

Syllabus Template



South Portland, Maine 04106

Academic Department

Title: Academic Success Seminar

Catalog Number: 104 M1

Credit Hours: 3

Total Contact Hours: 12

Lecture (or Lab): Lecture

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

Student Evaluation and Grading

Students will be evaluated based on the grading scale at the bottom of this syllabus. Classroom participation will be factored in to the final grade percentage, in addition to written work at the mid-term examination. Late work will NOT be accepted. 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.

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 Policy

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.

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. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are 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

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center

Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. 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. 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 e-mail to helpdesk@smccme.edu.

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.

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 (usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

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

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

Week 1 – Welcome to College

1/20 - Syllabus Overview & Campus Resources. Assignment: read Chapter 1, Personal Portfolio Activity pp. 24 & 25

Week 2 – Values & Goal Setting

1/25 - Successful Intelligence. Assignment: Journal #1, "Who Can Help You?"; Read pages 27-34;
1/27 - Goal Setting. Assignment: Application A & read pages 35-51; *Journal 1 DUE*,

Week 3 – Time Management

2/1 - Avoiding procrastination & time management. Assignment: Journal #2 & Begin Time Monitor Chart; *Application A DUE*

2/3 - Student Success Seminar/Workshop. Assignment: take "Multiple Pathways Assessment" on pp 84-85 & read Chapter 4; continue Time Monitor Chart; *Journal #2 DUE*

Week 4 – Learning How you Learn

2/8 - Multiple Intelligences. Assignment: Journal #3

2/10 - Personality Spectrum. Assignment: Application B & read Chapter 7; *Journal #3 DUE*

Week 5 – Listening & Note taking

2/15 - President's Day, No Class!

2/17 - Active Listening. *Application B DUE*

Week 6 – Reading & Informational Literacy

2/22 - Note taking formats. Assignment: Application C & read pages 134-151;

2/24 - Reading Strategies/SQ3R. Assignment: read pages 151-163 & Chapter 4; *Application C DUE*

Week 7 – Memory/Studying/Test Taking

2/29 - Memory & Studying. Assignment: Journal 4

3/2 - Test Taking Strategies. Assignment: read chapter 8; Creating Test Questions; *Journal #4 DUE*

Week 8 – Midterm

3/7 – Midterm Prep. *Creating Test Questions DUE*

3/9 – Midterm. Assignment: read chapter 5

Week 9 – Spring Break

Week 10 – Advising Appts

3/21-23 - 1:1 Advising Appts

Week 11 – Critical Thinking/Problem Solving/Decision Making

3/28 - Critical Thinking. Assignment: Journal #5

3/30 - Problem Solving & Decision Making. Assignment: read chapter 10; *Journal #5 DUE*

Week 12 – Career Exploration

4/4 - Conducting a Career Search. Assignment: complete ‘Self-Directed Search.’”

4/6 - Holland Vocational Type. Assignment: “Career Choices.”

Week 13 – Continuing Career Research

4/11 - Career Resources on the Web. Assignment: Resume Brainstorm Sheet

4/13 - Resume & Cover Letter Presentation Assignment: Resume & Cover Letter, read chapter 9

Week 14 – Campus Resources & Financial Literacy

4/18 - Patriot’s Day, No Class!

4/20 - Resources on-Campus. Assignment: read pages 280-296; *Resume & Cover Letter DUE*

Week 15 – Diversity in the Classroom/Workplace/World

4/25 - Managing Your Money.

4/27 – Social Justice Education Seminar & Workshop. Assignment: Application D

Week 16 – Communication & Public Speaking

5/2 - Successful Communication. Assignment: begin ‘Letter to a Freshman’ & prepare final presentation; *Application D DUE*

5/4 - Final Presentations Prep

Week 17 – Final Presentation Due

5/9 - Final Presentations. *Letter to a Freshman DUE*

5/11 - Final Presentations & Lifelong Learning

GRADING

Journals and Applications	45%
Midterm	15%
Resume & Cover letter	10%
Notebook	10%
Final Presentation	10%
Classroom Participation	10%
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	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</i>	

weeks to complete coursework