



**SMCC Mid-Coast Campus, 29 Sewall Street, Brunswick, ME 04011-2722**  
**FIGS-100-B3 Freshman Interest Group**  
**Fall 2016, Thursday, 1 September – Thursday, 20 October, 1:00-2:50 pm, eight weeks**

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**Title:** The Collegiate Experience: strategies for success  
**Credit Hours:** 1  
**Class location:** LCHSC room #102  
**Office Hours:** after class & by appointment

**Catalog Number:** FIGS-100  
**Total Contact Hours:** 15  
**Instructor:** Charles P. M. Outwin, PhD  
**E-mail:** [coutwin@smccme.edu](mailto:coutwin@smccme.edu)

I may also be reached by telephone: cell 207-415-1204, or home 207-371-8185. I prefer e-mail, however.

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### **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 particular 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, and*
- *apply the concept of "SQ3R" to reading a textbook.*

### **Subject that will be examined will include:**

- ✓ Motivation
- ✓ Goal Setting

- ✓ Study skills & Time Management
- ✓ Inventive thinking outside-the-box
- ✓ Financial literacy
- ✓ Note taking & SQ3R
- ✓ Memory and taking tests
- ✓ Careers
- ✓ Relationships & Diversity

**Course Requirements**

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

**Student Evaluation and Grading (subject to change, however with full explanation):**

- Class Participation – 20%
- Mid-term Exam – 20%
- Final Exam - 30%
- Final Essay – 30%

**Textbook:**

**Staley, Constance, PhD. *Southern Maine Community College: Focus on Success*. Boston, MA : Cengage Learning, 2016. 4<sup>th</sup> Edition. ISBN #9781305306004.**

Available from the SMCC campus bookstore, South Portland.

There will also be many handouts distributed during the course of our studies; you are expected to read, absorb, and keep these materials

➤ **General layout of FIGs Components, week by week, subject to change at any time:**

<b>Component</b>	<i>Demonstrable knowledge of these areas is required. The instructor will adjust this schedule according to class and individual needs.</i>
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***Week 1: Personal Accountability - Who are you? What is it that you want? Where do you think you're going?***

WHAT have I gotten myself into? The College Experience – what IS it?  
 What's the difference between high school and college or university?  
 How do I get from here to graduation without crashing on the rocks?

***Week 2: Time Management – “What a difference a day makes / twenty four little hours”***

Reading Assignment due today: Staley textbook: Chapter 1, especially pp 4 – 24, paying particular attention from the bottom of 8 to the middle of 11.

**Reading assignments for next week will be given in class this week.**

In class exercise 2.2 on p. 40-41 of Staley textbook—“Academic Intrinsic Motivation Self-Assessment”. Reading assignment: Read chapter 4 in Staley - Focus on Community College Success  
In-class assignment: Administer 168 Hour Exercise connecting it to the chapter

***Week 3: Note-taking and memory prompts***

Reading assignment: Read chapter 7 in the textbook  
In Class & Homework Assignment with Cornell System of Note Taking: Give a brief overview of Cornell note taking method. Require students to take notes in class using the Cornell System and complete a brief reflection of the process.

*Was this method useful? Why or why not?*

*What, if any, classes can you see this method being successful?*

*If this method did not work for you, what method will you try next?*

***Week 4: “SQ3R” – a method for effective reading.***

Reading assignment: Read chapter 8 in textbook  
In class SQ3R activity

***Week 5: Goal discernment and rational setting of life objectives***

Reading Assignment: Staley textbook: Chapter 2 – Discerning Goals Creating an Academic Plan in “My Portfolio”

Your academic plan incorporates short and long term goals with a semester by semester plan of courses to meet the goals you set

An academic planning template is available in your My Maine guide electronic portfolio.

Sign into MySMCC

Click on the *My Portfolio* icon found on the MMG homepage.

Click on the Add Content button then scroll down to, and click on, *My Path to Graduation*

Alternatively, try the new My Pathway and Finding My Pathway presentations and forms found on the FIG resources page of the portal.

***Week 6: Financial Literacy – “SALT”: How not to be that fool who is easily parted from his or her money.***

Reading Assignment: Staley textbook: Chapter 4 – Time is Money

In class - Introduce students to SALT

Homework Assignment

Students must activate their SALT account and complete the Budgeting and Student Loan modules

***Week 7: Resources,  
online and  
otherwise***

Tour of My Maine Guide, highlighting the following:  
Organization under 6 pillars – My degree, my courses...  
My Degree – academic information portlet, grades, and degree audit  
My Courses – Schedule and course registration  
My Money – paying you bill and Salt  
My Student Life – Housing  
My Learning:  
Library – book and article search  
Tutoring – access to 24 hour online tutoring.  
My Career and Transfer – My Career Center – transfer planning.  
Finding your advisor.  
There is a web quest found on the FIG resources page of the portal.

***Week 8: My Career  
Center - “Get a job,  
sha na na na, sha na  
na na na, ba doomp”***

Reading Assignment: read chapter 11 in the textbook  
Prior to this module the instructor must create his/her My Career Center account and familiarize himself/herself with the Quick Profile assessment  
Students must create an account in My Career Center several days prior to this module. PLEASE NOTE: My Career Center account can only be created using an SMCC email address.  
Students complete Quick Profile prior to the module and bring results to class the day of the scheduled module.  
In class activity: Use as start of goal setting exercise

**Obligatory Statements of SMCC Policy:**

*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.