



## Student Success Course Syllabus

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**Title:** Student Success Course

**Credit Hours:** 1

**1 Lecture Hour**

**Office Hours** – by email

**Catalog Number:** FIGs 100-D2

**Total Contact Hours:** 15

**Instructor:** Christian Farnsworth MS MFA

**Location:** online/Brightspace; asynchronous

**Contact Information:** [cfarnsworth@smccme.edu](mailto:cfarnsworth@smccme.edu)

**USE Subject line:** Figs 100-D2\_S21\_msg subject\_last name

8-week course: **Tue 1/19 – Fri 3/12/2021**

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### Course Description

This one-credit course is designed to enhance students' personal growth and academic achievement at Southern Maine Community College (SMCC) and beyond. Topics covered will include college success skills, goal setting and exploration, and research of a career. Students in the course will make connections with their instructors. 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, including such practices as mindfulness, resilience, learning styles and others
6. Demonstrate practical knowledge of money management and the use of the system's financial-literacy tools

### Topical Outline of Instruction *(directly connected to course objectives)*

1. Academic success strategies (**Week 1**; Module 2)
2. Time management (**Week 2**; Module 1)
3. Academic plan (**Week 3**; Module 4)
4. MyMaineGuide (**Week 4**; Module 3)
5. Financial literacy/IGrad (**Week 4**; Module 3)
6. Online Learning Platform Skills (**Week 4**; Module 3)
7. Self-care; Self-Awareness (**Week 5**; Module 5)
8. Learning styles (**Week 6**; Module 6)
9. Career exploration/resume (**Week 7**; Module 7)
10. Goal-setting (**Week 8**; Module 8)

## Course Requirements

This is an entirely web-based course with no prescribed meeting times. You may complete all course work from your home as long as you have an internet connection and are able to master the feature of Brightspace (BrSp), SMCC's online course management system. Expect to work on weekly assignments (materials available Sundays; due Saturdays) Account information is listed under the login screen.

### Brightspace and course materials:

Unless otherwise noted, each week's material will be AVAILABLE Sunday mornings on Brightspace; assignments will be DUE weekly, by Saturday night, 11:59 pm.

## Student Evaluation and Grading

Attendance	10%
Time management	10%
Academic planning (MyMaineGuide)	10%
Academic success strategies: active reading, note-taking, or test-preparation	10%
Personality or Interest assessment: Myers-Briggs, Strengths, or Holland Code	10%
Career exploration	10%
Financial Literacy	10%
Self-Care	10%
Final Project	20%

## Text, Tools and/ or Supplies

Students will need access to a computer for assignments.

Textbook is available as PDF (free) on our course Brightspace page.

See Welcome Letter for further course details.

## Attendance Policy

You are required, as stated in the college handbook, to attend all classes. This is an 8-week, asynchronous, online course. **Attendance** means that student is not only logging in, but demonstrating evidence of participating and submitting assignments; you are required to log in to the course prior to the end of the drop/add week. Assignments will start Week 1.

- If you do not log in for at least 3 consecutive weeks, an AF grade will be assigned.
- If you do not submit work for 3 consecutive weeks and do not otherwise communicate with or respond to communication with your professor, an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date.

It is important that you actively attend the course by logging in to SMCC BrightSpace site at least once a week; although to complete this course successfully, you will need to access the site more often.

## **Late Policy:**

Assignments will have weekly due dates; unless otherwise noted, homework will be due Saturdays by 11:59 pm. Coursework will be accepted up to 1 week late with a *penalty of -2 letter grades (A/95 -> C/75).*

After 1 week, late work will not be accepted.

## **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. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

## **For Classes with any Face- to -Face Component**

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

## **ADA 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.

## **The Learning Commons (depending on COVID restrictions):**

The library, tutoring and writing centers, and reference/ research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the "tutoring needed" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

### **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](mailto:helpdesk@smccme.edu)

### **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.

### **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, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

### **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.

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