



Student Success: FIGS 100 W1 Syllabus

Course Information

Credit hours = 1

Total Contact Hours = 15

Location: Online Brightspace/Asynchronous

Instructor: **Jess Gagne**

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Course dates: **Tue (T) 1/18-Sat (S) 3/12**

Office Hours: **Thu (R) 4:00-5:00p** via Zoom or by appointment

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

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 > Readings / To Dos.** The weekly summary (text and short video) will give details each week as well.

NOTE: Some 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. Review this syllabus and the Welcome/Start Here sections thoroughly. Most likely your question is answered in one or both spots.
3. 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.
4. The instructor will only use (and reply to) your SMCC email address so check it daily.
5. Every student has a voice to be heard and respected. Thoughtful, respectful interactions are a must.
6. All students should be aware of and follow the Student Code of Conduct which is in the SMCC Compass.
7. Confidentiality is key in our work and studies.

Text, Tools and / or Supplies

ACCESS: While some of the readings, videos, and to do's 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.

SOFTWARE: If you do not have Microsoft Office (Word, Excel, etc), be sure to learn how to access them for use in this course (and your others) under Welcome/Start Here > Free Software. Some file formats are not readable by all computers (like .pages or .heic). More often than not, you'll need to upload a .DOC or .DOCX or .PDF.

TEXTBOOKS: 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. You cannot pass this course with minimal effort. That said, it's not a hard class but you do have to do the work.

- First week: You must *login* and *engage* in the course in the first week to avoid a NS (no show) grade
- Ongoing: 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

PACING: 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. *Initial discussion board posts are due earlier in the week!*

OPEN vs RESTRICTED TO DOs: Some 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 at SMCC and in completing the To Dos for the week.

DISCUSSION BOARDS: **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.

Breakdown of To Dos:

Type of To Do:	# of them	% of your grade
Discussions (two-part)	7	35%
Assignments	12	45%
Victories	8	20%

If any individual grade item is deleted by the instructor, the overall category % will remain the same.

Late Policy:

DISCUSSIONS: 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.

OTHER TO DOs: Individual To Dos will be accepted up to one (1) week late (except the last week's To Dos) 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 Saturday 3/12.

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

Detailed Course Schedule

Week/Module 1: Introductions & Time Management	Tue 1/18 – Tue 1/25
Week/Module 2: MySMCC & Academic Strategies	Fri 1/21 – Sun 1/30
Week/Module 3: Advising, Communication, Your Plan to Finish	Fri 1/28 – Sun 2/6
Week/Module 4: Mindset, Self-Care, and Awareness	Fri 2/4 – Sun 2/13
Week/Module 5: Career Explorations & Resources	Fri 2/11 – Sun 2/20
Week/Module 6: Financial Literacy	Fri 2/18 – Sun 2/27
Week/Module 7: SMCC Connections & Transfer	Fri 2/25 – Sun 3/6
Week/Module 8: Goal Setting & What I've Learned	Fri 3/4 – SAT 3/12

In addition to the weekly readings and videos, you have the following graded “To Dos”:

*** = restricted.** Student must complete some or all of the readings/videos for To Do to open.

WEEK	DUE DATE	TO DO	TYPE
1	Sat 1/21	“Insert Stuff” tool and Introductions	Discussion Board initial post
	Tue 1/25	(continued)	Discussion Board responses to others (min of 2)
	Tue 1/25	*Your SMCC Google Calendar	*Assignment File submission
	Tue 1/25	Weekly Victory	Weekly Victory text submission
2	Thu 1/27	Academic Resource/Strategies	Discussion Board initial post
	Sun 1/30	(continued)	Discussion Board responses to others (min of 2)
	Sun 1/30	*Where on MySMCC Is?	*Assignment File submission
	Sun 1/30	Weekly Victory	Weekly Victory text submission
3	Thu 2/3	How are you doing?	Discussion Board initial post
	Sun 2/6	(continued)	Discussion Board responses to others (min of 2)
	Sun 2/6	*Faculty Advisor email	*Assignment Email submission
	Sun 2/6	*My Time to Finish	*Assignment File submission
Sun 2/6	Weekly Victory	Weekly Victory text submission	
4	Thu 2/10	Music That Moves Me	Discussion Board initial post
	Sun 2/13	(continued)	Discussion Board responses to others (min of 2)
	Sun 2/13	*Mindset Strategy in Action	*Assignment File or Video submission
	Sun 2/13	SMCC Faculty/Staff interview idea	Assignment File or Text submission
Sun 2/13	Weekly Victory	Weekly Victory text submission	
5	Thu 2/17	Informational Interview Idea(s)	Discussion Board initial post
	Sun 2/20	(continued)	Discussion Board responses to others (min of 2)
	Sun 2/20	*What’s My Holland Code?	*Assignment File submission
	Sun 2/20	*Soft Skills Reflections	*Assignment File or Text submission
Sun 2/20	Weekly Victory	Weekly Victory text submission	
6	Thu 2/24	Career Salaries	Discussion Board initial post
	Sun 2/27	(continued)	Discussion Board responses to others (min of 2)
	Sun 2/27	iGrad Account	Assignment File submission
	Sun 2/27	*Personal Monthly Budget	*Assignment File submission
Sun 2/27	Weekly Victory	Weekly Victory text submission	
7	Thu 3/3	SMCC Involvement/Events	Discussion Board initial post
	Sun 3/6	(continued)	Discussion Board responses to others (min of 2)
	Sun 3/6	Faculty/Staff College Connection	Assignment File, Text, or Video submission
	Sun 3/6	Weekly Victory	Weekly Victory text submission
8	SAT 3/12	*SMART Goal	*Assignment File submission
	SAT 3/12	What I’ve Learned Reflection	Text submission

SMCC Grading

Letter	Number	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.