

Fall 2016



Brunswick, Maine 04011

**Title: Achieving your Dreams in College
and in Life, Section BK**

Catalog Number: FIGS-100

Credit Hours: 1

Total Contact Hours: 15

Lecture (or Lab): Lecture

Instructor: Nancy Collins, PhD

Office Hours: By Appointment

E-mail: NCollins@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 financial literacy with the investigation of a topic. This FIG enables students to realize their dreams. Students will learn how to uncover their true desires and how to turn their dreams into concrete, attainable goals. Strategies covered include gathering resources, building a support network, overcoming obstacles, and developing personal habits of success.

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
- Analyze his/her wishes and dreams to discover common themes related to academic and career success.
- Construct a vision based on the insight gained from the dream analysis.
- Create long- and short-term goals to support the vision.

- Identify and utilize support services provided by the College.
- Create both time management and money management plans.
- Describe his/her personal plan for success.

Topical Outline of Instruction

The course will consist of eight 2-hour classes. Each class will focus on the student’s dreams along with college success skills. The topics are as follows:

Class	Topic
1	<i>My Dreams – Who am I and what are my dreams?</i>
2	On-Line Module – Career Exploration (Labor Day)
3	<i>What Do I Want?</i> Exploring my interests, values, and personality type
4	<i>How Do I Get There?</i> Gather Resources and a Support Team
5	<i>How Do I Get There?</i> Create Habits of Success
6	<i>How Do I Get There?</i> Develop Grit/Resilience, Deal with Issues
7	<i>How Do I Get There?</i> On-Line Module – Money (Columbus Day)
8	<i>Look at Me Now!</i>

Course Requirements

For successful completion of this course students must attend 80% or more of class meetings; complete textbook and on-line readings, exercises and quizzes, and complete the following projects:

My Career Center Quick Profile – identifying skills and personality

List of Goals – long-term and short-term SMART goals

Time Management Plan – a daily plan for success

SALT Financial Management Plan - using an on-line resource

SQ3R Reading – a sample of reading a better way

Note taking Sample – a sample of notes taken during a lecture

Complete Graduation or Transfer Plan

Student Evaluation and Grading

Attendance and Participation	10%
Quiz or Project 1	10%
Quiz or Project 2	10%
Quiz or Project 3	10%
Quiz or Project 4	10%
Career Quick Profile	10%
Study Skills Exercises Notetaking & SQ3R Reading	10%
SMART Goals	10%
SALT Financial	10%
Graduation Plan	10%
TOTAL	100

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.

Text, Tools and / or Supplies

Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, Edition 3 or 4.

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

Meeting Times:

This class meets for 1 hour and 50 minutes per week for a period of 8 weeks.