

## Freshman Interest Group



**Brunswick Me 04011**

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**Title: Student Success: Careers**

**Catalog Number: FIGS-100-B1**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Instructor: Theresa Aiello**

**Contact Information: E-mail: taiello@smcme.edu**

**Lecture times: Wednesday 1:00 p.m. - 2:50 p.m.**

**Dates of class: January 13, 2020 – March 6, 2020**

**Location: Midcoast Campus (Brunswick)**

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

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.

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### 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 how do people arrive at their career choices? In addition, what paths do people follow to achieve their dreams? Utilizing a variety of personality and career assessments, students will explore their interests and learn how to match personal needs and expectations with satisfying career options. Techniques and resources used for career decision-making and planning include career assessment tests and interpretations, goal setting strategies, introduction to the job search process, and resume and cover letter writing.

#### 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 Planning and Resources
- Financial literacy
- SMCC Online Resources
  - Advising
  - College services (disability services, learning commons, financial aid, ASK...)

**Course Requirements**

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

**Student Evaluation and Grading**

Time Management 168-hour Assignment -----	5%
Time Management Log-----	5%
Career Beam Profile Project -----	5%
iGrade Courses -----	20%
SQ3R Reading Exercise-----	5%
Cornell Note Taking Assignment-----	5%
MMG Web Quest -----	5%
Pathway to Graduation One-page Portfolio -----	10%
Cover Letter -----	5%
Reference List -----	5%
Resume -----	5%
Time Management Reflection Paper -----	5%
Career Project Report -----	10%
Self-Care Quiz -----	2%
Attendance -----	8%

**Text, Tools and / or Supplies**

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

### **Late Work**

- Any assignment submitted beyond its due date will receive a 10% reduction per school 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**

#### **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.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. 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.

### **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 and Due Dates (Subject to Change):**

<b>Week</b>	<b>Dates(s)</b>	<b>Content or Plan for the Week</b>
1	Jan 15, 2020	<ul style="list-style-type: none"> <li>• Introduction To The Course, Assignments &amp; Syllabus</li> <li>• Course Website</li> <li>• Blackboard Website</li> <li>• Time Management</li> </ul>
2	Jan 22, 2020	<ul style="list-style-type: none"> <li>• Career Planning: Marketing Documents and Assignments</li> <li>• Career Websites in a Changing World</li> </ul>
3	Jan 29, 2020	<ul style="list-style-type: none"> <li>• In-class Project: Career Beam Website</li> <li>• Explore Employment Opportunities</li> </ul>
4	Feb 5, 2020	<ul style="list-style-type: none"> <li>• Financial Literacy: Your Credit Score The Ticket To A Quality Life</li> <li>• In-class project: iGrad Courses</li> </ul>
5	Feb 12, 2020	<ul style="list-style-type: none"> <li>• SQ3R: Textbook Reading and Study Method</li> <li>• In-class Project: Cornell Note Taking Method</li> </ul>
6	Feb 19, 2020	<ul style="list-style-type: none"> <li>• In-class Project: SMCC Online Resources</li> <li>• In-class Project: Pathway to Graduation Portfolio</li> </ul>
7	Feb 26, 2020	<ul style="list-style-type: none"> <li>• Workshop to Complete Projects</li> </ul>
8	Mar 4, 2020	<ul style="list-style-type: none"> <li>• Self-Care In-class Self Care Quiz</li> <li>• Information Literacy</li> <li>• Mindset Theory</li> <li>• Life Long Learning</li> </ul>
	Mar 6 , 2020	<ul style="list-style-type: none"> <li>• Grades Posted</li> </ul>