

Student Success FIG



South Portland, Maine 04106

Department

Title: Student Success FIG

Catalog Number: FIGS-100

Credit Hours: 1

Total Contact Hours: 15

Lecture (or Lab): TBD

Instructor: Stacey Sevelowitz, M.Ed.

Office Hours: Schedule appt. by email

Contact Info: ssevelowitz@smccme.edu

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

Topics of Instruction

Week 1: Motivation, goal-setting, academic planning, SMCC resources

Week 2: Studying, time management, multiple intelligences, mindset

Week 3: Critical and creative thinking, financial literacy

Week 4: Note taking methods, SQ3R/textbook reading

Week 5: Memory, test-taking strategies

Week 6: Careers, values

Week 7: Relationships, emotional intelligence, conflict management, diversity

Week 8: Final exam, personal habits of success

Course Requirements

In order to successfully complete this course you must complete:

1. readings and actively engage in discussions and assignments
2. assignments in Blackboard, SALT, and Career Beam (All found in MyMaineGuide in MYSMCC)
3. weekly quizzes
4. final exam

Students are required to attend class, complete all homework assignments and readings, and actively participate in classroom discussions and exercises. Two or more absences will result in a lower grade for the course. Administrative Failures (AF) and loss of credit will be given for excessive, unexcused absences.

Student Evaluation and Grading

Assignments/Readings/Discussions - 50%

Weekly quizzes - 30%

Final test - 20%

Textbook

There is no textbook. All class materials are posted on Blackboard. All materials are free and can be downloaded and printed from Blackboard.

Missed Work Policy

All coursework and exams are due on the indicated due date as declared by instructor or as listed in the syllabus. Late work will not be accepted unless you have a documented medical or family emergency.

The course is divided into eight weekly modules. The academic work week will start each Thursday and end the following Wednesday morning.

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 email to your student email account when course evaluations are 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.

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.

Schedule and Homework

Week	Topic	Homework Assignments
1	Introduction to the course & syllabus <ul style="list-style-type: none"> • Academic Teams • Motivation • Goal Setting • Academic Planning • SMCC Resources 	<ul style="list-style-type: none"> • Complete a SMART goals worksheet • Read <i>"Conquering the Freshman Fear of Failure"</i>, New York Times, August, 2016 • Create Academic Plan <i>*with advisor check</i>
2	Studying & Time Management <ul style="list-style-type: none"> • Free time / Prioritizing • Learning Preferences through Multiple Intelligences • Mindset • Study strategies 	<ul style="list-style-type: none"> • Keep track of time with 168-hour exercise; write one-page reflective essay (Due Week 4) • Sign up for "SALT" account • Other TBD
3	Critical & Creative Thinking / Financial Literacy	<ul style="list-style-type: none"> • SALT modules: Budgeting & Student Loans • Watch TED Talk: 5 Ways to Listen Better https://www.ted.com/talks/julian_treasure_5_ways_to_listen_better • Choose 3 of the techniques and try them. Be prepared to reflect in class.
4	Note taking & SQ3R <ul style="list-style-type: none"> • Use variety of note taking methods • Effective listening 	<ul style="list-style-type: none"> • Take notes in two other lecture classes using the Cornell method and a graphic organizer • Other TBD

	<ul style="list-style-type: none"> • Apply reading techniques: SQ3R, Tools for responding, main idea, supporting details 	
5	<p>Memory & Tests</p> <ul style="list-style-type: none"> • Memory Techniques • Before/During/After with Test Taking • Creating Tests 	<ul style="list-style-type: none"> • Create 20 sample test questions using previously covered material • Quick Profile in Career Beam
6	<p>Career Choices</p> <ul style="list-style-type: none"> • My Career familiarity • Aligning values/major/career 	<ul style="list-style-type: none"> • TBD
7	<p>Relationships & Diversity</p> <ul style="list-style-type: none"> • Emotional intelligence • Conflict management style • Social identities 	<ul style="list-style-type: none"> • <i>Where I'm From Poem</i> • Create sample test to prepare for Final
8	<ul style="list-style-type: none"> • Personal Habits of Success • Final Test 	