

Fall 2016



South Portland, Maine 04106

Title: Career Exploration: You Can Get There from Here Catalog Number: FIGS-100-14

Credit Hours: 1

Total Contact Hours: 15

Lecture (or Lab): Lecture

Instructor: Tom Nickerson

Course Hours/Location: Friday - 9:00AM to 10:50AM – Marine Science Center Rm 111

Contact Information: 207-741-5691; tnickerson@smcme.edu

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

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.**

Student Evaluation and Grading	Points
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
Total	100

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.

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

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 "Using Career Beam" link under "quick links"

Register for a new account using SMCCME email address

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
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

CLASS DATE	CLASS TOPICS	ASSIGNMENTS All assignments are due at the beginning of the next class
9/2/16	<p>Introductions, Goals of course and syllabus overview; discussion on finding success in college.</p> <p>Begin discussion on goal setting. Smart Goals exercise.</p> <p>Learning Outcomes: How to use a syllabus and prepare for a course. The difference between a dream and goal; How to set goals and action steps</p>	<p>Purchase text; read Chapter 1 and 2; complete exercises 1.3 and 2.2. Finish Smart Goals Worksheet.</p> <p>Start Pathway and Advisor Forms – Due 10/7.</p> <p>College closed on Labor Day. Think about Add/Drop. 100% Add/Drop period ends Tuesday 9/6 at 5PM</p>
9/9/16	<p>Chapter 2 Quiz. Review goal setting and action planning. Discuss Career and Education Pathways and role of Advisor (hand out) Review college success strategies Introduce final project</p> <p>Learning Outcomes: How to set goals and action steps; How to effectively engage an Advisor. Understand challenges of being in college.</p>	<p>Take Jung Typology test (directions on syllabus), print results and place in binder.</p> <p>Read Chapter 3 and Chapter 6</p> <p>Register for Career Beam (directions on syllabus); Complete career exploration exercise, print results and place in binder.</p> <p>Plan research for final project, due 10/21/16</p>
9/16/16	<p>Discussion on Jung Typology and personality preferences and relationship to careers.</p> <p>Review Online Course strategies</p> <p>Learning Outcome: Understand Jung Typology and what it means for me.</p>	<p>Write a two page reflection on Jung Typology. Due 9/23.</p> <p>Read Chapter 4 to page 109, do exercise 4.6.</p>
9/23/16	<p>Discussion on Time Management – Complete 168 Hour exercise Review portal resources</p> <p>Learning Outcome: How to manage/plan my time to succeed in college.</p>	<p>Write Time Management Reflection Due 9/30</p> <p>Read chapters 7 and 8. Complete exercise 8.8</p>

9/30/16	<p>Overview of classroom success strategies: review Note Taking and SQR strategies</p> <p>Introduce Resume/Cover Letter project</p> <p>Learning Outcome: Understand best practices in note taking and reading text. How to prepare for a job/career search</p>	<p>Read Chapter 11 and 12. Complete Pathway and Advisor Forms – Due 10/7.</p> <p>Take notes in another class. Be prepared to show notes in class on 10/7.</p> <p>Draft a resume and cover letter. Bring to class to share/discuss.</p> <p>Schedule meeting with advisor to finalize course selections for Spring Term.</p>
10/7/16	<p>Best practices in resumes and cover letters. Mock Interviews.</p> <p>Learning Outcome: How to create and update resumes and cover letters.</p>	<p>Finish your resume and cover letter. Turn in final version on 10/14. Finish chapter 4, complete exercise 4.7</p> <p>Register for a SALT account (directions on syllabus). Complete a SALT Assignment on MY Money. Begin research for final project.</p>
10/14/16	<p>Time is Money. Discussion on budgeting.</p> <p>Learning Outcome: How to use SALT tools and understand importance of creating budgets.</p>	<p>Finish final project.</p>
10/21/16	<p>Last Class – Any outstanding Assignments Due</p> <p><u>Final Presentations</u></p> <p>Learning Outcome: How to articulate my career choice.</p>	<p>Complete Course Evaluations.</p>