



*SMCC Mid-Coast Campus, 29 Sewall Street, Brunswick, ME 04011-2722*

**FIGS-100-B1 & B3, Freshman Interest Group, Fall 2018:**  
***The Collegiate Experience: Strategies for Success***

**B1: 28 August – 16 October, 8 weeks: Tuesday, 1:00 pm – 2:50 pm**  
**B3: 29 August – 17 October, 8 weeks: Wednesday, 11:00 am – 12:50 pm**

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<b>Title: The Collegiate Experience: strategies for success</b>	<b>Catalog Number: FIGS-100</b>
<b>Credit Hours: 1</b>	<b>Total Contact Hours: 15</b>
<b>Class location: TBA</b>	<b>Instructor: C. P. M. Outwin, PhD</b>
<b>Contact “Face Time”: after class or by appointment</b>	<b>E-mail: <a href="mailto:coutwin@smccme.edu">coutwin@smccme.edu</a></b>

I may also be reached by telephone: cell 207-415-1204, or home 207-371-8185. I prefer e-mail, however.

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### **Course Description**

Freshman Interest Groups (FIGs) are theme based, one-credit courses that combine college success skills, goal exploration and setting, and investigation of a topic. This particular FIG will focus on the effective strategies related to being a successful college student.

### **Some Course Objectives:**

After completion of the course, the student will be able to

- *describe and apply effective study skills, test taking, and time management strategies,*
- *explore career and academic opportunities using a variety of tools,*
- *develop and articulate achievable academic and financial goals,*
- *demonstrate proper note taking techniques (such as the Cornell method) and*
- *apply the concept of “SQ3R” to reading a textbook.*

### **General topical outline of instruction:**

- (1) **College, and High School:** so, what’s the difference? How to take responsibility for your own success!
- (2) **Time Management:** who needs it? *YOU do!* Poor time management is the most common cause of failure.
- (3) **Effective Study:** efficient listening & reading, especially regarding “SQ3R” & note-taking methods.
- (4) **Resources:** principally for learning and study, focusing on libraries, but also what may be available online.
- (5) **Financial Literacy:** Hey! Where’d my money go? It’s SO easy to be victimized. Be smart with your \$!
- (6) **Design Your Future:** your goal setting, career discernment, and ongoing issues of health and well-being.

**COURSE REQUIREMENTS: THIS IS NOT A “JOKE COURSE.” Take it seriously!**

**Students are required to attend ALL classes. You are also required to complete and hand in ALL homework assignments and readings, to take BOTH exams, and to actively participate in classroom discussions and exercises.**

**Administrative Failures (AF) for excessive, unexcused absences will be strictly enforced, & will be administered at the instructor’s discretion alone.**

**Progress Evaluation:**

I strive to be fair, at all times and under all conditions. Consequently, I use a variety of evaluative methods to arrive at what I believe to be a fair assessment of your work. The principal sources for your grade are three-fold: your exams, your home works, and your class participation. Although I appreciate excellence in any form, in this course I look for progress.

**Grading Algorithms:**

*At mid-term, your numerical mid-term exam grade is averaged with both a numerical value associated with the letter grade assigned to your class participation and the two home-works handed in before the mid-term. All letter grades are converted to their highest possible numerical equivalent (eg. B+=89, C-=73. For SMCC’s guidelines on grades and grading, please refer to page 97 of the 2015-2016 Compass, the SMCC Student Handbook.) Thus, someone who generally does poorly in one evaluative area can be saved by good performance in another area. **It thus behooves you to actively participate in class discussions.***

*The mid-term grading algorithm, then, if E = exam, D=participation in class discussion,  $H_n$ =numbered homework, and M=midterm grade, is  $((E+((H_1+H_2)\div 2))/2)+D)\div 2=M$ . Similarly, at the end of the course, the grades on the remaining home works are averaged together, and then averaged with the mid-term grade (M). This result in turn is averaged with the final exam grade. That result is at last averaged with the class participation grade for the second half of the course. Thus, if M=mid-term grade, H3 and H4 represent the remaining homework grades, D=class participation grade for the second half of the course, F=final exam grade, and C=the final course grade, then the algorithm for your final course grade is  $(((((M+((H3+H4)\div 2))))\div 2)+F)\div 2)+D)\div 2=C$ .*

*Now, this is all very well and good, but, regardless of what you may hear to the contrary, grading at the university and college always contains a highly subjective element, which is in accord with the professor’s impressions. We are all grownups here, and are each one of us all too familiar with human frailty, and would like, I think, to have that accommodated. You already know that results in the adult world are rarely mathematically quantifiable. If you appear to be inattentive in class, then, or are engaged in disruptive behavior, that will make an impression on me, just as it would on a superior at work. By the same token, if you come to me for help, or with an extra question, or with an idea, that will make an impression, too.*

*The final point of this entire process is in fact NOT so much to test you, or to make you uncomfortable, or to inflate my ego, but to make sure you’ve received what you’ve paid for: a fundamental working, useful concept of US history up to the year 1877, and some basic principles of historical scholarship. Please contact me if you have any questions at any point about grading, evaluations, or any other issue.*

This is a graphic representation of the official SMCC grading scale (numbers in bold face are employed here):

A	93-100 (95)
A-	90-92
B+	87- <b>89</b>
B	83- <b>86</b>
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67- <b>69</b>
D	63- <b>66</b>
F	Failure (-63)

(An Administrative Failure, "AF", is assigned for excessive absences; see your copy of *The Compass*, the SMCC student handbook, page 103 top, for details).

- ***This grading follows the standards laid out in the SMCC handbook, Compass, on pages 101-103***

**REQUIRED READINGS ARE LISTED BELOW IN THE WEEKLY SCHEDULE.**

**NOTE: THERE IS PRESENTLY NO PRINTED TEXTBOOK FOR THIS COURSE.**

There will be a number of materials distributed during the course of our studies; you are expected to read, absorb, and keep ALL these handouts.

**PLEASE NOTE:**

Reading assignment and homework materials are supplied by Dr. Outwin ahead of time, and are due at the beginning of class each week. Weekly topics are directly related to readings and home works.

➤ **CLASS SCHEDULE, BY WEEK:**

Week 1: > **REQUIRED READING** (due before class, made available to you by e-mail attachment from Dr. Outwin): ***"Conquering the Freshman Fear of Failure", from the New York Times, August, 2016***

**TOPIC: *The Collegiate Experience* - College is NOT high school...** What have I gotten myself into? Passive-aggressive and self-indulgent procrastination strategies that might have worked in high school will definitely NOT work in college.

Week 2: > **REQUIRED READING: *"Managing Time for Success in College", from the University of Wisconsin at Green Bay***

**TOPIC: *Time Management* - *Make an agenda!*** The goal of time management is to find a reasonable balance between all the things you need to do and the things you want to do.

Week 3: > **REQUIRED HOMEWORK (H<sub>1</sub>): 168 Hour Exercise, based on what we learned last week.**

> **REQUIRED READING: *"Effective Listening", from Concordia College, Moorehead, MN***

**TOPIC: *Effective Listening and Basic Note-taking* - *What's this I hear?***

- Week 4: > **REQUIRED READING: “SQ3R and the Cornell Method, in a Nutshell”**  
> **REQUIRED HOMEWORK (H<sub>2</sub>): SQ3R/Cornell Method Worksheet**
- 1<sup>st</sup> half of class session: **TOPIC - “SQ3R” and the Cornell Method - What’s this I see?**  
Effective reading and research strategies,
  - **Then in the 2<sup>nd</sup> half of class session: \*\*\*MID-TERM EXAM\*\*\***
- Week 5: > **REQUIRED READING: “Why Libraries are Relevant in the Digital Age”, from California Polytechnic State University.**
- TOPIC: Resources, online and otherwise** - The crucial importance of libraries, resources available for student success at SMCC including a tour of *My Maine Guide*, and the need for persistence in contacting your advisor.
- Week 6: > **REQUIRED HOMEWORK (H<sub>3</sub>): TO BE DETERMINED. [Establish SALT Account, and present evidence for having accomplished the same, AND/OR complete and submit the supplied Personal Monthly Budget Worksheet (Excel).]**
- > **REQUIRED READING: “Money 101”, from Antioch University, Los Angeles, CA.**
- TOPIC: Financial Literacy and “SALT”** - How not to be that fool who is easily parted from his or her money. Students **MUST** activate their SALT account and complete the Budgeting and Student Loan modules.
- Week 7: > **REQUIRED READING: “Straightforward Goal Setting”, from Ames Community College, Greeley, CO**
- > **REQUIRED HOMEWORK (H<sub>4</sub>): TO BE DETERMINED. [Do the Career Quick Profile on the SMCC Career Center webpage, and present evidence for having completed the same, AND/OR complete and submit the supplied Occupations Research Worksheet.]** (Students are required to create an account in *My Career Center* prior to attempting this assignment. PLEASE NOTE: the *My Career Center* account can only be created using an SMCC email address. Students must complete the Quick Profile prior to class, print it, and submit it.)
- TOPIC: Seize Control of Your Future: A Vigorous Career & A Healthy Body** - goal discernment and the determination of rational life intentions, including health objectives. Consideration of *My Portfolio* and *My Path to Graduation*, and creation of your personal digital footprint and badge". The crucial importance of flexibility in your expectations.
- Week 8: **NO MORE OVERDUE ASSIGNMENTS WILL BE ACCEPTED AFTER THIS POINT, ON ANY EXCUSE.**
- > **REQUIRED READING: “Holland’s Theory of Career Choice”.**
- 1<sup>st</sup> half of the class session: **TOPIC - My Career Center** - “Get a job, sha na-na na, sha na-na na-na, ba-DOOM” &c, &c. Your first job after graduation is **not** likely to reflect your major. In fact, most students change their major at least once during their undergrad’ career. Again, flexibility is the keyword here.
  - **Then in the 2<sup>nd</sup> half of the class session: \*\*\*the FINAL EXAM!\*\*\***
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## **Obligatory Statements of SMCC Policy:**

### *End-of-Course Evaluation*

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning one week before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

### *ADA Syllabus Statement*

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

### *SMCC Pay-for-Print Policy*

Students can print 100 pages per semester for free. If you print over 100 pages, you will be charged 10 cents per page to your Beacon Bucks account. Left-over pages will roll over to the following semester but will zero out at the end of the academic year. A pilot project tracking public printing has shown that this amount of free printing meets the needs of the vast majority of students. The College's pay-for-print system monitors printing on all public printers (i.e., those in general access labs, library printers, the LAC, and technology labs). Each time you log in to the system, the print station displays the remaining print quota. Once the printing quota has been exceeded, users will be charged \$0.10 per page on their Beacon Bucks accounts. Color printouts will be charged at 11-page units. This means each color printout will count as 11 pages toward the quota and cost \$1.10. Students can add money to their cards using a credit card online.

### *Add-Drop Policy*

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

### *Withdrawal Policy*

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through

ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

### *Cheating and Plagiarism Statement*

**Adherence to ethical academic standards is obligatory.** Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College’s chief academic officer prior to making such decisions. If a student seeks to challenge an instructor’s determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College’s disciplinary officer for review under the procedures of the MCCS Student Code of Conduct