

Title: P2G Success Freshman Interest Group

Credit Hours: 1

Lecture/Lab: Lecture

Office Hours: Mon/Weds 3:15-4:15  
or by appt.

Course Number: FIGS 100-P8

Contact Hours: 15

Instructor: Meghan Hardison

Contact: mhardison@smccme.edu  
or 741-5783

## 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 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:

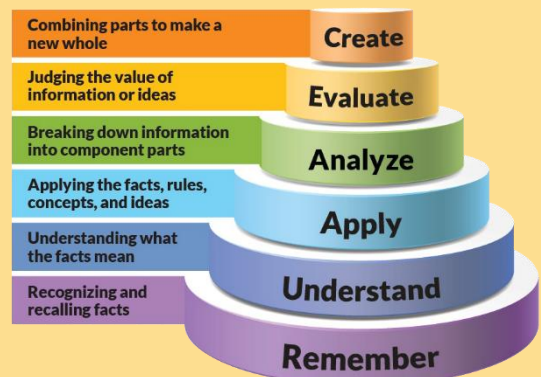
After successfully completing the course, the student will be able to:

- Describe and apply effective reading skills, study skills, and note and test taking strategies
- Describe and apply effective time and money management strategies
- Explore career and academic opportunities using a variety of tools
- Develop and articulate achievable academic and personal goals
- Identify and utilize support services provided by the College
- Describe your personal plan for success

### How are WE going to do this?

**Short Answer:** Critical Thinking.

**Longer Answer:** We'll meet twice a week, for 50 minutes. We'll use that time to discuss and practice the core elements of SMCC FIGs, and we'll do it through the lens of Critical Thinking. Using tools like *Bloom's Taxonomy* (that "layer-cake" style graphic), I'll do my best to make sure each of you leaves here able to define and plan for success – on YOUR terms!



## Topical Outline of Class: 8 Week Success Plan:

|        |                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1 | <p><b>Date:</b> 8/28<br/> <b>Location:</b> Classroom<br/> <b>Class:</b> <i>Nuts &amp; bolts</i><br/>           *Cover the syllabus as needed<br/>           *Critical thinking definition and a touch of philosophy<br/> <b>Homework (for 8/30):</b> Log in to Blackboard and participate in introductory discussion board</p>                                                            | <p><b>Date:</b> 8/30<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Nuts &amp; bolts</i><br/>           *Tour MySMCC<br/>           *Register for &amp; access a bunch of stuff<br/>           *Cover campus map &amp; local resources<br/> <b>Homework (for 9/06):</b> Log in to Blackboard and review personality quiz options. Complete at least designated quiz (we'll pick in class)</p>                     |
| Week 2 | <p><b>Date:</b> 9/04<br/> <b>Location:</b> Not here!<br/> <b>Class:</b> Labor day – no class!<br/> <b>Homework (for 9/06):</b> Make sure to complete the designated personality quiz!</p>                                                                                                                                                                                                 | <p><b>Date:</b> 9/06<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Personality plus!</i><br/>           *Discuss what was learned from the quiz(zes) and why they matter<br/>           * Begin layering in Learning Styles Inventory<br/> <b>Homework (for 9/11):</b> Complete personality quiz (if needed) and Learning Style Inventory</p>                                                                    |
| Week 3 | <p><b>Date:</b> 9/11<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Know thyself</i><br/>           *Finish personality &amp; learning style content<br/>           *Start Career Beam: How does your personality mesh with your career goals?<br/> <b>Homework (for 9/13):</b> Make sure you complete career beam quiz; post relevant info to Blackboard discussion group</p> | <p><b>Date:</b> 9/13<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Know thyself some more</i><br/>           *Finish up Career Beam &amp; discussion of results<br/>           *Explore Occupational Outlook Handbook<br/>           *How do you get from here to goal?<br/> <b>Homework (for 9/18):</b> Take a crack at a goal setting exercise (choices found on Blackboard); SMART goal sheet recommended</p> |
| Week 4 | <p><b>Date:</b> 9/18<br/> <b>Location:</b> Classroom<br/> <b>Class:</b> <i>Aim high (and bring a good ladder)</i><br/>           *Setting manageable goals<br/>           *Academic pathways<br/>           *Habits for success<br/> <b>*Intro final project!!!</b><br/> <b>Homework (for 9/20):</b> Make sure your academic pathway is complete!</p>                                     | <p><b>Date:</b> 9/20<br/> <b>Location:</b> Classroom<br/> <b>Class:</b> <i>TCOB 24X7</i><br/>           *Finalize goal conversation (for now)<br/>           *How do we begin the process of meeting goals?<br/>           *Time management<br/> <b>Homework (for 9/25):</b> Completed time management sheet with brief reflection</p>                                                                                       |
| Week 5 | <p><b>Date:</b> 9/25<br/> <b>Location:</b> Classroom<br/> <b>Class:</b> <i>Academic Success Skills 1 of 3</i><br/>           *Reading textbooks effectively<br/>           *Note taking 101<br/> <b>Homework (for 9/27):</b> Try Cornell note taking for at least 20 minutes in a class – submit copy of notes with brief reflection</p>                                                  | <p><b>Date:</b> 9/27<br/> <b>Location:</b> Classroom<br/> <b>Class:</b> <i>Academic Success Skills 2 of 3</i><br/>           *Test taking strategies<br/>           *Essays and the writing process<br/> <b>Homework (for 10/02): <i>Final project progress check!!!</i></b></p>                                                                                                                                             |

|        |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                   |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 6 | <p><b>Date:</b> 10/02<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Academic Success Skills 3 of 3</i><br/> *Information literacy<br/> *Research methods<br/> <b>Homework (for 10/04):</b> Participate in Blackboard discussion re: Success Skills stuff; also – make sure you can log in to SALT!</p> | <p><b>Date:</b> 10/04<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Dollars and Sense</i><br/> *Paying for college<br/> *Paying for life<br/> <b>Homework (for 10/11):</b> Make sure SALT requirements are complete; make sure ALL your work is complete – <b><i>it's final project time!</i></b></p> |
| Week 7 | <p><b>Date:</b> 10/09<br/> <b>Location:</b> Not here!<br/> <b>Class:</b> Indigenous People's Day/Columbus Day – no class!<br/> <b>Homework (for 10/09):</b> How's that project coming along?</p>                                                                                                                   | <p><b>Date:</b> 10/11<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Review &amp; Reflect</i><br/> *Revisit the major topics: What works? What doesn't?<br/> *How will you adapt to stay on track?<br/> <b>Homework (for 10/20):</b> Presentation prep</p>                                             |
| Week 8 | <p><b>Date:</b> 10/16<br/> <b>Location:</b> Ross Tech 102<br/> <b>Class:</b> <i>Last ditch</i><br/> *Some last minute work time to finish up &amp; ask questions<br/> *Begin presentations<br/> <b>Homework (for 10/20):</b> Finish those presentations!</p>                                                       | <p><b>Date:</b> 10/20<br/> <b>Location:</b> TBA (we'll choose soon)<br/> <b>Class:</b> <i>Bon Voyage!</i><br/> Finish presentations<br/> No farewells – just “see you later”<br/> <b>Homework (for every dang day):</b> Go be a success!</p>                                                                      |

**\*All class activities subject to tweaks and changes – but nothing major!**

## Course Requirements:



### Student Expectations

I expect you to show up and to do so pretty much on time (we only have 50 minutes!). I also expect you to do your part to keep our classroom respectful, comfortable, and productive. This will mean making sure you are properly fed BEFORE CLASS, especially since we're in a food-free lab so often!

### Student Attendance



**Late Arrivals:** I will take attendance approximately 10 minutes into class. Not there? No credit for the day.

**Absences:** Everybody gets one. Realistically, something might come up. You get a migraine, you have a sick family member... it's not really my business. HOWEVER, we only meet 14 times, so 2 misses gets you a tanked attendance grade, and 3 misses meets SMCC requirements for Attendance Failure of the full course. Please show up and pass. Don't retake a FIG.

## Student Evaluation & Grading

Here's how your grades are determined. The points you earn make up your final grade; you can check the SMCC Compass or Course Catalog for a breakdown of point grades to letter grades.

If you dig in a little, you'll see that I try to prioritize points towards YOUR ideas, YOUR plans, and YOUR goals. Do your best to buy in and get your credit's worth of value – everyone can stand to take home SOMETHING good from this class (hopefully lots of things)!

|                                                          |                 |
|----------------------------------------------------------|-----------------|
| Blackboard Discussion Groups (X3)                        | 15 pts          |
| Personality Quiz & Learning Styles Inventory             | 5 pts           |
| Career Beam Quiz                                         | 5 pts           |
| Goal Setting Exercise                                    | 5 pts           |
| Academic Pathway                                         | 5 pts           |
| Time Management Sheet with reflection                    | 10 pts          |
| Note taking exercise with reflection                     | 10 pts          |
| SALT content                                             | 5 pts           |
| Final Project Progress Check                             | 5 pts           |
| Final Project                                            | 25 pts          |
| Attendance (10 pts, 5 pts, or AF - "everybody gets one") | +10 pts         |
|                                                          | <b>100 pts!</b> |

## Late work

This class is quick and the content builds from one topic into the next. This means late work has ONE WEEK max to come in and I reserve the right to apply a late penalty (sliding scale of 30-50%, based on lateness). Think you deserve more time? Ask me. Maybe you do... we'll see.

## P2G Students:

As a P2G student, you may be responsible for additional meetings/sessions over the 2<sup>nd</sup> half of the semester. Your P2G Student Advisor will alert you of these activities as soon as possible. When in doubt, speak with your P2G Advisor promptly and directly!

## Boilerplate:

This is the stuff that's common to all syllabi at SMCC. You are responsible for reading this content and following stated rules. My "tl; dr" notes are just hints to give you the gist of the detailed content and help you navigate your syllabus efficiently.

### 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.

tl; dr

Grade the grader! Watch your email at the end of the semester for course evaluation access.

### American Disability Act

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.

tl; dr

Need accommodations? Please just ask! That's all it takes to get the ball rolling...

### 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](mailto:helpdesk@smccme.edu).

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

A teal oval containing the text "tl; dr" in white.

Printing is usually \$0.10 a page. You have a print credit that usually more than covers your needs.

### 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.

tl; dr

Read this one. It's important.

## 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 a student should receive for the assignment and the course. The instructor may assign a failure grade for the assignment and the 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. 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.

tl; dr

If your words aren't yours, you're cheating. You risk failure and disciplinary action. Just do your work. You're capable.