SOUTHERN MAINE COMMUNITY COLLEGE
envision a future

Brightspace Virtual Classroom Site

Title: Student Success   **Catalog Number:** FIGS-100-03

Credit Hours: 1   **Total Contact Hours:** 15

Instructor: Theresa Aiello

> **Contact Information:** 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.

Location: Brightspace Virtual Classroom Site

Meeting Time: This is an asynchronous online course; there is no class meeting.

Dates: August 23, 2021 -August 27, 2021

Course Syllabus

Course Description: This one-credit course is designed to enhance students' engagement, personal growth and academic achievement at Southern Maine Community College and beyond. Topics covered will include college success skills, goal setting and exploration, and career research. Students in the course will make connections with their instructor, their advisor and classmates, and they explore who they are as individuals and as future professionals. The course will help students to make connections within the college community and learn about all the resources available at the college to support their success.

Course Objectives:
After successfully completing the course, the student will be able to:
> 1. Apply effective time-management strategies
> 2. Create an academic plan; develop and articulate achievable academic goals
> 3. Explore career opportunities using appropriate tools and begin creating a resume
> 4. Demonstrate understanding of online resources available through MyMaineGuide
> 5. Articulate a plan for self-care and awareness, including such practices as mindfulness, grit and resilience, learning styles and others
> 6. Demonstrate practical knowledge of money management and the use of the financial-literacy tools.

Course Requirements:

All homework assignments are to be in Word (doc or docx) or PDF file format and upload to the assignment dropbox located in Brightspace.

Student Evaluation and Grading:

Attendance and Response to the Discussion Questions --20%

Time Management – 168 Hour Assignment -- 5%

MMG Web Quest. -- 5%

Pathway to Graduation One-page Portfolio ---20%

Cornell Note Taking Assignments---10%

SQ3R Reading Exercise --10%

iGrad Financial Wellness Checkup--10%

iGrad Course - Borrowing Smart and Preparing for Higher Education-------------------------------10%

iGrad Course Creating a Budget (and Sticking to It)---10%

Text, Tools and / or Supplies:

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

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:

Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and

technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. 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. 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 e-mail 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, 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:

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Grade Scale:

Student Success, FIGS 100-03, Fall 2021,

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

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.
- If you experience computer problems, contact the SMCC it Help Desk: 207-741-5696 or e-mail: 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.

Meeting Schedule (Subject to Change):

Day	Dates(s)	Content or Plan for the Week
1	August 23, 2021	Introduction to the Course, Assignments & Syllabus Time Management My Maine Guide – SMCC Online Resources
2	August 24, 2021	Goal Setting Pathway to Graduation One-Page Portfolio

3	**August 25, 2021**	**Financial Literacy**
4	**August 26, 2021**	**Career Search Planning** **Study Skills: Cornell Note Taking Method** **SQ3R Textbook Study Method**
5	**August 27, 2021**	**Self-Care and Awareness** **Mindset Theory** **Information Literacy** **Grit and Resilience** **Learning Styles** **Mindfulness: Awareness of your emotions**
	August 30, 2021	**Grades Posted**