



Title: Student Success FIG 100

Instructor: Danielle Despins

Academic Term: Fall 2015

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Total Credit Hours: 1

P2G Advisor: Erik Ryder

Email Responses Time: Email will be responded to within 2 business days

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Course Description:

This course introduces students to the college environment and provides opportunities to strengthen the academic skills necessary for success at the college level. Students will explore the learning process, learning styles, and student development theory. The final segment of the course will help students begin the process of career understanding and exploration, as well as equip them with the skills and resources necessary to begin a fruitful career search.

Course Objectives:

Upon Successful completion of this course a student will be able to:

- Identify their learning style and its impact on learning
- Describe and apply effective study skills, test taking, and time management strategies
- Demonstrate basic library research skills
- Articulate a better understanding of themselves as a learner and decision maker
- Discuss personality type and implications on career choice and satisfaction
- Explore career and academic opportunities using a variety of tools
- Articulate an understanding of decision making strategies and goal making

Textbook, Tools and/or Supplies:

- SMCC Compass Day Planner
- Textbook: Southern Maine Community College: Focus on Success, 3rd Edition
- 1" Three Ring Binder, loose leaf paper and dividers (recommended)

Attendance & Participation:

Attendance and participation in class are **mandatory**. If you need to miss class due to illness or another extenuating circumstance, you must contact the instructor **prior to class**. It will be your responsibility to get in-class notes and makeup work missed. You will be allotted **two EXCUSED absences only**. If you are absent for more than two classes, you may receive an administrative failure for the course.

Late assignments:

Late assignments will not be accepted. It is your responsibility to assure deadlines are met. Whenever an absence is unavoidable, it is still the student's responsibility to find out about and complete all assignments while absent. If you are absent on the day an assignment is given, you are required to turn in that assignment on time. If you are absent the day an assignment is due, you must turn in that assignment the very next day that you attend class.

Classroom decorum:

Students are expected to show up on time and be prepared to participate. All cell phones, pagers, laptops, etc. are to be set on silent or turned off. Classroom discussion and group work are an important part of this class, therefore you are expected to practice respectful listening and participate in the exchange of ideas and opinions. All assignments should be turned in on the date they are due and at the beginning of class or end; NOT during a lecture or classroom activity.

End-of-Course Evaluation

In order to gain access to final course grades, students **must** 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 two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5923. 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. There will be some documentation for your teachers that must be supplied before accommodations can be given. Further information about services for students with disabilities and the accommodation process is available upon request at this number.

SMCC Pay-for-Print Policy

Students can print 100 pages per semester for free. If you print over 100 pages, you will be charged 10 cents per page to your Beacon Bucks account. Left-over pages will roll over to the following semester but will zero out at the end of the academic year. A pilot project tracking public printing has shown that this amount of free printing meets the needs of the vast majority of students. The College's pay-for-print system monitors printing on all public printers (i.e., those in general access labs, library

printers, the LAC, and technology labs). Each time you log in to the system, the print station displays the remaining print quota. Once the printing quota has been exceeded, users will be charged \$0.10 per page on their Beacon Bucks accounts. Color printouts will be charged at 11-page units. This means each color printout will count as 11 pages toward the quota and cost \$1.10. Students can add money to their cards using a credit card online.

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 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.

Course Lesson Plan and Assignments

Week 1			
Date	Topic	Assignments	Due Date
Fri, 9/4	Getting the Right Start: Survival Tips and Self-Advocacy	Apply It Activity #1: My SMCC Portal and Pre-Test, complete portal worksheet Suggested Reading: Chapter 1 (p 1-26)	Fri, 9/11
Week 2			
Date	Topic	Assignments	Due Date
Fri, 9/11	Learning Styles and Studying	Apply It Activity #2: Reflection Suggested Reading: Chapter 3 (p 47-80)	Fri, 9/18
Week 3			
Date	Topic	Assignments	Due Date
Fri, 9/18	Building Dreams, Setting Goals, Time-Management	Apply It Activity #3: Weekly Schedule Suggested Reading: Chapter 2 (p 27-46), Chapter 4 (p 81-103)	Fri, 9/25
Week 4			
Date	Topic	Assignments	Due Date
Fri, 9/25	Choosing a College Major and Career, Resume Writing/Cover letters	Apply It Activity #4: My Career Center Profile Homework: Resume Rough Draft + three developed questions Suggested Reading: Chapter 11 (p 301-320)	Fri, 10/9
No Class Friday, 10/2		Advising Week!!!!	
Week 5			
Date	Topic	Assignments	Due Date
Fri, 10/9	Financial Management	In-Class: Guest Lecturer Apply It Activity#5: Map your budget/Salt Exploration Suggested Reading: Chapter 4 (p104-112)	Fri, 10/16
Week 6			
Date	Topics	Assignments	Due Date
Fri, 10/16	Reading, Writing and Presenting	Homework: Final Resume Revision Homework: Final Presentation Suggested Reading: Chapter 8 (p169-198)	Fri, 10/23 Fri, 10/30
Week 7			
Date	Topic	Assignments	Due Date
Fri, 10/23	Engaging Listening, Note-Taking and, Strategies for Acing Tests	Apply It Activity #6: Note Taking Suggested Reading: Chapter 7 (p169-198), Chapter 9 (p231-266)	Fri, 10/30
Week 8			
Date	Topic	Assignments	Due Date
Fri, 10/30	Final Presentations!!!!	Apply It: Complete Post Test (Can be completed anytime during final week.)	Sun, 11/1

Suggested Reading

The suggested reading expands upon key concepts addressed in class. It is recommended that you use your book as a reference tool throughout the semester.

Apply It Activities

The Apply It Activities are intended to put what we are learning into practice. Each activity will produce something tangible that will be passed in for up to five points. I will be looking at content, quality of answers and to see if all instructions were followed for each assignment. These will be graded as followed:

Rubric for Apply It Activities	
Score	Criteria For Decision
5	Assignments turned in with all required materials and all questions answered thoroughly and honestly. Directions followed accurately. Turned in on time.
3	Most of the required materials are completed timely yet they may lack in thoroughness.
0	Materials are not received

Final Grading Structure		
Assessment	Point Calculations	Total Points
Apply It #1: Portal Exploration		5
Apply It #2: Reflection		5
Apply It #3: Schedule		5
Apply It #4: My Career Profile		5
Apply It #5: Map Your Budget		5
Apply It #6: Note Taking		5
Resume and Cover Letter	15 points each totaling 30 points	30
Final Presentation		30
Pre/Post Test	5 point each totaling 10 points	10
Maximum Point Potential		100

Letter Grade	Quality Points	Numerical Grade	Letter Grade	Quality Points	Numerical Grade
A	4.00	93-100	C-	1.67	70-72
A-	3.67	90-92	D+	1.33	67-69
B+	3.33	87-89	D	1.00	63-66
B	3.00	83-86	F	0.0	63 and below
B-	2.67	80-82	I	Incomplete	N/A
C+	2.33	77-79			
C	2.00	73-76			

****Syllabus is subject to revision at the discretion of the instructor****