Week 3, September 6 &amp; 8</strong></td>
<td>Who are you, what are you, &amp; why are you? Finding your purpose. Schedule 1st Individual Sessions</td>
<td>SMART Goal Setting Writing Assignment #1</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td>Guest Speaker &amp; Visit Campus Rec Center</td>
<td>Learning Strategies: Study Skills &amp; Test Taking</td>
</tr>
<tr>
<td>September 13 &amp; 15</td>
<td>Linking Academic &amp; Social Engagement</td>
<td>Developing Relationships: Networking for your future!</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>The SFA Way &amp; Academic Integrity (Marie Jessup – Dietitian)</td>
<td>University Rules and Procedures</td>
</tr>
<tr>
<td>September 20 &amp; 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td>Success in College: Grades, GPA, Course Selection, Academic Advising</td>
<td>Student Success Panel Writing Assignment #2</td>
</tr>
<tr>
<td>September 27 &amp; 29</td>
<td>SFA History, Traditions, Pride Schedule 2nd Individual Sessions</td>
<td>University resources: Scavenger hunt!</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>Personal Survival Skills: Alcohol, Drugs, and UPD</td>
<td>Personal Survival Skills: Health &amp; Stress Management</td>
</tr>
<tr>
<td>October 4 &amp; 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>Critical Thinking &amp; Academic Integrity</td>
<td>Accessing &amp; Evaluating Information-Library Services</td>
</tr>
<tr>
<td>October 11 &amp; 13</td>
<td>Managing Motivation &amp; Maintaining Mindset</td>
<td>Career Planning Writing Assignment #3</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>Sharpening your Study Skills: Test preparation!</td>
<td>Exam</td>
</tr>
<tr>
<td>October 18 &amp; 20</td>
<td>The Value of a College Education: Money Management &amp; Budgeting</td>
<td>Re-evaluate SMART Goals: Check your progress!</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>November 1 &amp; 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td>Review learning strategies &amp; study skills: Prepping for finals!</td>
<td>My first semester at College: Reflection Writing Assignment #4</td>
</tr>
<tr>
<td>November 8 &amp; 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 15 &amp; 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 22 &amp; 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 29 &amp; Dec. 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
X. **Readings (Required and recommended—including texts, websites, articles, etc.):**
There is no textbook for this course. You will be issued a Passion Planner by the instructor and are expected to bring it to every class meeting unless instructed otherwise. We will use current websites, journal articles, etc. in this course.

XI. **Course Evaluations:**
Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation
2. Instruction evaluation purposes
3. Making decisions on faculty tenure, promotion, pay, and retention

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741
XII. **Other Relevant Course Information:**

**Professional Writing:**
All written assignments must reflect professional writing skills. If there are five or more errors of grammar, spelling, sentence structure and/or organization the assignment will NOT be graded and will result in a grade of zero. If you have difficulty with appropriate professional writing you should utilize the services offered by the Academic Assistance and Resource Center located in Steen Library. You should also consider the use of the SFA Online Writing Lab (OWL). For a reference style guide, please utilize the following website for APA formatting guidelines https://www.mendeley.com/guides/apa-citation-guide.

**Withdrawal from the course:** Last day to drop a course or withdraw from the University without WP or WF is **Wednesday, October 20, 2021.**

**COVID 19 Statement:** As of August 1, 2021, campus has returned to normal operations; however, SFA strongly encourages all students, faculty, and staff to get vaccinated, wear a mask in public indoor settings, and maintain physical distance when possible (CDC recommends at least 6 feet or two arm lengths away). For more information you can visit https://www.sfasu.edu/covid19

**Other policies:** All other policies as printed in the handbook for students and other official publications of the University shall be followed in this class.

**Disclaimer:** This syllabus represents a “best” plan for this course, however, plans can change when circumstances necessitate change. Any changes to this syllabus will be announced to the class in a timely manner. Your feedback is greatly appreciated to aid in the development of this class for future semesters.