

Winter: 2020



South Portland, Maine 04106

### **Student Success (FIG) CAREERS**

**Catalog: FIGS 100-04**

**Credit Hours: 1**

**Lecture or Lab: Lecture**

**Instructor: Erik Johannes**

**Contact Information**

**Total Contact Hours: 15**

**Tues/Thurs 12:30 - 1:20 PM**

**1/13 - 3/6**

**Office Hours: Upon Request**

**[ejohannes@smccme.edu](mailto:ejohannes@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 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**

- Explore and define your learning styles, growth mindsets, and grit and resilience strategies
- Describe and apply effective study skills, test taking, and time management strategies
- Demonstrate and apply effective notetaking and textbook reading strategies
- Explore and develop clear career and academic goals and articulate how personality and values can influence choice and satisfaction
- Create a personal budget and demonstrate practical knowledge of money management
- Create a cover letter, resume, and demonstrate knowledge of interviewing strategies
- Explore and be introduced to the world of Guided Journaling

### Topical Outline of Instruction

- Self-advocacy, Time management and Journaling
- Passion for learning Goal Setting and personality as a tool to enhance academic performance
- Growth mindset, Grit, Resilience and application to educational challenges
- Evaluation and development of study skills: academic reading/writing, note-taking, test-taking
- Career exploration: reflecting on personal values, personality traits, and interests
- Financial literacy and money-management techniques
- Career-search tools: resume, cover letter, networking, and interviewing

### Course Requirements

Students are required to attend at least 80% of all class meetings, complete all homework assignments and readings, and actively participate in classroom discussions and exercises.

### Student Expectations

- Communication is one of the keys to all student's success in their educational journey! Building relationships between teacher, success coach, and student is important.
- Attendance is a large component of your grade and the second key to your success in this course.
- Every student has a voice and should feel comfortable to be heard and respected!
- All students should be aware of and follow the Student Code of Conduct which can be found in the SMCC Compass.
- Confidentiality is Key in our work and studies.
- All students are expected to come to class with all assignments due. All work is due at the beginning of class- not at the end, or your work will be considered late! **If a student is absent all work not turned in on due dates will be considered late!**
- Assignments will be accepted up to one week late only and will be penalized one letter grade. After one week, students will receive a "zero" for missed assignments. **To successfully pass this course all assignments are expected to be completed, even if late or you have received a Zero!**
- **Please note: Due dates for assignments the last two weeks of the semester are firm and no late work will be accepted!**
- Attendance is a large component of your grade and success in this course. Each class a student is present **1 point** is given! For each class missed one point is deducted!

There are NO “excused” absences; all absences are counted. Tardiness accumulated can lead to absences.

- Students are expected to contact the instructor, if they are to be late for any reason or absent! If ill, students should plan to have any papers due for that evening dropped off into the instructor’s mailbox in the adjunct office, if possible. **No assignments should be emailed unless approved by the instructor.** Students are also responsible for obtaining any materials handed out in class during a missed class.
- Cell phones and texting are not allowed in class. All phones need to be turned to vibrate before class begins. **Students found texting or using phones may be asked to leave the class.** If you are experiencing extenuating circumstances and may need to access your phone during class, please speak to the instructor before class. ☺
- If you need the use of a lap top in class, please speak to the instructor before class. All lap top use should only be for note taking and not for social networking.
- All students must make sure that your college email gets forwarded to your personal email addresses. **All communication regarding the course and assignments should be via student’s SMCC email.**
- If class is canceled due to instructor illness or family emergency such notification to students will be posted on SMCC Course Cancellation Portal and a class email will be sent to all student email. It is the student’s responsibility to check the SMCC Portal and email daily. **If class is canceled for any reason – please follow the syllabus.**

### **Text, Tools and/or Supplies**

- No text! It is suggested that all students have notebooks and writing materials for in class assignments.

### **Attendance**

You must attend 80% or more of class meetings. Late arrival will count as a partial absence.

**Attendance at less than 80% of class meetings may result in failure for the course.**

**“Extenuating circumstances may be considered! This is where communication is key!”**

**Student Evaluation and Grading:**

Assignment	Maximum Points	Earned Points
Attendance	15	
Goal setting	10	
Career Plan	10	
Career Research	10	
Academic tools	10	
Educational pathway	15	
My Maine Guide	05	
Financial Literacy	05	
Draft Resume/Career planning	10	
Career presentations	10	
<b>Total</b>	<b>100 Possible</b>	<u>          </u> <b>Actual</b>

**Course Outline**● **Plan Ahead.....**

Week	Topic
1	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Introduction to course and each other, Syllabus and assignments, Goal Setting</li> <li>● Who are you and Self- Advocacy- Guided Journaling</li> </ul> <p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <b>Goal Setting</b></li> <li>● <b>Write a short, one- to two-page essay addressing the following prompt:</b>  <b>“If someone was to ask me to pick one aspect of myself that I think defines who I am, I would say...”</b></li> </ul>

2	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Your Learning Maps/Life Maps</li> <li>● Introduction to Learning styles and Personality exploration and how it all relates to Today, Tomorrow, and your Future</li> </ul> <p><b>Due: Goal Setting</b>  <b>Assignment: Career Plan</b></p>
3	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Mindfulness/Grit</li> <li>● Creativity, working in groups and valuing diversity</li> </ul> <p><b>Due: Career Plan</b>  <b>Assignment: Career Research</b></p>
4	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● You as a learner/ Academic planning  sting, Online learning, reading, writing and taking notes-  Introduce-Cornell/SQ3R</li> </ul> <p><b>Due: Career Research</b>  <b>Assignment: Interview</b></p>
5	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Your Career/Educational planning</li> </ul> <p><b>Due: Interview</b>  <b>Assignment: Cover letter and Resume</b></p>
6	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Your Educational and Career planning/interviewing/networking</li> </ul> <p><b>Due: Draft resume/Cover letter</b></p>

7	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Your Financial budget/Financial Aid</li> </ul> <p><b>Due: Personal Budget</b></p> <p><b>Assignment: Career presentations</b></p>
8	<p><b>Topic:</b></p> <ul style="list-style-type: none"> <li>● Career presentations/ Course wrap up</li> </ul>

### **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.

### **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.

### **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**

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.

### **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.**

-End-