

Fall 2016



South Portland, Maine 04106

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**Title: Career Exploration: You Can Get There from Here Catalog Number: FIGS-100-09**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Lecture (or Lab): Lecture**

**Instructor: Tom Nickerson**

**Course Hours/Location: Monday/Wednesday 3:00PM to 3:50PM – Preble Hall 206**

**Contact Information: 207-741-5691; [tnickerson@smcme.edu](mailto:tnickerson@smcme.edu)**

**Office Hours: 8 Broadway, room 107 B. Office hours: after class or M 10-11; Th 10-12 or by appointment**

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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 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, 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
- 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 choices
- 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, cover letter, and reference page

**Topical Outline of Instruction**

Personal Habits of Success  
 Values and Goals Setting  
 Career Exploration Research  
 Time Management skills, Note Taking and Text Reading review and Learning Styles  
 Financial Literacy – using SALT  
 Jung Typology and Career Profile Assessments and Analysis  
 Resume and Cover Letter Writing, Interviewing Techniques

**Course Requirements**

For successful completion of this course students must attend 80% or more of class meetings, take notes, complete course Pre-test and Post-test, complete SALT financial literacy assignment, complete My Career Center assignments, take self assessments, read homework assignments, create a cover letter and resume, and present a final career research presentation. **All assignments are to be word-processed in 12 pt font. Assignments are due the following class unless otherwise specified.**

<b>Student Evaluation and Grading</b>	<b>Points</b>
Pathway Form	5
Advisor Meeting Form	5
Jung Typology Reflection	10
Time Management Essay	10
Resume and Cover Letter	25
Career Research Final Presentations	25
Homework/Quizzes and Class Participation	20
<b>Total</b>	<b>100</b>

**Extra Credit Opportunity:**

-Create and activate a complete LinkedIn Profile 10 points

A LinkedIn Profile is an excellent way to have an online resume and professional presence. Everyone should have a current LinkedIn profile.

To earn maximize credit, complete the following tasks:

- Create Profile including
  - Photo
  - Summary
  - Work Experience
  - Education
- Request connection to FIG instructor’s Linked In profile

## **Grading Scale**

A	93 – 110
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
F	below 63
I	Incomplete

## **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.** If you have a legitimate reason for being absent, please email me and I'll follow up with you to see if it will be considered an excused absence.

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

- Textbook: Staley, C. (2016 4E), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # 978-1-337-04479-0
- Notebook with dividers/pockets (preferably 3 ring)
- USB stick for research and career presentation

## **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 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](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.

### **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 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.

### **Instructions for accessing My Maine Guide:**

Go to [www.smccme.edu](http://www.smccme.edu)

Click on MY SMCC-upper right

Click on Log in- upper right

Login with username & password

My Maine Guide is landing page

**Instructions for accessing Jung Typology Test:**

Go to My Maine Guide (directions above)

Click on Career and Transfer button.

Scroll down to **My Career Helpful Links**

Jung Typology is the second topic under On-line career resources

Follow directions for taking Jung Typology hit submit and print results

**Instructions for accessing My Career Profile (MCP):**

Go to MYSMCC

Go to MyMaineGuide

Click on My Career and Transfer

Scroll down to My Career Helpful Links

Click on My Career Profile

Scroll down and click on Access MCP Now (Access code is: seawolves)

**Instructions for accessing Career Beam:**

Go to My Maine Guide

Click on Career & Transfer button

Click on "Use Career Beam" link under "quick links"

Create new account using SMCCME email account

Complete career exploration exercises

**Direction for activating your SALT account**

SALT has arrived at SMCC! SMCC is excited to bring you this new financial literacy and debt management program. SMCC is collaborating with the creators of SALT, American Student Assistance (ASA), to provide you with this interactive educational tool- at no cost to you! SALT was created to help SMCC students become more financially savvy. This program rewards you for making smart money decisions. Being a member of SALT will allow you to take advantage of features like these:

- **My Money 101:** a self-paced, online training resource that teaches you practical money management strategies for budgeting, credit management, and more.
- **A personal dashboard** that tracks all of your student loans in one place!!
- **Interactive money management tools** that show you how to take control of your finances.
- **Scholarship and Job searches** to assist you with finding scholarships while you're in school, and to help you with your career goals when you graduate!

**Follow these steps to activate your SALT account today:**

1. Visit [saltmoney.org/SMCC](http://saltmoney.org/SMCC)
2. Click "Sign up"
3. Enter your personal information
4. Under "school"- list SMCC
5. Create a password and submit

**Course Outline:**

*Any changes to the course schedule will be announced in class*

<b>CLASS DATE</b>	<b>CLASS TOPICS</b>	<b>ASSIGNMENTS</b> <b>All assignments are due at the beginning of the next class</b>
8/29/16	Introductions, Goals of course and syllabus overview; discussion on finding success in college <b>Learning Outcome:</b> How to use a syllabus and prepare for a course.	Purchase text; read Chapter 1 and complete exercise 1.3.
8/31/16	Review college success strategies <b>Learning Outcome:</b> Understand challenges of being in college.	Read chapter 2 and complete exercise 2.2 Quiz on 9/7. Think about Add/Drop
9/5/16	No Class – Labor Day	<b>Note: 100% Add/Drop period ends Sept 6 at 5PM</b>
9/7/16	Chap 2 quiz. Begin discussion on goal setting. Smart Goals exercise. <b>Learning Outcomes: The difference between a dream and goal; How to set goals and action steps</b>	Complete Smart Goals Worksheet. Register for Career Beam account (directions on syllabus); Complete Career exploration exercises, print results and place in binder;
9/12/16	Review goal setting and action planning. Discuss Career and Education Pathways and role of Advisor (hand out) <b>Learning Outcomes: How to set goals and action steps; How to effectively engage an Advisor.</b>	Take Jung Typology test (directions on syllabus), print results and place in binder. Read Chapter 3.
9/14/16	Discussion on Jung Typology and personality preferences and relationship to careers <b>Learning Outcome: Understand Jung Typology and what it means for me.</b>	Write a two page reflection on Jung Typology. Due 9/19. Read Chapter 4 to page 109, do exercise 4.6.
9/19/16	Discussion on Time Management – Complete 168 Hour exercise Introduce Final Project <b>Learning Outcome: How to manage/plan my time to succeed in college.</b>	Write Time Management Reflection Due 9/21 Plan for final project due on 10/17/16

9/21/16	Continue discussion on time management. Overview of classroom success strategies <b>Learning Outcome: How to manage/plan my time to succeed in college.</b>	Read chapters 7 and 8. Complete exercise 8.8
9/26/16	Overview of classroom success strategies: review Note Taking and SQR strategies <b>Learning Outcome: Understand best practices in note taking and reading text.</b>	Read Chapter 11. Complete Pathway and Advisor Form – Due 9/28.  Take notes in another class. Be prepared to show notes in class on 9/28.
9/28/16	Overview of job search <b>Learning Outcome: How to prepare for a job/career search.</b>	Read Chapter 12. Draft a resume and cover letter. Bring to class to share/discuss.
10/3/16	Best practices in resumes and cover letters. Mock Interviews. <b>Learning Outcome: How to create and update resumes and cover letters.</b>	Finish your resume and cover letter. Turn in final version on 10/5. Finish chapter 4, complete exercise 4.7
10/5/16	Time is Money. Discussion on budgeting. <b>Learning Outcome: How to use SALT tools and understand importance of creating budgets.</b>	Register for a SALT account (directions on syllabus). Complete a SALT Assignment on MY Money. Continue research for final project.
10/10/16	No Class – Columbus Day	Work on final project. Read chapter 6. Do exercise 6.3
10/12/16	Online courses and strategies. <b>Learning Outcome: What are online courses and how to succeed in them.</b>	Finish career presentation; Create Linked In profile for extra credit (see syllabus)
10/17/16	Presentations. <b>Learning Outcome: How to articulate my career choice.</b>	Schedule meeting with advisor to finalize course selections for Spring Term.
10/19/16	Last Class – Any outstanding Assignments Due Presentations continued	Complete Course Evaluations