

Power of Positive & Creative Thinking



South Portland, Maine 04106

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| Title: Power of Positive & Creative Thinking | Catalog Number: FIGS-100 22 |
| Credit Hours: 1 | Total Contact Hours: 15 |
| Lecture (or Lab): Lecture | Faculty: Chomba Kaluba |
| Room: Preble Hall 107 | Time: Thursday, 1:00PM -2:50 PM |
| Contact Information: ckaluba@smccme.edu | Office Hours – By appointment |

Course Syllabus

Course Description

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and investigation of a topic. Power of Positive & Creative Thinking focuses on how positive attitude & creative thinking influence our goals, dreams, and help us overcome adversity, and reach for the stars. Through this course, students explore methods and short success stories of individuals who have become successful in life despite hardship.

Course Objectives

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

- Describe and apply effective study skills, test taking, and time management strategies
- Explore career and academic opportunities using a variety of tools
- Develop and articulate achievable academic goals
- Demonstrate proper note taking techniques using the Cornell method
- Apply the concept of SQ3R to reading a textbook.

- Successfully navigate the various financial, academic, and career resources in My Maine Guide
- Create a resume, cover letter, and reference page
- Apply creative, critical, and positive thinking to decision making , academic goals, and career choices
- Identify personal strength and use it to achieve personal and academic goals

TOPICAL OUTLINE OF INSTRUCTIONS & REQUIREMENTS

| Week | Thursday | Assignment |
|-----------------------|--|---|
| Week 1: Sep 03 | <ul style="list-style-type: none"> ● Introductions and course expectations (Purpose, Goals and Objectives). ● Discuss college challenges/concerns and resources. | <ul style="list-style-type: none"> ● Read Chapter# 2 (Staley) ● Complete exercise 2.2 ● Read Think Big (Carson) |
| Week 2: Sep 10 | <ul style="list-style-type: none"> ● Personal goals, beliefs, values, and strength. ● What is successful intelligence? | <ul style="list-style-type: none"> ● Read Chapter # 3 (Staley) ● Write your biography ● Watch Lost Boys of Sudan in groups |
| Week 3: Sep 17 | <ul style="list-style-type: none"> ● Managing your resources/ Time management. ● Why is time a valuable resource? ● How do successful people use time? | <ul style="list-style-type: none"> ● Read Chapter# 4 (Staley) ● Complete exercise 4.4 and 4.5 ● Read Chapter# 5 (Staley) |
| Week 4: Sep 24 | <ul style="list-style-type: none"> ● Positive, Critical, & Creative Thinking. | <ul style="list-style-type: none"> ● Read Chapter # 7, 8, & 9 (Staley) ● Complete Exercise 6. 3 |
| Week 5: Oct 01 | <ul style="list-style-type: none"> ● Learning Styles, Studying, & Multiple Intelligences | <ul style="list-style-type: none"> ● Read Chapter # 10 (Staley) ● Create list of your study strategies / tactics ● Read Nelson Mandela |

| | | Biography |
|-----------------------|--|--|
| Week 6: Oct 08 | <ul style="list-style-type: none"> • What roles do relationships play in your life? • How does diversity impact your life? | <ul style="list-style-type: none"> • Read Chapter# 11 (Staley) • Essay: Describe ways you keep yourself physically and mentally healthy (guidelines to be provided in class) |
| Week 7: Oct 15 | <ul style="list-style-type: none"> • Positive Thinking, Creative Thinking, Careers, Majors | <ul style="list-style-type: none"> • Create & revise your resume • Visit LinkedIn • Review personal goals • Visit the career & Transfer office |
| Week 8: Oct 22 | <ul style="list-style-type: none"> • Review personal goals & discuss success strategies with focus on positive and creative thinking • Student project presentations and | |

STUDENT EVALUATION & GRADING

(Students need to attend the classes, participate in class, and complete the tests and homework)

| | |
|-----------------------------------|------|
| Attendance & Active Participation | 20 % |
| Homework/ Assignments | 40 % |
| Test | 20 % |
| Individual Presentation | 10 % |
| Reading & Feedback | 10 % |

Note: All assignments/homework will include specific guidelines/instructions and due dates

GRADES

INTERPRETATION

| | |
|----|--|
| A | 93-100 points |
| A- | 90-92 points |
| B+ | 87-89 points |
| B | 83-86 points |
| B- | 80-82 points |
| C+ | 77-79 points |
| C | 73-76 points |
| C- | 70-72 points |
| D+ | 67-69 points |
| D | 63-66 points |
| F | Failure |
| P | Equivalent to C |
| I | Incomplete Work (Usually to be finished in the following Semester) |

Note: Late assignments will not be accepted. A student should communicate effectively with the instructor whenever work is not completed or submitted.

Participation

A student who demonstrates a high level of in-class participation does the following:

- Listens attentively to both the instructor and fellow students (nonverbal signs of attention demonstrated by staying alert, making eye contact, etc.)
- Responds to questions from the instructor
- Volunteers and contributes to the discussion without being asked & takes notes in class
- Speaks to the points being discussed
- Reflects on the subject and asks questions in order to deepen understanding
- Participates in activities with energy
- Does not watch the clock and wait for the class to end
- Does not start getting ready to leave before the instructor says class is over
- Does not groan or complain when asked to present during in-class activities

COURSE TOOLS / REQUIREMENTS

All assignments are to be word-processed, using 12 point font. Assignments are due the following class unless otherwise specified.

Attendance Policy: You must attend 80% or more of class meetings. Attendance at less than 80% of class meetings will result in failure for the course. Missing three consecutive classes without giving prior notice will constitute an Academic Failure. Missing more than one class meeting in this course will affect your grade.

Classroom etiquette:

One person speaks at a time. Please refrain from using inappropriate language, and raise your hand to speak. Cellphones may be set on vibrate, no calls or texting during class, unless authorized by the instructor. Take care of personal needs before class. Respect yourself, the instructor and fellow classmates.

Text, Tools, and Supplies

- Staley, C. (2012), *Southern Maine Community College: Focus on Success*, 3rd Edition. Cengage Learning, ISBN # 9781305306004.
- Carson, B. (1996), *Think Big: Unleashing Your Potential for Excellence*, ISBN # 9780310214595
- *SMCC Compass Day planner*

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 Costs

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.

- a. The reverse sides of duplex (double-sided) documents are free.
- b. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- c. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- d. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

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. For directions, please go to the IT Help tab in My SMCC.

How does it work?

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 (located in the lower right corner of the screen, near the

clock). 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. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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 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.

Instructions for accessing FIG pre-test:

Go to www.smccme.edu

Click on MY SMCC-upper right

Login with username & password

My Maine Guide is landing page

Fig pretest and posttest are on left panel

Instructions for accessing My Maine Guide:

Go to www.smccme.edu

Click on MY SMCC-upper right

Click on Log in- upper right

Login with username & password

My Maine Guide is landing page

Career & Transfer Pillar is bottom left

Instructions for accessing Jung Typology Test:

Same steps as above

Click on Career and Transfer Pillar

Scroll down to **My Career Helpful Links**

Jung Typology is the second topic under On-line career resources

Instructions for accessing My Career Profile (MCP):

Go to www.smccme.edu

Click on Academics and Registration

Under Career & Transfer Tab, click on Career & Transfer Planning

Click on MCP at bottom of page