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. Intended Learning Outcomes and Objectives

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 through the utilization of library and campus resources.
- Become knowledgeable of campus and community service opportunities.
- Apply college classroom learning strategies within enrolled courses.
- Advanced overview of university resources and their benefits to collegiate success.
- Relate university rules and procedures to personal behavior at SFA.
- Develop an understanding and appreciation for SFA history, traditions, and pride.
- Demonstrate the ability to work successfully with peers, faculty, and staff.
- Understand the true value of a college education and how it transmits to career aspirations.

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 Assignments and Activities

There is a total of 600 points available to be earned, as SFA 101 is a graded course counting as one hour credit. The grading system is as follows:

- 600 - 540 points A
- 539 - 480 points B
- 479 - 420 points C
- 419 - 360 points D
- 359 points & below F

Attendance Policy 150 points
- **Class attendance:** 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 25 points will be taken from the attendance grade. (100 points)
- **Outside Events:** You will be required to attend two (2) outside events provided by SFA upon approval by your instructor. Your full attendance at each of these events will be valued at 15 points each. (30 points)
- **Instructor/Student Meetings:** 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 towards 10 points per meeting. (20 points)

Writing Assignments 100 points
- **Introduction Paper** (25 points)
- **Reflection Paper** (25 points)
- **Journal entries** (50 points)

Career Research/Presentation 150 points
- **Resume:** Develop and submit a resume.
- **Career Research and Presentation:** Research your desired career or a career of interest. Prepare a power point presentation with at least two references.

Group Presentation 100 points
- You will be assigned to a group where you will develop a ten minute presentation on one of the following topics:
  - What do freshman need to know to be successful at SFA?
  - You are recruiting new freshman for fall 2016 – Pitch SFA.
  - Navigating Nacogdoches as a new resident.

Exam 100 points
- Only one exam will be given during the semester. The exam will be based on material from assigned readings and class discussions.
V. Class Rules

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

- 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.

VI. 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.

VII. 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. Tim Clipson (Steen Library, Room 203L; 936-468-1588).

VIII. General Student Policies

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

1. **Academic Integrity (University Policy 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. **Withheld Grades Semester Grades Policy (University Policy 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. **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 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 iCare 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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<thead>
<tr>
<th>Date</th>
<th>Tuesday</th>
<th>Date</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Jan. 19</td>
<td>Class Overview</td>
<td>Jan. 21</td>
<td>Navigating College: Expectations, Time Management</td>
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<td><em>Introduction Paper assigned</em></td>
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<td>Jan. 26</td>
<td>Who are you and what’s your purpose?</td>
<td>Jan. 28</td>
<td>AARC <em>Introduction Paper due</em></td>
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<td>Feb. 2</td>
<td>Safety: Drugs and Alcohol, Driving Jacks</td>
<td>Feb. 4</td>
<td>Campus Safety – UPD</td>
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<td><em>Schedule Individual Sessions</em></td>
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<td>Feb. 9</td>
<td>Career Services-Resume Building</td>
<td>Feb. 11</td>
<td>Career Building: Tips and tricks for career preparation!</td>
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<td><em>Career/Resume Presentation assigned</em></td>
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<td>Feb. 16</td>
<td>Career Presentations</td>
<td>Feb. 18</td>
<td>Career Presentations <em>Resumes due to Career Services</em></td>
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<td>Feb. 23</td>
<td>Successful Goal Setting</td>
<td>Feb. 25</td>
<td>Success in College: Grades, GPA, Course Selection, Resources</td>
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<td><em>Reflection Paper assigned</em></td>
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<td>Mar. 1</td>
<td>Academic Integrity</td>
<td>Mar. 3</td>
<td>SFA rules, policies, procedures: Scavenger Hunt! <em>Reflection Paper due</em></td>
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<td>Mar. 8</td>
<td>SFA History, Traditions, Pride</td>
<td>Mar. 10</td>
<td><strong>No Class!!</strong></td>
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<td>Mar. 22</td>
<td>Money Management</td>
<td>Mar. 24</td>
<td><strong>No Class!!</strong></td>
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<td>Mar. 29</td>
<td>Overcoming Procrastination</td>
<td>Mar. 31</td>
<td>Finding your Motivation</td>
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<td><em>Group Presentation Assigned</em></td>
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<td>Apr. 5</td>
<td>Stress and Health Management</td>
<td>Apr. 7</td>
<td>Building Relationships &amp; Self Advocacy</td>
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<td><em>Schedule Individual Sessions</em></td>
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<td>Apr. 12</td>
<td>The Value of a College Education: Financial Aid</td>
<td>Apr. 14</td>
<td>Student Success Panel</td>
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<td>Apr. 19</td>
<td>Critical Thinking &amp; Problem Solving</td>
<td>Apr. 21</td>
<td>Sharpening your Study Skills: Exam Review</td>
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<td>Apr. 26</td>
<td>Evaluating your first semester at college</td>
<td>Apr. 28</td>
<td>SFA 101 Exam <em>Outside events due</em></td>
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<td>May 3</td>
<td>Group Presentations</td>
<td>May 5</td>
<td>Group Presentations <em>Journal Entries due</em></td>
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<td>May 9-13</td>
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<td><strong>FINALS WEEK: AXE YOUR EXAMS!!</strong></td>
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