



Title: You Can Get There from Here- Career
Credit Hours: 1.00
Lecture (or Lab): Lecture
Office Hours – 8:00am-5:00pm (M-F)

Catalog Number: FIGS 100
Total Contact Hours: 15
Instructor: Margaret Brownlee
Office Phone: (207) 741-5994
Email: mbrownlee@smccme.edu

Course Description

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal-setting, career exploration, and financial literacy. 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? What is my life purpose? We will use a variety of personality and career assessments in order to explore your interests and learn how to match your personal needs and expectations with a satisfying career.

Course Objectives

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

1. Develop and articulate achievable academic and career goals
2. Explore career and academic opportunities using a variety of tools
3. Utilize academic and career decision making tools to assist in creating a career
4. Articulate an understanding that personality type and values influence career choice
5. Apply decision making strategies to academic, personal, and career choices
6. Create a resume, cover letter, and Career Beam profile
7. Successfully navigate the MyMaine Guide on the MySMCC website
8. Describe and apply effective study skills, test taking, and time management strategies

Course Requirements

Successful completion of this course requires 80% or more of class meetings. This is important! You must also take notes, complete the pre-test and post-test, take career assessments, submit assignments on-time, create a resume, and write a final career research paper.

Attendance

You must attend 80% or more of class meetings, failure to meet this requirement will result in significant consequences. This will include failing the class and having to repeat it.

Homework Assignments:

Assignments must be emailed to <mbrownlee@smccME.edu> on the exact due date.

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 Cost- 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. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents. The reverse sides of duplex (double-sided) documents are free. There is a \$.50 per page fee for standard 8.5" by 11" color documents. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color. 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. 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. 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. If you have questions, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.

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, has a pro-rated add/drop period. There’s 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 it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

Student Evaluation and Grading

Attendance & Class Participation	30	Attendance is key!!!
Course Pre-Test	5	Due - Aug. 27th
Blackboard WISH certificate	20	Due - Oct. 8th
First Draft - Resume	20	Due - Oct. 3rd
Career Research Paper	20	Due - Oct. 29th
Post-Test	5	Attendance is key!!!

Monday- Aug. 27th	<p> Introductions Syllabus review Ground rules 168-Hours Foundation Scholarship </p>
Monday- Sept. 3rd	NO CLASS// Resume Due
Monday- Sept. 10th	<p> My Maine Guide BlackBoard Review CareerBeam Registration </p>
Monday- Sept. 17th	<p> Career Assessments Holland Code 16-Personalities Mindset & Grit </p>
Monday- Sept. 24th	<p> Values Assessment & SMART Goals Degree Planning & Choosing a major Getting Started & Asking for Help JMG & TRIO student panel (TBA) Mid-Term Project- Portfolio project (TBA) </p>
Monday- Oct. 1st	<p> Student Success Tips, Programs and Road Map Start with the “lost at sea” team activity Go thru Essential Skills for College Students Discuss the Blackboard WISH - Workshop Time Management, Note Taking, SQ3R & Test Learning Commons/ Writing Center (Anna Medina) </p>
Monday- Oct. 8th	NO CLASS// Blackboard WISH due
Monday- Oct. 15th	<p> Financial Literacy & Money Management Personal Budgeting FAFSA/ student loans/ SALT Scholarships Guest Speaker (Maria McDougal) </p>
Monday- Oct. 22nd	<p> Career Planning Tips Job search, cover letters, resumes, interview, networking Professional email ettiquette Final Project Overview- Handout Sheet </p>
Monday- Oct. 29th	<p> Final Project - One page research paper 5-minute Presentation today!!! Course Evaluation & Post Test </p>

