Communications & New Media

Course Title: **Student Success FIG**
Catalog number: **FIGS 100-03**
Credit Hours:1
Time and location: **M, T, W 9:00am– 2pn**
Room 112 Hildreth New Media Center

Instructor: **Dave Jacobson, MFA**
djacobson@smccme.edu
Office Hours; by appointment

Course Description: Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and investigation of a topic. This FIG will focus on the skills related to being a successful college student.

Course Objectives: Upon successful completion of this course, students will:

- Describe and apply effective study skills, test taking, and time management strategies

- Explore career and academic opportunities using a variety of tools

- Develop and articulate achievable academic goals

- Demonstrate proper note taking techniques using the Cornell method

- Apply the concept of SQ3R to reading a textbook

Topical Outline:

Goal Setting

Studying & Time Management

Critical and creative thinking

Financial literacy

Note taking & SQ3R

Memory and taking tests

Careers

Relationships & Diversity

Course Requirements: Students are required to attend class, complete all homework assignments and readings, and actively participate in classroom discussions and exercises.

Student Evaluation and Grading: Grading Scale (as stated in college handbook)

93-100 Points: A	80-82 Points: B-	67-69 Points: D+
90-92 Points: A-	77-79 Points: C+	60-66 Points: D
87-89 Points: B+	73-76 Points: C	0-59 Points: F
83-86 Points: B	70-72 Points: C-	

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.

Text, Tools, and/or Supplies: All required information is posted on BlackBoard.

Attendance Policy: Attendance online (noted by discussion participation) or in class is essential in order to pass this course. More than 2 unexcused absences will result in an "F" for the class. 2 consecutive missed classes will result in an automatic AF. For every two instances of a late arrival or early departure, the student will receive an absence. An excused absence is a (documented) religious holiday or (documented) medical incident.

NOTE: If you arrive to class late, you will have to rely upon your classmates to get the missed class information.

Common Cell Phone/Technology Policy
Cell phones and other technology not directly related to class content and/or approved during class use is not allowed. Students found violating this policy will receive an **unexcused absence** for the date of their transgression. Cell phones should be put away and left on vibrate in the event a campus wide alert is posted. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know. If you must leave the classroom to take this call, I will understand why.

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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