



South Portland, Maine 04106

Academic Department

Title: FIG S-100-28 Student Success

Catalog Number:

Credit Hours: 1

Total Contact Hours:

Lecture (or Lab): Lecture

Instructor: Ann-Marie Ramsey

Office Hours – Location: On campus- by appointment only

Contact Information:

Email: aramsey@smccme.edu

Course Syllabus

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. Thematic components are intended to capture the interest of students, who are free to choose the FIG that appeals to them, and link that interest to academic goals while building a foundation of essential college success skills.

Course Objectives

Upon successful completion of this course students will be able to:

- Identify his/her 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 himself/herself as a learner and decision maker
- Discuss personality type and its implications for learning
- Explore career opportunities, culminating in the completion of a robust resume and cover letter
- Articulate an understanding of the importance of decision making strategies and be able to apply them to his/her life

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

1. Demonstrate the skills necessary to be a stronger independent learner, student, and adult.
2. Prepare for independent success by using resources available within the community.

Topical Outline of Instruction

- Week 1 August 29: Introduction and ice breakers, using Planners, setting goals (short and long term), and creating your Mission
- Week 2 September 5: Effective Note taking Strategies (Complete two of the three assignment options)
- Week 3 September 12: Managing your Time, (complete the 168 Hour Worksheet and Assignment T3)
- Week 4 September 19: Financial Literacy (complete Assignment F2 and Assignment F3)
- Week 5 September 26: Personal Habits for Success (Complete either Assignment P1 or P2)
- Week 6 October 3: SMCC Resources For You Career (Complete Assignment M1)
- Week 7 October 10: Mindset (Complete Assignment M2)
- Week 8 October 17: Information Literacy

Course Requirements

Please remember: YOU determine your grade, not me, so use this sheet to keep track of your required class components.

Required Component	Did you hand it in?		Points Available	Points Awarded
	Yes	No		
1. Mission Statement			5	
2. Advisor Meeting			2.5	
3. Personal Habits for Success Assignment			2.5	
4. 168 Hour Reflection			5	
5. SALT Budget			5	
6. Cornell Note Taking			5	
7. SQ3R Text Note Taking			5	
8. Mindset Assignment			5	
9. Mid-Term: Career Search – 3 page paper			15	
10. Resume			10	
11. Cover Letter			10	
12. Final - TBD			15	
13. Attendance and Participation			10	

Student Evaluation and Grading

Describe how the evaluation of student work will be done and how the final grade will be determined. You hand in the above requirements, ON TIME, without me having to harangue you, and you will receive the maximum point value. I expect college level, professional work; i.e., typed. This isn't an English course, and I'm not a stickler, and a goal is for you to have a sophisticated sense of compositional style, and can do college level work for your other classes. You have until end of class on Tuesday of the week your requirement is due. After that, your grade will go down for each late day.

Text, Tools and / or Supplies

All assignments are available online. You will need access to the internet. Please bring a notebook, pen/pencil for note-taking during class.

Attendance Policy

My attendance policy is simple: come to class. We do not repeat information, so it's pretty critical for you to be here every time. Because it is only a one credit class, you can only be absent one time without going up for Academic Failure (see your course catalogue). You paid for this class, it is important that you be here. It is the wise decision, and it is academically professional.

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