SOUTHERN
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COMMUNITY
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South Portland, ME 04106

FIGS Fall 2019 | MW 4:00-4:50p

Title: Student Success (FIG) Freshman Interest Group

Credit Hours: 1.0

Lecture (or Lab): Lecture

Course Location: Hague 107

Jess' Office Hours – Location: Hague 126
Most MW 5:00-6:00p and upon request

Catalog Number: FIGS 100 12

Total Contact Hours: 15

Instructor: Jess Gagne

Contact Information:

Email is best: jgagne@smccme.edu
I will do my best to respond within 24 hours

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 FIG will focus on the skills related to being a successful college student. Students will explore: study strategies, learning styles, personality types, academic goals and career possibilities, personal mindset, as well as strengths and areas for growth. *Prerequisite(s): none. Corequisite(s): none.*

Course Objectives

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

- Find college resources on MySMCC and on campus
- Learn and understand helpful strategies for academic success
- Demonstrate and apply effective study and time management skills
- Understand the growth mindset and utilize new/strengthened resilience strategies
- Prepare a personal budget and demonstrate practical knowledge of money management
- Utilize college, state, and federal academic and career explorations sites and tools
- Create a resume and reference page
- Apply decision making strategies to academic, career, and personal choices
- Name at least two people they are connected to at SMCC

Overview of the Course

The course will consist of fourteen (14) 50-minute classes over eight weeks.
Please note: after the class needs assessment in the first week and any change in the availability of guest speakers, the order of these topics may be changed. If it is, you will be provided with an updated syllabus.

Week 1: Getting to know you, each other, and start getting to know SMCC
Assessing Needs; College Resources; Time Management
Week 2: Where do you want to go?
Goal Setting; Degree/Certificate Planning
Week 3: How will you get there?
Notetaking, Textbook Reading, and other class strategies; What is informational interviewing?
Week 4: Mindset and Managing Stress
Growth Mindset; Grit; Mindfulness; Stress Relievers; Motivators

Week 5: Getting to Know Yourself Vocationally and How SMCC Can Help
Internships; Professionalism; Interests, Strengths, and Motivations related to Career Themes
Week 6: Career and Transfer Planning Starts Now
Resumes; Career & Transfer Planning In Your First Year
Week 7: How to Afford for it All
Student Debt; Return on Investment; Personal Finance
Week 8: What You've Learned
Final Project & Presentations

Course Requirements

For successful completion of this course, students must:
1. **Participate thoughtfully in 80% or more of course activities and discussions**
   a. Because we have only 14 class meetings, this means you can only miss 2 ½ classes. Late arrival is considered half an absence. If you start class after the first week (add/drop period), you must attend all the remaining classes. We do not have "excused absences."
2. **Complete FIG assignments on time and in the correct form of submission.** *If you miss a class, the assignments are still due. Late work is not accepted.*
3. **Final Project and Presentation**

Text, Tools and / or Supplies

There is no required textbook for this course; however, it is highly recommended that you purchase a three-ring binder for this class, as well as any other classes you are taking this semester. Binders are a relatively inexpensive way to keep track of class notes and handouts. This class will use Blackboard.

Attendance Policy

You must attend 80% or more of class meetings. Because we have only 14 class meetings, this means you can only miss 2 ½ classes. Late arrival is considered half an absence. If you start class after the first week (add/drop period), you must attend all the remaining classes. We do not have "excused absences."

Attendance at less than 80% of class meetings will result in failure for the course and repeating it next semester. This is a college-wide policy and, without proper documentation,exceptions cannot be made. Attendance in this course counts for 28% of your grade and is key to your success in the class and college.

Students are expected to contact the instructor if they will be late or absent of any reason BEFORE the class that will be impacted.

If class is cancelled due to instructor illness or family emergency, notification will be posted on the SMCC Course Cancelation portal (Home tab of MySMCC) and a class email will be sent to your SMCC email address. I will also email instructions for scheduled homework as the class continues. It is the student's responsibility to check the MySMCC portal and email daily.

Classroom Etiquette and Expectations

Beyond what is found in the Student Code of Conduct in the SMCC Compass:
- Every student has a voice and this is an environment to feel heard and respected
- Any behavior that disrupts the learning of others in unacceptable. If you are asked to leave the class, you will receive a zero for the day.
- Confidentiality and respect is crucial in our work and studies. If you're unsure, ask me.
- Communication is one of the keys to all student's success in their educational journey. Building relationships between instructor, advisors, and classmates is important.
- Cell phones and texting are not allowed in class. All phones must be turned to vibrate or off before class begins. Students found texting or using phones may be asked to leave class and a zero for the day. If you are experiencing extenuating circumstances, please speak to the instructor before class.

- Laptops use should only be for notetaking purposes. Students found using their laptop for other purposes will be asked to leave class.
- All communication about the course and assignments outside of class will be via the student's SMCC email.

Student Evaluation and Grading

Due dates for all assignments are clearly laid out in the attached course schedule below. <u>Late work will not be accepted</u>, as we move on quickly to cover our student success learning objectives. All assignments in this course will be graded based on effort and completion. If you attend every class and complete every assignment in a way which demonstrates time and effort, you will earn an A in this course. Do not let a technical issue to cause you to miss a deadline. Start with enough time to manage an issue if one arises. This is not an English class, but I do expect your best effort at spelling, sentence structure, and grammar.

<u>Homework assignments will be submitted **by 2:00 pm BEFORE class** on the due date listed unless otherwise indicated</u>. The majority of homework assignments will be submitted electronically (Blackboard, in class, or email, depending on assignment. Be careful to be sure you are submitting via the correct method). Those that are not submitted electronically will be due at the <u>beginning</u> of class.

	Maximum Points	Earned Points
Attendance 14 classes	28	
Victory Entries 13	13	
Getting to Know You Survey	2	
Resources Selfies and Summaries	3	
Email Faculty Advisor	2	
My Week Two Time Map/Plan	3	
SMART Goals	3	
Your Time to Finish	3	
Notetaking	4	
Final Project Proposal + 10 questions	3	
Growth or Mindfulness Practice Experience	2	
Music that Moves You	2	
Student Panel Takeaway and Success Share	2	
Real World Experience Exploration	3	
What are my patterns?	3	
Faculty or Staff Interview	3	
Draft Resume and Professional Email	5	
Personal Budget	3	
Education/Career ROI	3	
Final Project (5 presentation, 5 submission)	10	
TOTAL	100	_____

You can keep track on the grid above. I will also keep grades in Blackboard.

Administrative Failures (AF)
An Administrative Failure (a final grade of AF) identifies students who have stopped attending class and who have had no contact with the faculty member for a period in excess of one week. A student may be administratively failed after missing one more consecutive class meeting than the number of class meetings per week (4 for a class that meets three times a week, three for a class that meets twice a week, two for a class that meets once a week). A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. At their discretion, faculty may reinstate students who resume attending after the grade has been assigned.

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 207-741-5923. 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.

The Learning Commons:
The library, tutoring and writing centers, and open study space are located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center. Here you can find free academic support through individual and online tutoring, information literacy/research librarians, and professional academic strategy/planning mentoring. There are many desktop and laptop computers as well as printers, reserve textbooks, and other academic tools available for use within the Learning Commons. Services are offered by appointment or as drop-in assistance. To access services, visit My Learning in My Maine Guide. Students consistently report that the Learning Commons is an inviting and friendly place to seek academic support or study. Those who make use of the Learning Commons regularly have been shown to be more likely to succeed—take advantage of this exceptional resource for this, or any of your classes.

SMCC Pay-for-Print Policy
Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. 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). 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 e-mail to helpdesk@smccme.edu.
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.

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 prorated 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 email accounts.

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.

Detailed Schedule & Assignments
Further details and instructions will be given in class. *Refer to the Student Evaluation and Grading section above for grading details.*

WEEK 1	Getting to know you, you getting to know me, start getting to know SMCC
M 8/26	Welcome; Overview of the Course; How College is Different than High School ASSIGNMENTS (due W 8/28): 1. Victory Entry. *Blackboard (only I see these)* 2. Getting to Know You Survey. *Google Form Survey online (only I see it)*
W 8/28	**We will be meeting in ROSS TECH 204.** Day 3 Check-In; SMCC Resources ASSIGNMENTS: (due M 9/2) 1. Selfies in front of at least three resources covered in class. Describe how you could find each helpful. *Email submission* 2. Victory Entry. *Blackboard submission* 3. Email your Faculty Advisor. *Email submission (you will copy me on your email)* 4. My Week 2. *Student's choice of method: paper or email*
WEEK 2	Where do you want to go?
M 9/2	*HOLIDAY - SMCC Closed, no class*
W 9/4	Syllabus Update (if needed); SMART Goal Setting; Degree/Certificate Planning ASSIGNMENTS: (due M 9/9) 1. Three (3) goals for the semester in SMART format (1 academic, 1 career, 1 personal). *Blackboard submission* 2. Your Time To Your Finish. *Student choice: email or paper submission* 3. Victory Entry. *Blackboard submission*

WEEK 3	How Will You Get There?
M 9/9	GUEST SPEAKER! SMCC Learning Commons Strategies on Notetaking, Test Taking, Textbook Reading ASSIGNMENTS: (due W 9/11) 1. Example of notes from a class before today. *Email submission* 2. Example of notes using a new method learned today. *Email submission* 3. Victory Entry. *Blackboard submission*
W 9/11	What is informational interviewing? Do's and Don'ts. ASSIGNMENTS: (due M 9/16) 1. Submit proposal for info interview and why along with 10 questions you plan to ask your interviewee. *Email submission* 2. Victory Entry. *Blackboard submission*
WEEK 4	Mindset and Managing Stress
M 9/16	GUEST SPEAKER! Growth Mindset, Grit, Mindfulness. Kirsten Beverly-Waters. Adventurer and Founder of Aiiro: Breathe, Seek, Explore. https://aiirowellness.com/ ASSIGNMENTS: (due W 9/18) 1. Tryout at least one growth or mindfulness practice and document your experience. At least three (3) paragraphs. *Email as Word or PDF attachment* 2. Victory entry. *Blackboard submission*
W 9/18	STUDENT PANEL: Motivators, Stress Relievers, Personal Habits of Success ASSIGNMENTS: (due M 9/23) 1. Music that Moves You. Submit 2 songs: 1 that motivates you, 1 that helps you relax. *Blackboard Discussion Board submissions (others can see your posts)* 2. What was your most important takeaway from the panel? *Email submission* 3. Victory entry. *Blackboard submission*
WEEK 5	Getting to Know Yourself Vocationally and How SMCC Can Help
M 9/23	GUEST SPEAKER! Margaret Brownlee, SMCC Director of Career Services SMCC Internships; What is Professionalism? ASSIGNMENTS: (due W 9/25) 1. Internship Brainstorm and Research. *Email submission* 2. Victory entry. *Blackboard submission*
W 9/25	Holland Code and the connection to academics and careers ASSIGNMENTS: (due M 9/30) 1. What are my patterns? *Email* 2. Victory entry. *Blackboard submission*
WEEK 6	Career and Transfer Planning Starts Now
M 9/30	Career and Transfer Planning In Your First Year ASSIGNMENTS: (due W 10/2) 1. Interview a SMCC faculty or staff member about a college they've attended and

	what their experience was like (I don't count). At least three (3) paragraphs. *Email submission* 2. Victory entry. *Blackboard submission*

W 10/2	Resume Workshop
	
	ASSIGNMENTS: (due M 10/7)
	    1. Draft resume. *Professional Email <u>and</u> Word or PDF attachment*
	    2. Victory entry. *Blackboard submission*

WEEK 7	**How to Afford it All**

M 10/7	GUEST SPEAKER! Personal budgets, understanding credit, compound savings
	
	ASSIGNMENTS: (due W 10/9)
	    1. Where does your money go? *Email submission*
	    2. Victory entry. *Blackboard submission*

W 10/8	GUEST SPEAKER! Aligning education costs with career choices; Student Debt
	
	ASSIGNMENTS: (due - various, see below)
	    1. Your education + possible career = can you afford your student loans? *Email submission* **DUE M 10/14**
	    2. Victory entry. *Blackboard submission* DUE W 10/16
	    3. Submit summary of your informational interview. *Email submission* DUE W 10/16
	    4. FINAL PRESENTATION is a week from today!

WEEK 8	**What You've Learned**
M 10/14	*Indigenous People's Day. SMCC Closed, no class.*
W 10/16	Final Project Presentations and last class. *Don't forget to do a course evaluation. I appreciate and will learn from your feedback.*