



South Portland, Maine 04106

Title: Academic Success Seminar

Catalog Number: ACSS 104M1

Credit Hours: 3

Total Contact Hours: 12

Instructor: Joel Wentz

Office Hours: By Appointment

Contact Information: jwentz@smccme.edu

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

3 ring binder Loose leaf paper with subject dividers

SMCC Compass Day planner

Textbook: Keys to Success eighth edition, Pearson-Prentice Hall Publisher

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 allotted **two**

EXCUSED absences, after those two absences, ***one point will be deducted from you 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 participate. All cell phones, pagers, laptops, etc are to be set on silent or turned off. 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.

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, Mark Krogman, who can be reached at 741-5629. There will be some documentation for your teachers that must be supplied before accommodations can be given. Further information about services for students with disabilities and the accommodation process is available upon request at this number.

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.

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.

****Details on assignments below are subject to change at the discretion of the instructor.**

Week 1 – Welcome to College

8/31 - Syllabus Overview & Campus Resources. Assignment: read Chapter 1, “Who Can Help You?”

9/2 - Successful Intelligence. Assignment: Journal #1, Personal Portfolio Activity pp. 24 & 25

Week 2 – Values & Goal Setting

9/7 - Labor Day: No Class

9/9 - Values Clarification. Assignment: Application A & read pages 27-34; *Journal 1 DUE*

Week 3 – Time Management

9/14 - Goal Setting. Assignment: Journal #2 & read pages 35-51; *Application A DUE*

9/16 - Avoiding procrastination & time management. Assignment: Begin Time Monitor Chart; *Journal #2 DUE*

Week 4 – Learning How you Learn

9/21 - Student Success Seminar/Workshop. Assignment: take “Multiple Pathways Assessment” on pp 84-85 & read Chapter 4; continue Time Monitor Chart

9/23 - Multiple Intelligences. Assignment: Journal #3

Week 5 – Listening & Note taking

9/28 - Personality Spectrum. Assignment: Application B & read Chapter 7; *Journal #3 DUE*

9/30 - Active Listening. *Application B DUE*

Week 6 – Reading & Informational Literacy

10/5 - Note taking formats. Assignment: Application C & read pages 134-151

10/7 - Reading Strategies/SQ3R. Assignment: read pages 151-163; *Application C DUE*

Week 7 – Personality Theory

10/12 - Columbus Day: No Class!

10/14 - Informational Literacy. Assignment: read Chapter 4; Journal #4

Week 8 – Memory/Studying/Test Taking

10/19 – Memory & Studying. Assignment: complete quiz & read chapter 8; *Journal #4 DUE*

10/21 – Test Taking Strategies. Assignment: Creating Test Questions

Week 9 – Mid-Semester Checkpoint

10/26 - Midterm Prep. *Creating Test Questions DUE*

10/28 – Midterm. Assignment: read chapter 5

Week 10 – Critical Thinking/Problem Solving/Decision Making

11/2 - Critical Thinking. Assignment: Journal #5

11/4 - Problem Solving & Decision Making. Assignment: read chapter 10; *Journal #5 DUE*

Week 11 – Career Exploration

11/9 - Conducting a Career Search. Assignment: complete ‘Self-Directed Search.’

11/11 - Veterans’ Day: No Class!

Week 12 – Continuing Career Research

11/16 - Holland Vocational Type. Assignment: "Career Choices."

11/18 - Career Resources on the Web. Assignment: Resume Brainstorm Sheet

Week 13 – Campus Resources & Financial Literacy

11/23 - Resume & Cover Letter Presentation Assignment: Resume & Cover Letter, read chapter 9

11/25 - Resources on-Campus. Assignment: read pages 280-296; *Resume & Cover Letter DUE*

Week 14 – Diversity in the Classroom/Workplace/World

11/30 - Managing Your Money. Assignment: SJE Worksheet

12/2 – Social Justice Education Seminar & Workshop. Assignment: Application D

Week 15 – Communication & Public Speaking

12/7 - Successful Communication. Assignment: begin 'Letter to a Freshman' & prepare final presentation; *Application D DUE*

12/9 - Oh No--Public Speaking!

Week 16 – Final Presentation Due

12/14 - Final Presentations. *Letter to a Freshman DUE*

12/16 - Final Presentations & Lifelong Learning

GRADING

Journals and Applications	45%
Quizzes & Midterm	20%
Resume & Cover letter	5%
Letter to a freshman	5%
Notebook	10%
Final Presentation	10%
Classroom Participation	5%

100%

A	4.00 quality points	93-100
A-	3.67 quality points	90-92
B+	3.33 quality points	87-89
B	3.00 quality points	83-86
B-	2.67 quality points	80-82
C+	2.33 quality points	77-79
C	2.00 quality points	73-76
C-	1.67 quality points	70-72
D+	1.33 quality points	67-69
D	1.00 quality points	63-66
F	0.00 quality points	below 63
I	<i>Assigned to a student who was granted an extension of 8 weeks to complete coursework</i>	