



Student Success Syllabus

Title: **Student Success**

Catalog Number: **FIGS 100 18**

Credit Hours: **1**

Total Contact Hours: **15**

Location: **Online Brightspace/Asynchronous**

Course dates: **Mon (M) 8/30-Sat (S) 10/23**

Office Hours/Optional Group Work Time:

Instructor: **Jess Gagne**

R 4:00-5:00p via Zoom or by appointment

Contact Information: jgagne@smccme.edu

Course Description

This one-credit course is designed to enhance students' engagement, personal growth, and success at Southern Maine Community College and beyond. Topics covered will include college success skills, college resources, goal setting, career research, and more. Students in the course will make connections with their instructor, their advisor and classmates, and explore who they are as individuals and as future professionals.

Course Objectives

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

1. Apply effective time-management strategies
2. Demonstrate understanding of online resources available through MySMCC
3. Create an academic plan; develop and articulate achievable goals
4. Articulate a plan for self-care and awareness, including such practices as mindfulness, grit and resilience, learning styles and others
5. Demonstrate practical knowledge of money management and use of financial-literacy tools
6. Explore career tools and plan for an informational interview
7. Apply the SMART goal method to articulate a goal for the rest of the semester

Topical Outline of Instruction (*directly connected to course objectives*)

1. Introductions and Time Management
2. MySMCC, Academic Resources and Strategies
3. Academic Planning, Advising, Communication
4. Mindset, Self-care, Self-Awareness
5. Career Exploration and Resources
6. SMCC Connections and Experiences
7. Financial Literacy and iGrad
8. Goal Setting and Reflections

Course Requirements

Each week consists of short readings and videos and corresponding "To Do's." I call them "To Do's" so not to be confused with the "Assignments" tab in Brightspace. **You may miss some To Do's if you only go through the Assignments tab.** This is a quirk of Brightspace. ALWAYS go under *Content > Week Module > To Dos*. The weekly summary (text and short video) will give details each week as well.

Many of the To Dos will not open until you complete the readings/videos for the week.

While there are no live Zoom meetings, the course is **not** self-paced. Engagement throughout each week and completion of work is necessary to pass the class (and be successful in all your other classes).

There will be weekly optional Zoom office hours/group work time. It will be posted under the Communications tab and in the course calendar.

Student Expectations

1. Completion of the Student Brightspace Orientation before the semester begins to be ready to go
2. Communication is key to student success. If you have a question, are facing a challenge, etc. be proactive and reach out as soon as possible.
3. The instructor will only use (and reply to) your SMCC email address so check it daily.
4. Every student has a voice to be heard and respected. Thoughtful, respectful interactions are a must.
5. All students should be aware of and follow the Student Code of Conduct which is in the SMCC Compass.
6. Confidentiality is key in our work and studies.

Text, Tools and / or Supplies

While some of the readings, videos, and assignments can be completed on the small screen of a phone, it will be challenging for others. Access to a computer bigger than a phone will be helpful to you in all of your courses. There are no course textbooks.

Attendance Policy

While there are no live Zoom meetings to "attend," the course is **not** self-paced. You must login and engage multiple times **each week** and complete work to pass the class. Multiple engagements a week = success.

- First week: You must *login* and *engage* in the course in the first week to avoid a NS (no show) grade
- If you do not login for two consecutive weeks, an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date.

FYI: Brightspace allows instructors to see how much time you are spending on each item (really!)

Student Evaluation and Grading

With the exception of Week 1 and Week 8 (the last week), students will have more than a week to complete each module. Week 2-7 will open early on the Friday before. 11:59p is the deadline on each due date.

Most of the To Dos for the class *are unavailable until you **complete** the related readings/videos*. This is by design; I post readings/videos that will be helpful to you in your time at SMCC (and in completing the To Dos for the week).

Discussions **require an initial posting mid-week** to give you and your classmates time to respond to one another before the full week closes. Not only will you be unable to fully complete the discussion board for the week but you'll be limiting the ability of your classmates to do so as well.

Late Policy:

Late discussions will not be accepted. Discussions are group activities so you must meet both the mid-week and end of week deadlines for both your success and your classmates. Individual To Dos will be accepted up to one (1) week late with a penalty of one (-1) letter grade. After a week, late work will not be accepted. *Late work cannot be accepted after the course closes on Sa 10/23.

Discussions	7	35%	<i>If any individual grade item is removed for the class by the instructor, the overall category % will remain the same.</i>
Assignments	12	45%	
Individual Reflections	8	20%	

You'll find the full schedule of To Do's and due dates on the next page.

WEEK/MODULE 1: Introductions & Time Management

Monday 8/30 - Monday 9/6

DUE DATE	TO DO	TYPE
Fri 9/3 Mon 9/6	Introductions & "Insert Stuff"	Discussion Board Post Discussion Board Responses (2)
Mon 9/6	Time Management Google Calendar	Assignment Submission
Mon 9/6	Weekly Victory	Individual Reflection

WEEK/MODULE 2: MySMCC & Academic Strategies

Friday 9/3 - Sunday 9/12

Thu 9/9 Sun 9/12	Academic Resource/Strategies	Discussion Board Post Discussion Board Responses (2)
Sun 9/12	Where on MySMCC is?	Assignment Submission
Sun 9/12	Weekly Victory	Individual Reflection

WEEK/MODULE 3: Advising, Communication, Your Plan to Finish

Friday 9/10 – Sunday 9/19

Thu 9/16 Sun 9/19	How Are Things Going?	Discussion Board Discussion Board Responses (2)
Sun 9/19	Faculty Advisor Connection	Email Submission Assignment
Sun 9/19	My Time to Finish	Assignment Submission
Sun 9/19	Weekly Victory	Individual Reflection

WEEK/MODULE 4: Mindset, Self-Care, and Awareness

Friday 9/17 - Sunday 9/26

Thu 9/23 Sun 9/26	Music That Moves Me	Discussion Board Discussion Board Responses (2)
Sun 9/26	Mindset Strategy	Assignment Submission
Sun 9/26	SMCC Faculty/Staff interview ideas	Assignment Submission
Sun 9/26	Weekly Victory	Individual Reflection

WEEK/MODULE 5: Career Explorations & Resources

Friday 9/24- Sunday 10/3

Thu 9/30 Sun 10/3	Informational Interview Ideas	Discussion Board Discussion Board Responses (2)
Sun 10/3	What's My Holland Code?	Assignment Submission
Sun 10/3	Soft Skills Reflection	Assignment Submission
Sun 10/3	Weekly Victory	Individual Reflection

WEEK/MODULE 6: Financial Literacy

Friday 10/1 – Sunday 10/10

Thu 10/14 Sun 10/17	Career Salaries	Discussion Board Discussion Board Responses (2)
Sun 10/17	iGrad Account	Assignment Submission
Sun 10/17	Personal Budget	Assignment Submission
Sun 10/17	Weekly Victory	Individual Reflection

WEEK/MODULE 7: SMCC Connections & Transfer

Friday 10/8 – Sunday 10/17

Thu 10/7 Sun 10/10	SMCC Involvement/Events	Discussion Board Discussion Board Responses (2)
Sun 10/10	Faculty or Staff College Connection	Assignment Submission
Sun 10/10	Weekly Victory	Individual Reflection

WEEK/MODULE 8: Goal Setting & What I've Learned

Friday 10/15 - SATURDAY 10/23 *SHORTER WEEK*

Sat 10/23	SMART Goal	Assignment Submission
Sat 10/23	What I've Learned Reflection	Individual Reflection

SMCC Grading

Grade		GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
F	0-62	0.00
AF	Failure to continue attending class	0.00
W	Withdrawal from course	None
NS	Failure to appear for any part of the course	None

You can find more on all kinds of college policies in the official College Catalog which lives on MySMCC:

https://my.smccme.edu/ICS/College_Catalog.jnz

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 p.m. following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA 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 Disability Services. Further information about services for students with disabilities and the accommodation process is available upon request. Course policies about online testing are modified to suit each individual's accommodations.

<https://www.smccme.edu/academics/resources/disability/>

The Learning Commons:

The library, tutoring and writing center, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast LL Bean Learning Commons and Health Science Center) will continue to be fully available online during the semester.

They provide academic support through individually scheduled and drop in online tutoring to all SMCC students. You can also find information literacy/research librarians and professional academic strategy/planning mentoring. They can also help you set up Zoom classrooms for small group study. *To access services:* Visit My Learning in My Maine Guide or Select the "tutoring needed" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

<https://smccme.libguides.com/learningcommons>

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, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

The withdrawal deadline for this course is during week 6.

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 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