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):　　　　**Instructor: Meridith Comeau**

Office Hours – Location: Ross Technology Center TECH 209; Office hours TBA

Contact Information: MComeau@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 this course, the student will be able to:

- Apply effective time management strategies
- Create and Academic Plan; develop and articulate achievable academic goals
- Explore career opportunities using appropriate tools and begin creating a resume
- Demonstrate understanding of on line resources available through MyMaineGuide
- Articulate a plan for self-care, including such practices as mindfulness, grit and resilience, learning styles, and others
- Demonstrate practical knowledge of money management and the use of financial literacy tools such as iGrad

Topical Outline of Instruction

- ✓ Motivation
- ✓ Goal Setting
- ✓ Studying & Time Management
- ✓ Critical and creative thinking
- ✓ 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 actively participate in classroom discussions and exercises.

Student Evaluation and Grading

15%	Time chart and reflective essay
10%	Quick Career Profile in *Career Beam*
20%	Academic Plan
15%	My Money 101 course completion
20%	Final Presentation
20%	In-Class graded activities

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.

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

Meeting schedule:

Week	Topic	Homework Assignment
1	❖ Introduction to the course & syllabus, getting to know your classmates ❖ Module 1: Note Taking and How to read a Textbook	• Required reading SQ3R and Cornell Method, compare methods • Practice – apply Cornell Method of note taking by using the method for one of your classes
2	❖ Module 2: Time Management • Free time / Prioritizing • Learning Preferences through Multiple Intelligences • Study strategies	• Required reading • 168 Hours Exercise • Understanding Time Management Project
3	❖ Module 3: Goals and Career Planning ❖ Module 5: Personal Habits of Success	• Required Reading • Register for Career Beam • Strategies for Success
4	❖ Module 4: Financial Literacy	• Optional Reading • iGrad Sign-Up • iGrad Budgeting Lesson • Student Loans Lesson
5	❖ Module 9: Building Your Academic Plan	• Reading • TED presentation and discussion questions • Degree Pathway planning page
6	❖ Module 6: SMCC Resources For You	• Optional Reading • My Maine Guide Web Quest
7	❖ Module 7: Mindset ❖ Module 8: Information Literacy	• *Required Reading* • *Mindset Project* • Optional Reading – Information Literacy
8	Module 10: Self Care	• Readings • Introduction to indoor/outdoor exercise opportunities on campus • Intro to meditation, journaling or counseling