

## Student Success FIG



South Portland, Maine 04106  
Department

---

**Title: Student Success Freshman Interest Group**

**Catalog Number: FIGS-100**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Instructor: Theresa Aiello**

**Contact Information: E-mail: [taiello@smccme.edu](mailto:taiello@smccme.edu)**

Monday – Saturday, I will reply to e-mails within 24 hours. If you do not receive a reply in 24 hours (Except Sundays), I did not receive your e-mail. Please send another e-mail.

**Office Hours – I will be able to meet with you by appointment or before class.**

**Location: South Portland Campus, Jewett Hall, Room 105**

**Meeting Time: Wednesdays; 3:00 PM-4:50 PM**

---

## 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. This FIG will focus on the skills related to being a successful college student.

### 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

### Topical Outline of Instruction

- Time management
- Note taking

- SQ3R
- Career
- Financial literacy
- Goal setting / Values
- Personal habits of success
- SMCC Online Resources
- Advising
- College services (disability services, learning commons, financial aid, ASK...)
- Online resources (My Maine Guide components)

## Course Requirements

Students are required to attend class, complete all homework assignments and readings, and actively participate in classroom discussions and exercises.

**All homework assignments and course certificates are to be in the format of a Word or PDF file and uploaded to the course webpage.**

## Student Evaluation and Grading

Attendance and Communications-----	4%
Cornell Notetaking Assignment-----	10%
In Class SQ3R Reading Exercise -----	5%
Quick Career Profile in My Career Center assignment-----	10%
Time Chart Assignment -----	10%
My Goals and Pathway in portfolio assignment	
Part A – Goals-----	5%
Part B – Course Plan -----	10%
My Money 101 Student Loans course completion -----	7%
My Money 101 Student Loans Repayment course completion -----	7%
My Money 101 Budgeting course completion -----	7%
MMG Web Quest.-----	10%
End Project: (Three – Five Slide PowerPoint, One-page Essay, or Poem on what you learned from this class)-----	15%

## Text, Tools and / or Supplies

- Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # **9781305306004**.
- USB Flash Drive or cloud account or external computer memory source

### **Late Work**

- Assignment and project due dates will be strictly enforced. Special circumstances will be taken into consideration only if you have contacted the instructor prior to a particular deadline.
- Any assignment submitted beyond its due date will receive a 10% reduction per day on the grade. Do not wait until the day work is due to complete it. Experiencing technical or other problems the day an assignment is due is not an excusable reason to not be penalized for late work.

### **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 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 207-741-5798. 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**

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.

### **Safeguard**

- Backup every piece of work you do onto another storage device. USB to hard drive or hard drive to USB. Hard Drive to cloud drive.
- You are responsible for solving your own computer problems. You can contact the SMCC Help Desk - 207.741.5696, helpdesk@smccme.edu
- Odd things happen (especially in cyberspace): emails get lost, servers disconnect, logins are impossible, etc. Don’t wait until the last minute to get things done. Allow time to meet deadlines and due dates.

## Grade Scale

Description	Letter Grade	Equivalent	Grade Points
Excellent	A	93-100	4.00
	A-	90-92	3.67
Good	B+	87-89	3.33
	B	83-86	3.00
	B-	80-82	2.67
Satisfactory	C+	77-79	2.33
	C	73-76	2.00
	C-	70-72	1.67
Unsatisfactory	D+	67-69	1.33
	D	60-66	1.00
Failure	F	0-59	0.00

### Meeting Schedule:

Week	Dates(s)	Content or Plan for the Week	Homework Assignment and Due Dates
1	October 26, 16	<p><b>*Introduction to the course, exercises &amp; syllabus</b></p> <p><b>*Time Management</b></p>	
2	November 2, 16	<p><b>*SMCC Online Library Resources</b></p> <p><b>*World Wide Web Online Resources</b></p> <p><b><u>Class will meet at the Ross Tech Room 102.</u></b></p>	<p><b>Read chapter 4, pp. 81-112 in Staley- Focus on Community College Success.</b></p> <p><b>Time Management Exercise (168-Hour Exercise) due</b></p>
3	November 9, 16	<p><b>*My Goals and Pathway in Portfolio</b></p> <p><b>*Learning Preferences through Multiple Intelligences</b></p>	<p><b>Read chapter 2 in Staley- Focus on Community College Success.</b></p>

<b>4</b>	<b>November 16, 16</b>	<b>*Financial Literacy *Budgets</b>	<b>Read chapter 4, pp. 104-112 in Staley- Focus on Community College Success. My Goals and Pathway Exercise due</b>
<b>5</b>	<b>November 23, 16</b>	<b>* SQ3R *Cornell Note Taking * Computer Literacy</b>	<b>Read chapter 7 and 8 in Staley- Focus on Community College Success. Salt Courses (Budget, Student Loan and Student Loan Repayment) due In-Class SQ3R Reading Exercise</b>
<b>6</b>	<b>November 30, 16</b>	<b>*My Career Center *Cover Letter and resume</b>	<b>Read chapter 11 in Staley- Focus on Community College Success.  Cornell Note Taking Exercise due</b>
<b>7</b>	<b>December 7, 16</b>	<b>*Personal Habits of Success *My Maine Guide/ MMG Web Quest</b>	<b>Read chapter 1 in Staley- Focus on Community College Success Quick Career Profile in My Career Center Exercise due</b>
<b>8</b>	<b>December 14, 16</b>	<b>The Power of the Mind Information Literacy</b>	<b>End Project due</b>