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 SFA 101, 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 SFA 101 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

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:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance – Instructor/Student Meetings (2)</td>
<td>20</td>
<td>400 – 360 points</td>
</tr>
<tr>
<td>Attendance – Outside Events (3)</td>
<td>30</td>
<td>359 – 320 points</td>
</tr>
<tr>
<td>Attendance – Class Attendance</td>
<td>50</td>
<td>319 – 280 points</td>
</tr>
<tr>
<td>Assignments (10)</td>
<td>100</td>
<td>279 – 240 points</td>
</tr>
<tr>
<td>Reflections (2)</td>
<td>100</td>
<td>239 points &amp; below</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 three (3) outside
events provided by SFA. You must provide sufficient documentation of the
event. Attendance at each of these events will be valued at 10 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. For every absence you incur, a deduction of 2 points will be taken
from your final grade.

**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 two writing for reflection assignments, each valued at 50 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. Formatting for the papers is as follows: 1” margins, Times New Roman, 12 pt font, and double line spacing.

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 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 for SFA. D2L will be the official tool used in your SFA 101 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 SFA 101, the chairperson is Dr. Brittany Fish (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. Academic Integrity (A-9.1)

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. Withheld Grades Semester Grades Policy (A-54)

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. Students with Disabilities

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. Acceptable Student Behavior
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 D-34.1). 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 iCare 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>Monday</th>
<th>Wednesday</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1, Aug. 23&amp;25</td>
<td>Class Introduction-Resources, D2L, mySFA</td>
<td>Goal Setting</td>
<td>Bring Syllabi and Calendar to Wed. Class (Assignment 1)</td>
</tr>
<tr>
<td>Week 2, Aug. 30&amp;1</td>
<td>Learning Styles Discussion</td>
<td>Learning Style Practical Strategies</td>
<td>Bring first set of notes from one class to Wed. Class (Assignment 2) &lt;br&gt;Assign First Reflection</td>
</tr>
<tr>
<td>Week 3, Sept. 6&amp;8</td>
<td>AARC Presentation (pending)</td>
<td>No Class, go to Convocation take photo</td>
<td>SMART Goal Setting Assign (Assignment 3) &lt;br&gt;Begin Scheduling meetings with Emily</td>
</tr>
<tr>
<td>Week 4, Sept. 13&amp;15</td>
<td>Student-Faculty Relationship Office hour handout assignment</td>
<td>Campus Involvement</td>
<td>Go to Organization Meeting and take a photo (Assignment 4) &lt;br&gt;Bring Planner for next Monday</td>
</tr>
<tr>
<td>Week 5, Sept. 20&amp;22</td>
<td>Time Management – Bring Planner</td>
<td>Personal Survival Skills: Health and Nutrition (pending)</td>
<td>First Paper Due &lt;br&gt;Go to a workout class at the Rec. (Assignment 5)</td>
</tr>
<tr>
<td>Week 6, Sept. 27&amp;29</td>
<td>The SFA Way &amp; Academic Integrity</td>
<td>Meetings with Emily</td>
<td></td>
</tr>
<tr>
<td>Week 7, Oct. 4&amp;6</td>
<td>Success in College: Evaluate midterm grades, GPA, Course Selection, Academic Advising</td>
<td>No Class, make sure to schedule outside event</td>
<td>Look up peer-reviewed paper (Assignment 6) &lt;br&gt;Meetings with Emily</td>
</tr>
<tr>
<td>Week 8, Oct. 11&amp;13</td>
<td>SFA History, Traditions, Pride (pending)</td>
<td>Pre-Health Student Panel</td>
<td>Turn in Student-Faculty Handout (Assignment 7)</td>
</tr>
<tr>
<td>Week 9, Oct. 18&amp;20</td>
<td>Personal Survival Skills: Stress Management, Sexual Attitude, Counseling Services (pending)</td>
<td></td>
<td>Honors College</td>
</tr>
<tr>
<td>Week 10, Oct. 25&amp;27</td>
<td>Researching Professional Schools, you would like to apply.</td>
<td>University resources: Scavenger hunt!</td>
<td>Begin Scheduling appointments with Dr. Childress &lt;br&gt;Create a Pre-Health Folder (Assignment 8)</td>
</tr>
<tr>
<td>Week 11</td>
<td>Resume Construction, Use Emily’s template</td>
<td>Mock Interview</td>
<td>Turn in Resume Extended Resume CV (Assignment 9)</td>
</tr>
<tr>
<td>Week 12, Nov. 8&amp;10</td>
<td>The Value of a College Education: Money Management &amp; Budgeting (Financial Advisors pendDate)</td>
<td>Re-evaluate SMART Goals: Check your progress!</td>
<td>Check if you are registered for Spring 2021 classes (Assignment 10)</td>
</tr>
<tr>
<td>Week 13, Nov. 15&amp;17</td>
<td>Sharpening your Study Skills: Test preparation!</td>
<td>Exam</td>
<td></td>
</tr>
<tr>
<td>Week 14, Nov. 22&amp;24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 15, Nov. 29&amp;1</td>
<td>Study Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 16, Dec. 6&amp;8</td>
<td>Finals Week</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>