

**Student Success FIG  
Department**



**South Portland, Maine 04106**

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**Title: Student Success FIG**

**Catalog Number: FIGS-100-05**

**Credit Hours: 1**

**Total Contact Hours: 15**

**Lecture times: Monday and Wednesday 9:00 a.m. - 9:50 a.m.**

**Instructor: Theresa Aiello**

**Office Hours – I will be able to meet with you by appointment.**

**Contact Information: E-mail: [taiello@smcme.edu](mailto:taiello@smcme.edu) (All emails should have a subject line of : FIG 100)** Monday – Saturday, I will reply to e-mails within 24 hours. If you do not receive a reply in 24 hours (Except Sundays), I did not receive your e-mail. Please send another e-mail.

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**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

Time management

Note taking

SQ3R

Career

Financial literacy

Goal setting / Values

Personal habits of success

Information literacy

SMCC Online Resources

    Advising

    College services (disability services, learning commons, financial aid, ASK...)

    Online resources (My Maine Guide components)

## 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

### Assignment due dates will be posted on Blackboard

|   |     |
|---|-----|
| Notetaking-----   | 5%  |
| SQ3R Reading Exercise. -----                                      | 10% |
| Quick Career Profile in My Career Center. -----                   | 5%  |
| Time Management chart.-----                                       | 5%  |
| Time Management reflection paper -----                            | 5%  |
| Time Management log-----  | 5%  |
| Pathway to Graduation portfolio -----                             | 10% |
| My Money 101 Budgeting and Student Loans course completion. ----- | 20% |
| MMG Web Quest. -----  | 10% |
| Personal Habits of success -----                                  | 5%  |
| End of Semester Paper, Poem, or PowerPoint -----                  | 15% |
| Attendance -----  | 5%  |

## **Late Work**

**Note:** Any assignment submitted beyond its due date will receive a 10% reduction per school day on the grade. Do not wait until the day work is due to complete it. Experiencing technical or other problems the day an assignment is due is not an excusable reason to not be penalized for late work.

## **Text, Tools and / or Supplies**

- Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # **9781305306004**. **Available to view on Blackboard for free**
- USB Flash Drive or cloud account or external computer memory source

## **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.

### **Safeguard Your Hard Work:**

**Backup every assignment onto another storage device or in another folder.**

If you experience computer difficulties, you can contact the SMCC Help Desk - 207.741.5696, [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu)

Odd things happen (especially in cyberspace): emails get lost, servers disconnect, logins are impossible, etc. Don't wait until the last minute to get things done. Allow time to meet deadlines and due dates.

**Meeting Schedule:**

| <b>Week</b> | <b>Dates(s)</b>        | <b>Content or Plan for the Week<br/>(Subject to change)</b> |
|-------------|------------------------|---|
| 1A          | August 28, 17          | Introduction to the course, assignments & syllabus          |
| 1B          | August 30, 17          | Time Management   |
| <b>2A</b>   | <b>September 4, 17</b> | <b>Labor Day – No Class</b>                                 |
| 2B          | September 6, 17        | Goal Setting  |
| 3A          | September 11, 17       | Personal Habits of Success                                  |
| 3B          | September 13, 17       | SQ3R and Note Taking<br>In Class SQ3R Activity              |
| 4A          | September 18, 17       | My Career Center – Part 1                                   |
| 4B          | September 20, 17       | My Career Center – Part 2                                   |
| 5A          | September 25, 17       | Learning Preferences through Multiple Intelligences         |
| 5B          | September 27, 17       | Financial Literacy – Part 1                                 |
| 6A          | October 2, 17          | Financial Literacy – Part 2                                 |
| 6B          | October 4, 17          | World Wide Web  |
| <b>7A</b>   | <b>October 9, 17</b>   | <b>Columbus – No Class</b>                                  |
| 7B          | October 11, 17         | SMCC Online Resources                                       |
| 8A          | October 16, 17         | Life-Long Learning, Test Taking Tips, and Listening Skills  |
| 8B          | October 18, 17         | Information Literacy  |
|             | Oct 20, 17             | Grades posted   |