




---

**Title:** Academic Success Seminar (ACSS)

**Instructor:** Danielle R. Despins

**Academic Term:** Fall 2015

**Email:** ddespins@smccme.edu

**Total Credit Hours:** 3

**Expected Responses Time:** Email will be responded to within 1 business day

---

**Course Description:**

This course is designed to help students adjust to the academic setting by developing skills needed for success on a college level. We will focus on three skill areas to give students an opportunity to explore individual motivations, develop study skills and establish future goals. **Unit one** will work towards strengthening organization, time management, and self-advocacy. **Unit two** discusses diverse learning styles. During this section students will assess their own learnings styles and explore how their tendencies apply to their personal learning journey. **Unit three** explores career decision making. By focusing on career exploration we help to establish some basic goals and work to understand life and career transitions.

**Course Objectives:**

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

- Identify their learning 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 themselves as a learner and decision maker
- Discuss personality type and implications on 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 their lives

**Textbook, Tools and/or Supplies:**

- 1" Three Ring Binder, loose leaf paper and dividers (recommended)
- 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 missed. You will be allotted **two EXCUSED** absences, after those two absences, **one point will be deducted from your grade for each missed class**. Tardiness will result in a .5 points decrease from your total score. 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 5 or more classes may automatically fail the course.

### **Late Assignments:**

**Late assignments will not be accepted.** It is your responsibility to assure deadlines are met. 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 207-741-5923. 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. 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.

## Course Lesson Plan and Assignments

Week 1			
Date	Topic	Assignments	Due Date
Tue, 9/1	Welcome to College	<b>Reading:</b> Quick Start (p xxxi-xxxv), Chapter 1 (p 1-25) <b>Apply It #1:</b> Log in and explore My SMCC Portal, complete portal worksheet	Tue, 9/8  Tue, 9/8
Thu, 9/3	Getting the Right Start- Survival Tips and Self-Advocacy		Tue, 9/10
Week 2			
Date	Topic	Assignments	Due Date
Tue, 9/8	Goal Setting and Time Management	<b>Reading:</b> Chapter 2 (p27-51) + study questions <b>Apply It #2:</b> Time Monitor Chart and Finished Schedule <b>Homework:</b> Bring syllabus's for each of your Fall classes as well as the SMCC Compass or any calendaring device you prefer	Tue, 9/15  Tue, 9/15  Thu, 9/10
Thu, 9/10	Goal Setting and Time Management	<b>***Be sure to have you syllabus's and planner with you***</b>	
Week 3			
Date	Topic	Assignments	Due Date
Tue, 9/15	Critical, Creative and Practical Problem Solving	<b>Reading:</b> Chapter 5 (p106-133) + study questions <b>Apply It #3:</b> Characteristics of Self	Tue, 9/22  Tue, 9/22
Thu, 9/17	Perception and Problem Solving		
Week 4			
Date	Topic	Assignments	Due Date
Tue, 9/22	Personality and Learning Preferences	<b>Reading:</b> Chapter 4 (p79-103) + study Questions <b>Journal #1:</b> Get Thinking- Maximizing your classroom experience (p91)	Tue, 9/29  Tue, 9/29
Thu, 9/24	Personality and Learning Preferences		
Week 5			
Date	Topic	Assignments	Due Date
Tue, 9/29	People Resources and Opportunities	<b>Reading:</b> Chapter 9 (p224-247) + study questions <b>Journal #2:</b> Knowing Your Value <b>In-Class:</b> Groups formed for group project ( <b>Attendance Mandatory</b> )	Tue, 10/6  Tue, 10/6 Week 8
Thu, 10/1	People Resources and Opportunities		

Week 6			
Date	Topic	Assignments	Due Date
Tue, 10/6	Reading, Research and Writing	<b>Reading:</b> Chapter 6 (p135-163) + study questions <b>Journal #3:</b> Get Creative	Tue, 10/13 Tue, 10/13
Thu, 10/8	Reading Research and Writing	<b>In-Class:</b> Meeting in Comp Lab for presentation	
Week 7			
Date	Topics	Assignments	Due Date
Tue, 10/13	Delivering Effective Presentations	<b>Homework:</b> Work on Group Project	
Thu, 10/15	In-Class Workshop Day For Group Projects!!!!		
Week 8			
Date	Topic	Assignments	Due Date
Tue, 10/20	<b>Group Presentations!!!</b>	<b>Homework:</b> Final Presentation Synopsis	Tue, 10/27
Thu, 10/22	<b>Group Presentations!!!</b>		
Week 9			
Date	Topic	Assignments	Due Date
Tue, 10/27	Note Taking, Memory and Studying	<b>Reading:</b> Chapter 7 (165-193) + study questions <b>Apply It #4:</b> Note Taking Exercise	Tue, 11/3 Tue, 11/3
Thu, 10/29	Note Taking, Memory and Studying		
Week 10			
Date	Topic	Assignments	Due Date
Tue, 11/3	Test Taking  <b>***ADVISING MONTH BEGINS***</b>	<b>Reading:</b> Chapter 8 (p196-220) + study questions <b>Homework:</b> Study for Final Exam <b>Homework:</b> Connect with Advisor	Tue, 11/10 Tue, 12/1
Thu, 11/5	<b>Review for Final Exam!!!</b>	<b>Chapters Covered on Exam:</b> Quick Start/1,2,4,5,6,7,8,9	
Week 11			
Date	Topic	Assignments	Due Date
Tue, 11/10	<b>Final Exam!!!</b>		
Thu, 11/12	Planning For Career Success	<b>Reading:</b> Chapter 10 (250-274) <b>Apply It #5: My Career Center Profile</b>	
Week 12			
Date	Topic	Assignments	Due Date
Tue, 11/17	Resume Writing + Cover Letter Review	<b>In Class:</b> Resume Writing + Cover Letter review <b>Homework:</b> Resume, Cover Letter, Ref Sheet (1 <sup>st</sup> draft)	Tue, 11/24
Tue, 11/19	Planning For Career Success	<b>In Class:</b> Meet In Computer Lab- Job search strategies	
Week 13			
Date	Topic	Assignments	Due Date
Tue, 11/24	Planning For Career Success	<b>In-Class:</b> Guest Lecturers, Panel Discussion	

		<b>Journal #4: Career Observations</b>	Tue, 12/1
Thu, 11/26	HAPPY THANKSGIVING!!!!!!		NO CLASSES!!!!!!!
<b>Week 14</b>			
<b>Date</b>	<b>Topic</b>	<b>Assignments</b>	<b>Due Date</b>
Tue, 12/1	Planning For Career Success	<b>In-Class:</b> Honing our Interview Skills <b>Homework:</b> Final Resume and Cover Letter <b>Homework: Final Presentation</b>	Tue, 12/8  Week 16
Thu, 12/3	Mathematical and Financial Literacy		
<b>Week 15</b>			
<b>Date</b>	<b>Topic</b>	<b>Assignments</b>	<b>Due Date</b>
Tue, 12/8	Thriving In a Diverse Global Community	<b>Journal #5: Social Perceptions</b>	Tue, 12/15 (Those presenting on 12/15 can hand in final journal on 12/17)
Thu, 12/10	Thriving In a Diverse Global Community		
<b>Week 16</b>			
<b>Date</b>	<b>Topic</b>	<b>Assignments</b>	<b>Due Date</b>
Tue, 12/15	<b>Final Presentations!!!</b>		
Thu, 12/17	<b>Final Presentation!!!</b>		

### Reading

You are responsible for all required reading each week. In-class time will highlight some of the important aspects of the reading, however, students are held accountable for the details. Weekly study questions will be assigned

### Journals

You will be responsible for submitting each required journal entry on its due date. Each entry has the potential to earn you 3 points. Entries should be **one page typed, double spaced and in a 12 point font**. I prefer you use either Times New Roman or an Arial font.

These Journal articles are intended to be self-reflective and therefore are subjective. There is no right or wrong answer but time must be spent analyzing your responses to the weeks lessons. Questions I will be asking as I read them are:

- What did this student take away from this week's lesson?
- What probing questions are being asked by the student? Or, are they pushing themselves to think beyond their current understanding of self?
- How will this lesson help them with academic/career/ personal success?

Rubric for Scoring Journals	
Score	Criteria For Decision
3	Addresses the journal question provided in class. Journal entry is reflective of week's activities and shows insight into the learning experience. It is thorough, has well developed thoughts and suggests a strong understanding of week's content.

2	Shows evidence of addressing some of the questions posed in the assignment but with little in depth of thought or reflection. Does not adhere to length or format requirements.
0	Journal is off topic, incoherent, or was not turned in by the due date

### **Apply It Activities**

The Apply It Activities are intended to put what we are learning into practice. Each activity will produce something tangible that will be passed in for up to three points. I will be looking for content and quality in the final product, and whether all instructions were followed. These will be graded as follows:

<b>Rubric for Scoring Apply It Activities</b>	
<b>Score</b>	<b>Criteria For Decision</b>
3	Assignment is turned in with all required materials and all questions answered thoroughly. Directions followed accurately. Turned in on time.
2	Most of the required materials are complete yet they may lack in thoroughness.
0	Final materials are incomplete, lack intention, does not follow instruction or was not turned in by due date

<b>Final Grading Structure</b>		
<b>Assessment</b>	<b>Point Calculations</b>	<b>Total Points</b>
Journal Entries (5)	3 Points Each	15
Apply It Activities (5)	3 Points Each	15
Resume, Cover Letter and Reference Sheet	10 points resume, 10 points cover letter, 3 points for reference sheet	23
Final Exam		15
Group Project		12
Final Presentation		20
Maximum Grade Potential		100

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Numerical Grade</b>
<b>A</b>	4.00	93-100
<b>A-</b>	3.67	90-92
<b>B+</b>	3.33	87-89
<b>B</b>	3.00	83-86
<b>B-</b>	2.67	80-82
<b>C+</b>	2.33	77-79
<b>C</b>	2.00	73-76
<b>C-</b>	1.67	70-72
<b>D+</b>	1.33	67-69
<b>D</b>	1.00	63-66
<b>F</b>	0.0	63 and below
<b>I</b>	Incomplete	N/A

\*\*\*\*Syllabus is subject to revision at the discretion of the instructor\*\*\*\*