

# Freshman Interest Group - Student Success



Midcoast Campus, Brunswick, ME

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**Title:** Student Success FIG

**Catalog Number:** FIGS-100-03

**Credit Hours:** 1

**Total Contact Hours:** 15

**Location:** L.L.Bean Learning Commons Rm 101

**Instructor:** Alexandria Carrier, M.A.

**Office Hours:** ASK Desk (Learning Commons)

**Contact Information:** [acarrier@smccme.edu](mailto:acarrier@smccme.edu)

Thursdays, 2:00-5:00pm and by appointment (email me)

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## 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. This FIG will focus on the skills related to being a successful college student.

### 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

### Textbook

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

### Course Requirements

Students are required to attend class, complete all homework assignments and readings, and actively participate in classroom discussions and exercises. Please see below policies for details.

#### **Attendance**

Students are expected to be present in class. **Students are permitted exactly one absence from class.** It is recommended that you notify the instructor in advance of the class session that you will be absent. For each additional absence after one, the student's final grade will decrease by 10 points. For example, if you miss two classes and achieve an 82 (B-) in the class, your final grade will be a 72 (C-). If you miss

three classes in a row, you will be automatically given a grade of Administrative Failure (AF), which carries the same weight as an F on your transcript. Should any extenuating circumstances arise, please contact me directly as soon as possible. If a student is more than 15 minutes late for class, they will be considered absent and any assignments due that day will be considered late.

### **Participation**

Students are expected to participate in class. It is understood that some people participate more than others, however it should be a goal of the class to have every student participate. If you are an active participant, sit back and allow others to share their opinion. If you frequently sit quiet, please speak up in group discussions. **I will keep track of attendance and participation through weekly Reflection assignments due at the end of class.** These must be completed (and thorough) in order to receive credit for attending class that day. This is a way for you to participate without speaking in front of the group.

### **Late work**

Students are expected to turn all work in on time. Homework will be collected at the beginning of each class period. Homework turned in at the end of the course period will be considered late. **Students are permitted exactly one late assignment to be accepted and graded without penalty.** For each additional late assignment after one, the assignment's grade will decrease by 10 points.

### **Grading Scale**

A	93 – 110
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
F	below 63
I	Incomplete

### **Student Evaluation and Grading**

Pre and post-tests – 10% (5% each)

Time management assignment – 10%

Quick Career Profile in *My Career Center* – 10%

Goals assignment – 10%

Academic pathway assignment – 10%

My Money 101 course completion – 10%

Note-taking assignment – 10%

Email assignment – 10%

Final Presentation – 10%

Final Paper – 10%

## **Extra Credit**

The following are opportunities for extra credit:

- Attend a WISH (Workshops In Studying Here) Workshop
  - Time Management & Procrastination Jan 27, Jan 28, Feb 17, Feb 18
  - Effective Reading & Note-taking Feb 3, Feb 4, Feb 24, Feb 25
  - Test Taking & Studying Skills Feb 10, Feb 11, Mar 2, Mar 3
- Additional opportunities will be announced in class throughout the semester.

## **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 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 207-741-5798. 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**

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.

**Meeting schedule (changes may be announced via email or in class):**

Week	Date	Topic	Homework Assignment (Due on this date)	Skills
1	1/20	Introduction to the course & syllabus <ul style="list-style-type: none"> <li>Academic Teams</li> <li>What is success?</li> </ul>		
2	1/27	Time Management & Goal Setting <ul style="list-style-type: none"> <li>Values</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapters 1 and 2</li> <li>Sign up for "SALT" account</li> <li>Goals assignment</li> <li>Pre-test</li> </ul> (Meetings with Alex) (Time Management/Procrastination WISH)	
3	2/3	Financial Literacy & Personality Styles	<ul style="list-style-type: none"> <li>Read Chapters 3 &amp; 4</li> <li>Time management assignment</li> </ul> (Meetings with Alex) (Reading/Note Taking WISH)	
4	2/10	Note taking & SQ3R <ul style="list-style-type: none"> <li>Use variety of note taking methods</li> <li>Apply reading techniques: SQ3R, Tools for responding, main idea, supporting details</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapters 7 &amp; 8</li> <li>In SALT, complete My Money 101: Budgeting module <b>and</b> Student Loans Module</li> </ul> (Test Taking/Study Skills WISH)	
5	2/17	Memory & Tests <ul style="list-style-type: none"> <li>Memory Techniques</li> <li>Before/During/After with Test Taking</li> <li>Creating Tests</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 9</li> <li>Note taking assignment</li> </ul> (Time Management/Procrastination WISH)	
6	2/24	Career Choices <ul style="list-style-type: none"> <li>My Career familiarity</li> <li>Aligning values/major/career</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapters 11 &amp; 12</li> <li>Quick Career Profile in <i>My Career Center</i> due</li> </ul> (Meetings with Alex) (Reading/Note Taking WISH)	
7	3/2	Relationships & Diversity <ul style="list-style-type: none"> <li>Emotional intelligence</li> <li>Conflict management style</li> <li>Social identities</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 10</li> <li>Email assignment</li> <li>Academic pathways assignment</li> </ul> (Meetings with Alex) (Test Taking/Study Skills WISH)	
8	3/9	Final Test / Final Project	<ul style="list-style-type: none"> <li>Final Paper Due</li> <li>Final Presentation in class</li> <li>Post-test</li> </ul>	