



**South Portland, Maine 04106**

**Title:** Academic Success Seminar, TR 09:30 AM

**Catalog Number:** ACSS 104 01

**Credit Hours:** 3

**Total Contact Hours:** 45

**Lecture (or Lab):** Lecture

**Faculty:** Chomba Kaluba

**Office Hours** – By appointment

**Contact Information:** [ckaluba@smcme.edu](mailto:ckaluba@smcme.edu)

**Room:** HAGUE 204

### **Course Syllabus**

#### **Course Description**

This course introduces students to the college environment and provides opportunities to strengthen the academic skills necessary for success at the college level. Students will explore the learning process, learning styles, and student development theory. The final segment of the course will help students understand and successfully manage, through readings, writing, and activities, some of their life and career transitions.

#### **Course Objectives**

Upon successful completion of this course a student will be able to:

- Identify his/her leaning style and its impact on learning
- Describe and apply effective study skills, test taking, and time management strategies
- Demonstrate basic library research skills
- Articulate a better understanding of himself/herself as a learner and decision maker
- Discuss personality type and implications for learning
- Explore career and academic opportunities using a variety of tools
- Articulate an understanding of the importance of decision making strategies and be able to apply them to his/her life

#### **Text, Tools and / or Supplies**

- *SMCC Compass* Day planner
- Textbook: Keys to Success 8th edition, Pearson-Prentice Hall Publisher
- Personal Journal

**Attendance & Participation:** Attendance and participation in class are *mandatory*. If you need to miss class due to illness or another extenuating circumstance, you must contact the instructor *prior to*

*class*. It will be your responsibility to get notes and makeup the work. You will be allowed **two EXCUSED** absences, after those two absences, ***one point will be deducted from your grade for each missed class***. If you are absent for three consecutive classes with no contact, you will receive an administrative failure for the course. Students who miss a total of 6 or more classes may automatically fail the course.

**Late assignments:** Assignments submitted late will not receive full credit, unless a prior arrangement has been made with the instructor. Whenever an absence is unavoidable, it is still the student's responsibility to find out about and complete all assignments while absent. If you are absent on the day an assignment is given, you are still required to turn in that assignment on time. If you are absent the day an assignment is due, you must turn in that assignment the very next day that you attend class.

**Classroom decorum:** Students are expected to show up on time and be prepared to actively participate in all course activities. All cell phones, pagers, etc are to be set on silent. Classroom discussion and group work are an important part of this class, therefore you are expected to practice respectful listening and participate in the exchange of ideas and opinions. All assignments should be turned in on the date they are due and at the beginning of class or end; NOT during a lecture or classroom activity. You are not allowed to use computers, tablets, or ipads in this course.

## **Documentation for Syllabus**

### **End-of-Course Evaluation**

In order to gain access to final course grades, students must 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 two weeks 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**

#### **Per Page Costs**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

1. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
2. The reverse sides of duplex (double-sided) documents are free.
3. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
4. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
5. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

### **How does it work?**

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

### **Refunds**

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

### **Why is SMCC charging for printing?**

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send

an email to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

### **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.

### **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. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

***NOTE: SEE STUDENT HANDBOOK FOR OTHER ACADEMIC POLICIES***

## COURSE OUTLINE & REQUIREMENTS

*(May be adjusted at the instructor's discretion)*

Week	Tuesday	Thursday
<b>Week 1: Aug 30 &amp; Sep 1 Welcome to College</b>	<ul style="list-style-type: none"> <li>• Syllabus Overview &amp; Campus Resources. Assignment: read Chapter 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful Intelligence</li> <li>• Assignment: goals &amp; values</li> </ul>
<b>Week 2: Sep 6 &amp; 8 Beliefs, Values &amp; Goal Setting</b>	<ul style="list-style-type: none"> <li>• Beliefs/Values Clarification</li> <li>• Self- Awareness</li> <li>• Self-Management</li> <li>• Assignment: Outline personal SMART goals</li> </ul>	<ul style="list-style-type: none"> <li>• Time &amp; Stress Management</li> <li>• Assignment: Begin Time Day/ Week Monitor Chart (pg. 47-49)</li> <li>• Reflection &amp; Journal Entry on page 28 &amp; 30</li> </ul>
<b>Week 3: Sep 13 &amp; 15 Emotional &amp; Physical Wellness</b>	<ul style="list-style-type: none"> <li>• Emotional and physical Wellness</li> <li>• Journal Entry: Stress management and reflection ( pg. 63)</li> </ul>	<ul style="list-style-type: none"> <li>• Stress and performance</li> <li>• Stress management</li> <li>• Depression</li> </ul>
<b>Week 4: Sep 20 &amp; 22 Personality &amp; learning preferences</b>	<ul style="list-style-type: none"> <li>• Self-awareness &amp; branding Multiple intelligence</li> <li>• Teaching and learning styles</li> <li>• Learning preferences</li> <li>• Study strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Personality spectrum</li> <li>• Strategic choices in classes and beyond</li> <li>• Learning disabilities/ challenges</li> <li>• Reflection and Journal Entry. (pg. 102)</li> </ul>
<b>Week 5: Sep 27 &amp; 29 Critical, Creative, &amp; Practical Thinking</b>	<ul style="list-style-type: none"> <li>• Thinking skills</li> <li>• Analytical skills</li> <li>• <b>Journals Due for Review &amp; Feedback (October 01)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Practical thinking</li> <li>• Emotional Intelligence</li> <li>• Decision making</li> <li>• Reflection and Journal Entry</li> </ul>
<b>Week 6: Oct 4 &amp; 6 Reading &amp; Information Literacy</b>	<ul style="list-style-type: none"> <li>• Reading and Writing</li> <li>• Research</li> <li>• Multiple Intelligence</li> <li>• Reflection &amp; Journal Entry</li> </ul>	<p><b>Information Literacy</b></p> <ul style="list-style-type: none"> <li>• (Research)</li> </ul>

<p><b>Week 7: Oct 11 &amp; 13</b></p> <p><b>Note Taking, Memory, &amp; Studying</b></p>	<ul style="list-style-type: none"> <li>• Note taking &amp; studying</li> <li>• Power of memory</li> <li>• Reflection &amp; Journal Entry: Memory type and performance</li> </ul>	<ul style="list-style-type: none"> <li>• Memory &amp; Testing</li> <li>• Test Taking Strategies.</li> <li>• Reflections and Journal Entry</li> </ul>
<p><b>Week 8: Oct 18 &amp; 20</b></p> <p><b>Test Taking</b></p>	<ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Depression</li> </ul>	<ul style="list-style-type: none"> <li>• Time Management and testing</li> <li>• Reflection and Journal Entry</li> </ul>
<p><b>Week 9: Oct 25 &amp; 27</b></p> <p><b>Mid-Semester Checkpoint</b></p>	<ul style="list-style-type: none"> <li>• <b>Midterm prep. &amp; individual meetings with faculty</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Midterm prep &amp; individual meetings with faculty</b></li> </ul>
<p><b>Week 10: Nov 01 &amp; 03</b></p> <p><b>People, Resources, &amp; Opportunities</b></p>	<ul style="list-style-type: none"> <li>• College life and beyond</li> <li>• Connections</li> <li>• Diversity</li> <li>• <b>Journal Due for Review &amp; Feedback</b></li> </ul>	<ul style="list-style-type: none"> <li>• Campus organizations</li> <li>• Extracurricular activities</li> <li>• Relationships</li> <li>• Reflection &amp; Journal Entry</li> </ul>
<p><b>Week 11: Nov 08 &amp; 10</b></p> <p><b>Career Exploration</b></p>	<ul style="list-style-type: none"> <li>• Conducting a Career Search. Assignment</li> <li>• Purpose &amp; Passion</li> </ul>	<ul style="list-style-type: none"> <li>• Majors/ concentrations</li> <li>• Interest, strengths, &amp; talents</li> </ul>
<p><b>Week 12: Nov 15 &amp; 17</b></p> <p><b>Continuing Career Research</b></p>	<ul style="list-style-type: none"> <li>• Career Resources on campus</li> <li>• Career Resources in community</li> </ul>	<ul style="list-style-type: none"> <li>• Resume &amp; Cover Letter Presentation</li> <li>• Assignment: Create Resume &amp; cover letter.</li> </ul>
<p><b>Week 13: Nov 22 &amp; 24</b></p> <p><b>Diversity in the Classroom/Workplace/World</b></p>	<ul style="list-style-type: none"> <li>• Step into the Circle</li> <li>• Cultural competence</li> <li>• Ethnocentrism</li> <li>• Global citizenship</li> <li>• <b>Resume &amp; cover letter due</b></li> </ul>	<p><b>NO CLASS- THANKSGIVING BREAK</b></p>
<p><b>Week 14: Nov 29 &amp; Dec 01</b></p> <p><b>Mathematical &amp; Financial Literacy</b></p>	<ul style="list-style-type: none"> <li>• Math matters</li> <li>• Financial management</li> </ul> <p><b>Journal Due for Review &amp; Feedback</b></p>	<ul style="list-style-type: none"> <li>• Financial Literacy</li> </ul>

<b>Week 15: Dec 05 &amp; 07</b> <b>Final Presentations</b> <b>Successful Communication</b>	<ul style="list-style-type: none"> <li>• Public Speaking</li> <li>• Final Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Career Presentations</li> <li>• Letter to freshman due</li> </ul>
<b>Week 16: Dec 13 &amp; 15</b> <b>Successful Communication</b> <b>Final Presentations – Course</b> <b>Wrap-up</b>	<ul style="list-style-type: none"> <li>• Public Speaking</li> <li>• Final Presentations – Course Wrap-up</li> </ul>	<ul style="list-style-type: none"> <li>• Career Presentations</li> </ul>

**NOTE:** *You are required to do journal entries and personal reflections for each chapter/topic in this course. Journal entries will be due 3 times for review and feedback/grading. All Journal entries should be a minimum of one page, typed in Times New Roman (12 font size/) and submitted when due. Late work will not be accepted. Work not submitted will impact the grade.*

## GRADES

## INTERPRETATION

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
F	Failure
P	Equivalent to C
I	Incomplete Work (Usually to be finished in the following Semester)

## COURSE GRADING

Classroom Active Participation and Attendance	25%
Letter to New Students (Freshman) and Career Presentation	10%
Journals and Applications	30%
Mid-term	20%
Quizzes	5%
Final Presentation	10%
<b>Total Points</b>	<b>100%</b>

