



FIGS 100

Career Exploration: You Can Get There from Here
Southern Maine Community College
Fall 2019

Instructor: Emily Bruey

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Office Hours (subject to change; please be sure to check your SMCC e-mail for updates or book an appointment via Bruey.youcanbook.me):

8:30 a.m.-4:30 p.m., Monday-Friday

Office Location: JMG office, 1st floor of Campus Center

Class Meeting Times: 12:30-1:20 p.m. Mondays and Wednesdays, August 26th-October 16th

Credit Hours: 1.00

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 course will seek to answer questions such as how do people arrive at their career choices? What paths do they follow to achieve their dreams? By utilizing a variety of personality and career assessments, students will explore their interests and learn how to match personal needs and expectations with satisfying career options. Techniques and resources used for career decision-making and planning include career assessment and interpretations, goal setting strategies, introduction to the job search process, resume and cover letter writing and mock interviews.

Course Objectives

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

- Describe and apply effective study skills, note-taking, and time management strategies
- Explore career and academic opportunities using a variety of tools
- Demonstrate proper note taking techniques using the Cornell method
- Apply the concept of SQ3R to reading an article or textbook
- Utilize academic and career decision making tools to assist in creating a career exploration plan
- Articulate an understanding that personality type and values influence career choice and satisfaction
- Apply decision making strategies to academic, personal, and career choices
- Successfully navigate the various financial, academic, and career resources in My Maine Guide
- Create a resume and reference page

Course Requirements

Your final grade in this course will consist of the following components. Note that these are only brief descriptions; more thorough instructions will be provided prior to assignment deadlines:

Homework Assignments: Brief exercises or activities that reinforce or prepare you for class topics.

Reflection Papers: Typed, one-page, informal response papers, encouraging you to explore an idea, career path, or your values and strengths.

Resume: A 1-2 page structured outline of your work, school, and volunteer experience.

One-Minute Final Presentation: A short (one-minute) presentation of what you've learned about yourself, your values, your strengths, and your career/academic goals this semester.

Unless otherwise noted, all work should be typed in Times New Roman, double-spaced, 12-point font. If there are multiple pages, they should be stapled together.

Grading Breakdown:

Homework Assignments: 40 possible points

Reflection Papers: 50 possible points

Attendance and Participation: 20 possible points

Resume: 10 possible points

Final Presentation: 10 possible points

Final Grade: ___/130 points

Grading Policy & Late Work:

Due dates for all assignments are clearly laid out in the attached course schedule. Late work will not be accepted, as—often—homework is prep work for classroom discussions and activities.

All assignments in this course will be graded based on effort and completion. **If you attend every class and complete every assignment in a way which demonstrates time and effort, you will earn an A in this course.**

Attendance:

You must attend 80% or more of class meetings. A late arrival will count as half an absence. Attendance at less than 80% of class meetings will result in failure for the course. Unfortunately, this is a college-wide policy and, without proper documentation, exceptions cannot be made.

Textbook, Tools, and / or Supplies:

There is no required textbook for this course; however, it is highly recommended that you purchase a three-ring binder for this class, as well as any other classes you are taking this semester. Binders are a relatively inexpensive way to keep track of class notes and handouts.

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 207-741-5923. 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. 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.

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 and Schedule (I will do my best to keep on schedule, but it is subject to change):

Monday, August 26th: Introductions, Course Overview, 168-Hour Assignment
Due at 12:30 p.m. August 28th: 168-Hour Homework Assignment

Wednesday, August 28th: **Meet in Ross Tech 102:** Time Management, My Maine Guide, Google Calendar
Due at 12:30 p.m. on September 4th: Google Calendar Homework Assignment

Monday, September 2nd: College Closed—Labor Day

Wednesday, September 4th: In-Class Scavenger Hunt
No homework due on September 9th

Monday, September 9th: Cornell Method, Growth Mindset, Intro to Identifying Strengths
Due at 12:30 p.m. on September 11th: Cornell Note-Taking Assignment

Wednesday, September 11th: Identifying Your Strengths

Due at 12:30 p.m. on September 16th: Identifying Strengths Assessment & Reflection

Monday, September 16th: Discussion of Strengths, SQ3R, Intro to Personality Types

Due at 12:30 p.m. on September 18th: MBTI Assessment and Reflection

Wednesday, September 18th: MBTI Discussion: Personalities and Careers

Due at 12:30 p.m. on September 23rd: Career Exploration Reflection

Monday, September 23rd: **Meet in Ross Tech 102!** Job Searching

Due at 12:30 p.m. on September 25th: Three Pathways Reflection

Wednesday, September 25th: Money & Career Choice

Due at 12:30 p.m. on September 30th: Career Exploration Reflection 2

Monday, September 30th: Professionalism, Interviewing Skills

Due by 12:30 p.m. on Wednesday, October 2nd: E-mail Homework Assignment

Wednesday, October 2nd: Resume Writing

Due at Monday, October 7th: Draft of Resume

Monday, October 7th: **Meet in Ross Tech 101!** In-Class Resume Writing

Due at 12:30 p.m. on Wednesday, October 9th: Final Resume

Wednesday, October 9th: References, Final Presentation

Due at 12:30 p.m. on Wednesday, October 16th: One-Minute Presentation

Monday, October 14th: College Closed—Columbus Day

Wednesday, October 16th: Final Class! One-Minute Presentations