

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): Lecture

Instructor: Tess Van Horn

Office Hours – Location: N/A

Contact Information:

tvanhorn@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

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

Time chart and reflective essay – 10%

Quick Career Profile in *Career Beam* – 10%

Academic Plan – 15%

My Money 101 course completion - 15%

Personal Journal - 30%

Participation - 30%

Final presentation - 10%

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 <ul style="list-style-type: none"> • Academic Teams • Motivation • Goal Setting 	<ul style="list-style-type: none"> • Sign up for "SALT" account • Read the "How to Set Goals" sheet and complete Goal-Setting Worksheet, including short-term, medium-range, and long-term goals
2	Studying & Time Management <ul style="list-style-type: none"> • Free time / Prioritizing • Learning Preferences through Multiple Intelligences • Study strategies 	<ul style="list-style-type: none"> • Keep track of time on chart and write one-page reflective essay (Due Week 4)
3	Critical & Creative Thinking / Financial Literacy	<ul style="list-style-type: none"> • In SALT, complete My Money 101: Budgeting module and Student Loans Module
4	Note taking & SQ3R <ul style="list-style-type: none"> • Use variety of note taking methods • Apply reading techniques: SQ3R, Tools for responding, main idea, supporting details 	

5	Memory & Tests <ul style="list-style-type: none"> • Memory Techniques • Before/During/After with Test Taking • Creating Tests 	<ul style="list-style-type: none"> • Register in My Career and complete the quick profile – bring to class next week
6	Career Choices <ul style="list-style-type: none"> • My Career familiarity • Aligning values/major/career 	
7	TBD	TBD
8	Conclusion of course/Final presentation	