COURSE SYLLABUS

Professor: Sara Phillips
Office: FORS 103
Phone: 936.468.3301
Email: smcole@sfasu.edu
Office Hours: By Appointment, call 936.468.3301
Class Schedule: TR 9:30am – 10:20am

Student Instructor: Laken Mize
Email: mizelb@jacks.sfasu.edu

COURSE DESCRIPTION

SFAS 1101: Freshman Success Seminar
One semester hour, two hours lecture per week. This course provides study and practice in methods for success in college. Topics include critical thinking skills, study skill, time and money management, goal setting, career planning, and a review of university resources and regulations.

CLASS READINGS AND MATERIALS:
All students will receive a Keys to College Success pamphlet in addition to other reading material at the beginning of the semester. Handouts will be used for class discussions. Make sure you get them, read them, and understand them. You will also need a class notebook of some type. Other readings may be assigned.

Program & Student Learning Outcomes:
- 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.

COURSE METHODS AND ACTIVITIES:
You will participate in the class in the following ways:
  ★ Small group discussion
  ★ Whole class discussion
  ★ Guest speakers
  ★ Visits to campus locations
  ★ Videos
  ★ Games and exercises
  ★ Illustrated lecture
  ★ Individual conferences

CLASS RULES:
Following these few rules will help to maximize the SFAS 1101 experience for you and your classmates:
• Attend every class
• If you become ill or are required to quarantine, contact your instructor immediately
• Read the assigned material, and turn in 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
• Ask questions!

  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.

Teaching Philosophy:
Learning is a two-way street, requiring interaction between teacher and student. We tend to learn in three distinct phases:
  1. Accumulation of information or knowledge.
  2. Assimilation of that knowledge into what we already know.
  3. Application of new knowledge to various circumstances.
Learning occurs instinctively by observing, imitating, then understanding. Assimilation and application are integral to accumulating knowledge that can be used throughout one's life. Each phase of learning will be incorporated into the topics covered in this course.

Communication:
Please check your SFA email account regularly. Email will be an official tool for communicating the important reminders, announcements, and further assignment directions. You can forward your SFA account to your preferred email address.

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 Lydia Richardson, Program Coordinator of The New Lumberjack Experience. (Steen Library, Room 104; 936-468-5808; lprichardson@sfasu.edu).

Near the conclusion of each semester, students enrolled in SFAS 1101 electronically evaluate courses (the teaching itself and the content/assignments). Evaluation data is used for a variety of purposes including: (1) course and program improvement and planning; (2) instruction evaluation purposes; and (3) making decisions on instructors pay and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the SFAS 1101 faculty are committed to excellence in teaching and continued improvement. Therefore, your response is critical!

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 summarized data will not be available to the instructor until after final grades are posted.

Assignments: Each student must work faithfully on his/her assignments. Copying from someone else (even from an earlier semester) will result in a zero grade on that assignment. All assignments should be handed in on or before the deadline, no excuses. NO LATE WORK WILL BE ACCEPTED.
COURSE EVALUATION

Course Grades: Final course grades will be assigned as follows:

Attendance – “The World is Run by Those Who Show Up” (50 Total Pts)
1. Class Attendance – Class attendance is mandatory. Please plan to attend all class sessions. Attendance will be taken daily. *Every unexcused absence that you incur will result in a deduction of 3 points from your final grade.*
2. Lake Nachoniche excursion (20 pts)
3. Class Participation (30 pts)

Lake Nachoniche Assignment – We will conduct a biological survey of a section of the Lake Nachoniche. There will be a group Poster Presentation (100 pts).

Other Assignments – Three (3) assignments worth 20 points each (60 points), will be given during the semester. These assignments will provide you with an opportunity to reflect on and benefit from what is happening in college. You will also complete the leave no trace assignment (20 pts). Finally, you will be graded on a note taking assignment as well (20 pts).

The due dates are indicated on the class schedule listed below.

NO LATE WORK WILL BE ACCEPTED. LATE WORK WILL RECEIVE A 0 GRADE.

Total Points for the Course – 300 Points
Final course grades will be assigned as follows:
A – Student earns 300-269 points.
B – Student earns 268-239 points.
C – Student earns 238-209 points.
D – Student earns 208-179 points.
F – Student earns 178 or fewer points.
No curves will be given.

NOTES:
**Tentative SFAS 1101 Schedule, Fall 2023.**

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<thead>
<tr>
<th>Lecture</th>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>8/29</td>
<td>1</td>
<td>Course Syllabus, Introduction to course and people</td>
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<tr>
<td>8/31</td>
<td>1</td>
<td>D2L Review, mySFA, College Classroom Behavior and Policies, University Rules and Procedures, Academic food chain</td>
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<tr>
<td>9/5</td>
<td>2</td>
<td>ATCOFA Peer Mentor Introductions, Time management, – <strong>Exercise Developing Schedule</strong></td>
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<td>9/7</td>
<td>2</td>
<td>AARC Tour</td>
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<tr>
<td>9/12</td>
<td>3</td>
<td>Academic Integrity</td>
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<td>9/14</td>
<td>3</td>
<td>Leave No Trace Behind</td>
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<tr>
<td>9/19</td>
<td>4</td>
<td>Note Taking Methods</td>
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<td>9/21</td>
<td>4</td>
<td>Value of A College Education (note taking assignment)</td>
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<tr>
<td>9/26</td>
<td>5</td>
<td>Practice Test Skills &amp; Study Skills – Note Taking Quiz</td>
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<tr>
<td>9/28</td>
<td>5</td>
<td>Social Interactions, people, professors, Campus Involvement and Belonging, 16 Personalities- What type of learner are you?</td>
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<td>10/3</td>
<td>6</td>
<td>How to Land that First Internship</td>
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<td>10/5</td>
<td>6</td>
<td>Canoe Training</td>
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<td><strong>10/7</strong></td>
<td>7</td>
<td><strong>Canoe Trip</strong></td>
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<td>10/10</td>
<td>7</td>
<td>Preparing for the Assignment – Lake Nachoniche Water Quality</td>
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<tr>
<td>10/12</td>
<td>7</td>
<td>Career Fair</td>
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<td>10/17</td>
<td>8</td>
<td>Work on Lake Nachoniche Poster</td>
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<td>10/19</td>
<td>8</td>
<td>SFA Traditions and Pride</td>
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<td>10/24</td>
<td>9</td>
<td>Work on Lake Nachoniche Poster</td>
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<td>10/26</td>
<td>9</td>
<td>Stress Management/Mental Health</td>
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<td>10/31</td>
<td>10</td>
<td>Health &amp; Wellness, Mental Health, Survival Skills</td>
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<td>11/2</td>
<td>10</td>
<td>Discuss accountability, resiliency, taking initiative</td>
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<td>11/7</td>
<td>11</td>
<td>Work on Lake Nachoniche Poster, Cultural Diversity, Inclusion, and Social Justice</td>
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<td>11/9</td>
<td>11</td>
<td>HOTs-Higher Order Thinking Skills</td>
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<td>11/14</td>
<td>12</td>
<td>Social Media, Self-Image, Growth Mindset, Money Mgmt. (Posters DUE by 4pm)</td>
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<td>11/16</td>
<td>12</td>
<td>Lake Nachoniche Poster Presentations – ATCOFA Reading Room</td>
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<td>11/21</td>
<td>13</td>
<td>Thanksgiving Holiday</td>
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<td>11/23</td>
<td>13</td>
<td>Thanksgiving Holiday</td>
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<td>11/28</td>
<td>14</td>
<td>International Programs</td>
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<td>11/30</td>
<td>14</td>
<td>Alcohol Awareness -SFA SWAT</td>
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<td>12/5</td>
<td>15</td>
<td>Accessing and Evaluating Information, Grades and GPA</td>
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<tr>
<td>12/7</td>
<td>15</td>
<td>Finals Study Skills</td>
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<tr>
<td>12/10</td>
<td>16</td>
<td>STUDY!!</td>
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**Attendance:** Course attendance is required. Three (3) points will be deducted from the final course grade for each unexcused absence. Excused absences include participation in university-sponsored events, health problems, or family emergencies. Documentation for excused absences must be provided. Notification of planned excused absences should be provided. Make-up work will be accepted for a maximum of 2 weeks following an excused absence.

http://www.sfasu.edu/upp/pap/academic_affairs
General Student Policies
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

1. **Class Attendance and Excused Absence (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.

2. **Academic Accommodation for Students with Disabilities (6.1/6.6)**
   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, 936-468-3004 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/)

3. **Academic Integrity**
   The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

   Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test, key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

   Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that materials as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

   Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of the exam.
Misrepresentation is providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

4. 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

5. 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.

6. 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.

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

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936-468-7249
dos@sfasu.edu

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041
The Health and Wellness Hub ("The Hub")
Location: corner of E. College and Raguet St.
www.sfasu.edu/thehub
936-468-4008
thehub@sfasu.edu

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body, and spirit. Services include: Health Services, Counseling Services, Student Outreach and Support, Food Pantry, Wellness Coaching, Alcohol and Other Drug Education

Crisis Resources:
Burke 24-hour crisis line: 1(800) 392-8343
National Suicide Crisis Prevention: 9-8-8
Suicide Prevention Lifeline: 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

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<thead>
<tr>
<th>WHAT DID WE COVER IN CLASS LAST WEEK?</th>
<th>WHAT'S YOUR LATE HOMEWORK POLICY?</th>
<th>WHEN ARE YOUR OFFICE HOURS?</th>
<th>HOW WILL MY GRADE BE COMPUTED?</th>
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<tr>
<td>IT'S IN THE SYLLABUS</td>
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It's in the syllabus
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