



South Portland, Maine 04106

Freshmen Interest Group – Student Success

Title: Student Success

Catalog Number: FIGS 100-11

Lead Instructor: Scott Cook, MS, CCEMTP

Credit Hours: 1

Office Hours – Location: By Appointment – ETC Rm. 202

Lecture Tu - 9a-10:50a

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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

PREREQUISITES – SMCC Enrollment

COURSE OBJECTIVES

At the successful completion of this course, the student will be able to:

1. Describe and apply effective study skills, test taking, and time management strategies
2. Explore career and academic opportunities using a variety of tools
3. Develop and articulate achievable academic goals
4. Demonstrate proper note taking techniques using the Cornell method
5. Apply the concept of SQ3R to reading a textbook

TOPICAL OUTLINE OF INSTRUCTION

Methods of Instruction:

Motivation

Goal Setting

Studying & Time Management

Critical and creative thinking

Financial literacy

Note taking & SQ3R

Memory and taking tests

Careers

Relationships & Diversity

This course will present materials through lectures, discussions, assigned readings, internet blackboard system, simulations, and practical exercises.

Class Topics and Schedule Readings:

<u>Week</u>	<u>Date:</u>	<u>Topic</u>	<u>Readings</u>	<u>Assignments</u>
1	3/21/2017	Introduction to FIGS, Personal Habits of Success Introduction to the course & syllabus <ul style="list-style-type: none"> • Academic Teams • Motivation & Goal Setting 	Chapter 1	-Blackboard Assignment G2 & G1 or G3
2	3/28/2017	Online Resources, Computer Lab – Online Resources, My Maine Guide, Information Literacy Studying & Time Management Free time / Prioritizing Learning Preferences through Multiple Intelligences Study strategies	Chapter 2	-Blackboard Assignment M1, P1 & P2 -Email me your advisor's name (Due 1/24) Before class -Begin to write one-page reflective essay (Due Week 4) -Sign up for "SALT" account
3	4/4/2017	Critical & Creative Thinking / Financial Literacy	Chapter 11	- Blackboard Assignment F1, F2, &F3
4	4/11/2017	Note taking & SQ3R <ul style="list-style-type: none"> • Use variety of note taking methods • Apply reading techniques: SQ3R, Tools for responding, main idea, supporting details 	Chapter 4	-Blackboard Assignment N1, N2, & N3 -Create a My Career Center Account. (Use SMCCMe email only) 1pg reflective essay DUE. Please submit through blackboard
5	4/18/2017	Memory & Tests <ul style="list-style-type: none"> • Memory Techniques • Before/During/After with Test Taking • Creating Tests 	Chapter 2	-Blackboard Assignment T1, T2, &T3 -Register in My Career and complete the quick profile – bring to class next week
6	4/25/2017	Career Choices <ul style="list-style-type: none"> • My Career familiarity • Aligning values/major/career 	Chapter 12	Reading & Blackboard Assignment

<u>Week</u>	<u>Date:</u>	<u>Topic</u>	<u>Readings</u>	<u>Assignments</u>
7	5/2/2017	Relationships & Diversity <ul style="list-style-type: none"> Emotional intelligence Conflict management style Social identities 	Chapter 9	Reading, Blackboard Assignment & Where I'm From Poem Prepare for Final / Final Project
8	5/9/2017	Final Test, Wrap-up, Projects		

The above schedule is subject to change.

COURSE REQUIREMENTS

The following is expected from each student that is enrolled in this course:

1. **Attendance & promptness.** Students are expected to be at class and on time, this is a critical component to being a professional.
2. **Personal responsibility & accountability.** A professional completes their assignments on time and is accountable for their actions and behaviors; they do not blame others for their lack of preparation or mistakes, they learn from it! They communicate their needs and concerns in a time appropriate manner.
3. **Integrity.** Professionals have integrity, they own up to mistakes, and worry more about being ethical than being the best.
4. **Respect.** Respect is gained by being competent in practice and working well with others, it is also easier to lose than gain. Students are expected to be respectful of their instructors, guests, each other and themselves. When respect is given, it is also earned.
5. **Teamwork.** Many workers do not work alone, they are a part of a team. Your classmates are your team, work together, and learn together!

Assignments:

Assignments will be from the class textbook and class handouts. Unless noted, all homework assignments are due the week after they are assigned. For instance, homework assigned on Week 2 will be due on Week 3.

Project Requirements:

- The presentation should be 3-5 minutes long.
- It must include:
 - An overview of a profession of your choice, including usual duties

- The educational requirements
- How this profession integrates into the community
- Salary and advancement possibilities
- The presentation must also include a teaching aid such as a powerpoint, handout, or poster to
 - reinforce and enhance your teaching.

Learning Management System Access & Log-In:

Computer usage and internet access is a required component of this course. If the student does not have internet access at home, the campus has multiple computer labs available for access. Lack of home access is not an acceptable reason to not complete assignments.

Students will be required to complete assignments through the SMCC learning management systems. Assignments will be posted weekly with expected completion dates on the learning management system.

The SMCC learning management system is accessed by going to <https://my.smccme.edu/ics/>.

To log in

1. **Username** = your first name + middle initial + last name - WITH NO SPACES AND NO CAPITAL LETTERS (i.e. johnqsmith) - maximum of 20 characters
2. **Password** = your first initial + the first four letters of your last name + the last four digits of your social security # - NO SPACES (i.e. jsmit1234)

If you cannot log on, please e-mail the instructor that you are having problems logging in and then contact technical support through the webpage. **The instructor cannot fix access problems; the student must remedy them with the assistance of technical support.**

SMCC E-Mail & Communications

Students are **REQUIRED** to use their SMCC provided e-mail account for this course. ALL communications with the instructors will be through the SMCC address. Students are required to check their SMCC e-mail account at least once daily (Monday-Saturday) and respond to all e-mails from the class instructors upon receipt. The student will contact the help desk for assistance with e-mail access.

How to succeed

1. The student is expected to be prepared for the class session by completing all assigned reading and work assignments for the day. **Keep up with the weekly assigned readings.** This course proceeds at a fast pace. If you get behind, it can be a lot of work to keep up.
2. The student is expected to attend all class sessions and be on time. The student will manage their absences, to facilitate their needs. You can't learn if you are not here.
3. The student will make up all missed work on their own time.
4. Ask questions in class. If you don't understand something, chances are that others don't understand it either. If you need extra help, ask us.
5. The student is expected to dedicate time outside of class to study, review and complete assignments.
6. You are entering the healthcare profession and professional behavior is expected at all times. Students with inappropriate behavior will be asked to leave class for the day. Repeated incidents may result in dismissal from class. The student is expected to be respectful of fellow class members, the instructors and the college.

7. In the realm of Emergency Medicine our patients rarely get a second chance. You want to view your first opportunity as your only opportunity to affect your outcome, study for assessments, exams and quizzes as if there isn't a second chance.

STUDENT EVALUATION AND GRADING

20% Research Project
10% Class participation
25% Quiz (Based on readings)
30% Homework
15% Final

Grading Scale:

A =	93-100	C =	73-77
A- =	90-92	C- =	70-72
B+ =	88-89	D+ =	68-69
B =	83-87	D =	60-67
B- =	80-82	F =	Below 60
C+ =	78-79		

No late work will be accepted in this course. As computer access is a requirement for this course and provided by the college, students are expected to deliver the work by the assigned time regardless of attendance at the course.

No individual extra credit will be provided in this course.

TEXT, TOOLS AND / OR SUPPLIES

Computer with Internet access - student computer labs at SMCC do fulfill this requirement.

Special Equipment Note

- Mobile phones and other electronic notification devices will not be used during classroom time. They will be set to vibrate or silent. Answering or making calls, checking e-mail or sending text messages during class time is not permissible.
- Computers may be utilized during class time for note taking and researching materials related to the class lecture or topic. Computers used for any other function during class time are prohibited, without consent of the instructor.

ATTENDANCE POLICY

Snow days & school closings are announced on local radio and television stations and the school website www.smccme.edu. SMCC announces its own closures and it should not be assumed that if local schools are closed that SMCC is closed.

A student that arrives after the scheduled start time of the class is late. A student that leaves class early will also be marked tardy. You must attend 80% or more of class meetings. Late arrival OR leaving early will count as half an absence. Attendance at less than 80% of class meetings will result in failure for the course. It is the responsibility of the student to manage their absences accordingly.

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 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 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.

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

SMOKE- AND TOBACCO- FREE POLICY

Starting on August 1, 2015, the below policy regarding smoke and tobacco use will be in effect. Please take time to review the [Smoke- and Tobacco-Free Policy FAQ's](#) to help answer any questions that you may have about this policy.

Smoke- and Tobacco- Free Policy

The use, sale, distribution or advertisement of tobacco is strictly prohibited on Southern Maine Community College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds, unless specifically authorized by the College, beginning August 1, 2015.

“Tobacco” includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew or snuff in any form.

Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property.

[https://my.smccme.edu/ICS/My Maine Guide/Smoke- and Tobacco- Free Initiative.jnz](https://my.smccme.edu/ICS/My_Maine_Guide/Smoke- and Tobacco- Free_Initiative.jnz)