



South Portland, Maine 04106

FIGS 100-02: Student Success

1.0 Credit Hour

Fall 2020

8/24/2020-8/28/2020

Online, Brightspace

Instructor: Christopher Anderson

Email: canderson@smccme.edu

Office Location: for the time being, my attic (or the coolest room in my house)

Office Hours: appointments may be made with me via email to discuss any aspect of this course.

Course Description:

This one-credit course is designed to enhance students' engagement, personal growth, and academic achievement at Southern Maine Community College and beyond. Topics covered will include college success skills, goal setting and exploration, and career research. Students in the course will make connections with their instructor, their advisor and classmates, and explore who they are as individuals and as future professionals. The course will help students to make connections within the college community and learn about all the resources available at the college to support their success.

Course Objectives:

After successfully completing this course, the student will be able to:

- Apply effective time management strategies
- Create an academic plan; develop and articulate achievable academic goals
- Explore career opportunities using appropriate tools and begin creating a resume
- Demonstrate understanding of online resources available through MyMaineGuide
- Articulate a plan for self-care, including such practices as mindfulness, grit and resilience, learning styles, and others
- Demonstrate practical knowledge of money management and the use of financial literacy tools such as iGrad

Required Materials:

Students will need access to a computer that can connect to the internet for this course. In addition, they may find it helpful to have a notebook, binder, or folder with paper in order to hand write notes or quizzes and organize handouts.

Brightspace:

The Brightspace page contains essential course documents, including a copy of this Syllabus, the College Success Textbook, links to Free Software, reading assignments, and other activities. Students will need to access this site. To sign-on to Brightspace, login at <https://my.smccme.edu> and click on the Brightspace link, which is at the top, right-hand side of the page, the fifth link from the center. Familiarize yourself with it early and let me know if you have any questions, as you will likely be using Brightspace for most of your courses this semester.

Grading/Assignments:

1. Attendance and Participation:	10%
2. Personality or Interest Assessment: Myers-Briggs, Strengths, or Holland Code	10%
3. Career Exploration	10%
4. Financial Literacy Assignment	10%
5. Academic Plan Assignment (through MyMaine Guide)	10%
6. Academic Success Strategies: Active reading, note-taking, or test-preparation	10%
7. Time Management	10%
8. Self-Care	10%
9. Reflection Essay	20%

Topical Outline of Instruction:

- 1) Syllabus; mindset, grit, and resilience
- 2) Career exploration: reflecting on personal values, personality traits, and interests; career-search tools: resume, cover letter, networking, and interviewing
- 3) Financial literacy and money-management techniques
- 4) Accessing college resources; library orientation; research; communication skills
- 5) Academic success: critical thinking; note-taking; test-taking; academic reading and writing; Time Management; identifying your faculty advisor

College Policies:

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.

The Learning Commons: The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester. Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

1. Visit My Learning in My Maine Guide or
2. Select the "tutoring needed" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

Administrative Failures (AF): An Administrative Failure (a final grade of AF) identifies students who have stopped attending class and who have had no contact with the faculty member for a period in excess of one week. A student may be administratively failed after missing one more consecutive class meeting than the number of class meeting per week (4 for a class that meets three times a week, three for a class that meets twice a week, two for a class that meets once a week).

A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. At their discretion, faculty may reinstate students who resume attending after the grade has been assigned.

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.

Americans With Disabilities Act (ADA) Notification: 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.

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.