

Fall 2015



South Portland, Maine 04106

Title: P2G Student Success FIG	Catalog Number: FIGS-100 K7
Credit Hours: 1	Total Contact Hours: 15
Lecture: Preble #207	Instructors: Christian Farnsworth & Lana Lee
Office Hours – Location: Springpoint 207	Lana: Monday through Friday 8-5pm
Contact Information:	
Lana - llee@smccme.edu; Office phone 207-741-5914; Cell phone (text, voice) 207-956-1504	
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Course Description

Freshman Interest Groups (FIGs) are theme based, one-credit courses that combine college success skills, goal exploration and setting, and financial literacy, with the investigation of a topic. This FIG will focus on the skills related to being a successful college student. Students will explore study strategies, learning styles and personality types, and begin to explore majors and career possibilities.

Course Objectives

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

- 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
- Articulate an understanding that personality type and values influence career choice and satisfaction
- Successfully navigate the various financial, academic, and career resources in *My Maine Guide*
- Create a resume

Topical Outline of Instruction

Exploration of Purpose

Personality Types, Learning Style, and Values

Goal Setting and Time Management

What can you do with this major? Connecting financial needs to careers and academics.

Resume Writing

Financial Literacy

Career Exploration Research PowerPoint presentations

Course Requirements

For successful completion of this course:

- Students must attend 80% or more of class meetings
- Increase skills in note-taking
- Complete course Pre-test and Post-test
- Complete SALT financial literacy assignment
- Take self assessments
- Chapter readings and reflections implementing SQ3R
- Create a cover letter and resume
- Present a final, career research presentation

PLEASE practice civility when in class. Honor your classmates' opinions by listening during discussions and offer your own ideas respectfully. Making or receiving phone calls/text messages during class is rude. PLEASE turn off your cell phones during class. When our class is active, you are *expected to be attentive and focused*; please refrain from web-surfing, checking / writing e-mails, etc...

Late Assignments: Coursework is assigned with due dates. Work received up to 1 week after due date will be penalized 25%. After 1 week, no credit will be given.

Student Evaluation and Grading

Course Pre-test	5%
Course Post-test	5%
SALT financial literacy assignment	5%
My Career Center assignment	5%
Resume and Cover Letter	20%
Readings and Reflections	20%
Career Research Final Presentations	20%
Homework and class participation	20%

Attendance

You must attend 80% or more of class meetings. Late arrival will count as half an absence. Attendance at less than 80% of class meetings will result in failure for the course. If you have a legitimate reason for being absent, please email both instructors, and we'll follow up with you to see if it will be considered an excused absence.

Text, Tools and / or Supplies

Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # 9781305306004

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 site. Students can access the course evaluation report beginning one week before the end of classes. The deadline for submission of

evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email 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

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

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.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. 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 Outline:

<p>Week 1 Monday: 8/31</p> <p>Topic: P2G Teambuilding and Orientation. Exploring purpose for being in college & navigating its resources. Student advocacy.</p> <p>Assignments:</p> <ul style="list-style-type: none">● Complete the add/drop week questionnaire from your P2G advisor and take the Pre-Test.● Read Chapter One and complete a SQ3R reflection <p style="text-align: center;">Wednesday: 9/2</p>

Wednesday

Topic: Multiple Intelligences: Introduction to Learning Style

Assignments:

- Take the JUNG personality assessment and create account on My Career Center..
- Read Chapters Two and Three and complete a typed reflection using guidelines handed out in class

(Due Wednesday, 9/9)

Week 2: Monday: 9/7

(Monday-9/7:Labor Day) NO CLASS!

Wednesday: 9/9

Topic: Introduction to Personality Exploration and its relation to major, career choice, and personal values.

Assignment:

- Complete quick profile on My Career Center

Week 3: Monday: 9/14

Topic: Values and Goal Setting

Assignments:

- Complete goal setting document
- Read Chapter 5 and typed reflection

Wednesday: 9/16

Assignments:

- Time Management Sheet
- Read Chapter 4

Week 4: Monday: 9/21

Topic: Time Management

Assignments

- Read Chapter 11 and complete a typed reflection

Wednesday: 9/23

Topic: What can you do with this major? Linking academics to careers and financial needs.

Assignments: Complete Path to Graduation plan

Read Chapter 12 and complete a typed reflection

Week 5: Monday: 9/28

Topic: Resume Lesson

Assignments:

- Read Chapter 7

Wednesday: 9/30

Topic: Resume Workshop

Assignments: Complete resume.

Read Chapters 6 and 8- complete typed reflection for both **(Due 10/14)**

Week 6: Monday and Wednesday: 10/5-10/7

Topic: Advising Appointments in Small Groups with Lana.

- Students will be given a time to come to class to have a small group advising session with Lana. Come prepared with your Path to Graduation plan and any relevant advising questions.

Week 7: Monday: 10/12 No class- Indigenous Peoples' Day

Wednesday:10/14

Topic: Financial Literacy research group project. Budgeting and lifestyle calculator.

Assignments: Prepare for Career Presentations

Read Chapter 9

Week 8: Monday and Wednesday : 10/19 and 10/21

Topic: Career Research Project Presentations Workshop

Week 9: Monday and Wednesday: 10/26 and 10/28

Topic: Career Research Project Presentations

Week 10: Monday and Wednesday: 11/2 and 11/4

Topic: Advising appointments with Lana.

● Students will be given a time to come to class to have an individual advising session. Come prepared with your degree audit, and an idea of what classes you want to take in the spring. Note that some people will not be required to attend class that day.

Week 11: Monday: 11/9

Topic: Advising appointments with Lana.

● Students will be given a time to come to class to have an individual advising session. Come prepared with your degree audit, found on your portal, and an idea of what classes you want to take in the spring. Note that some people will not be required to attend class that day.

Wednesday: 11/11

● **No Class- Veterans Day**

Week 12: Monday and Wednesday: 11/16 and 11/18

● No Classes

Week 13: Monday and Wednesday: 11/23 & 11/25

Thanksgiving week: No class- Enjoy the break

Week 14: Monday and Wednesday: 11/30 and 12/2

Topic: Peer Mentor Training 1

Week 15: Monday: 12/7

Topic: Peer Mentor Training 2

Wednesday: 12/9

No class

Week 16: Monday and Wednesday: 12/14 and 12/16

P2G Celebration/Party. TBA