



Path-to-Graduation FIG

Title: Freshman Interest Group

Credit Hours: 1

Lecture (or Lab): Lecture

Office Hours – Location: TBA

Catalog Number: FIGS-100 P4

Total Contact Hours: 15

Instructor: Kate Kerr

Success Coach: Michele Pavitt

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Course Syllabus

Course Description

Freshman Interest Groups (FIGs) are one-credit courses that combine college success skills with goal-setting and career exploration. Students will deepen their understanding of study strategies, learning styles, personality types, time-management skills, academic goal-setting, and financial literacy.

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 appropriate 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
- Explore and develop confidence in personal learning styles
- Explore and develop confidence in academic major selection

- Explore and define growth mindset, and grit and resilience as learning tools
- Demonstrate understanding of online resources available through MySMCC
- Create an effective personal budget and demonstrate practical knowledge of money management
- Create a resume and cover letter
- Demonstrate knowledge of interviewing strategies

Topical Outline of Instruction

- Self-Advocacy, time-management, and journaling
- Passion for learning and learning preferences
- Goal-setting and personality as a tool to enhance academic performance
- Growth mindset, grit, resilience, and application to educational challenges
- Evaluation and development of study skills: academic reading/ writing, note taking, test-taking
- Career exploration: reflecting on personal values, personality traits, and interests
- Financial aid and money-management techniques
- Career-search tools: resume, cover letter, and interviewing

Topical Outline of Instruction

<p>Week 1: Introductions Aug. 27 Aug. 29</p>	<p>8/27: Coach-Led Advising Check-in Welcome to Path to Graduation program</p>	<p>8/29: FIGS Instruction Meeting 1 Syllabus/Blackboard review Introductions, Roles & Responsibilities</p>
<p>Week 2: Resources at SMCC Sept. 5 Sept. 10</p>	<p>Sept. 3: LABOR DAY, NO CLASS 9/5: FIGS Instruction Meeting 2 Confidence in major Review of academic programs: pre-requisites, credits, transfer</p>	<p>9/10: FIGS Instruction Meeting 3 Navigating MyMaineGuide CareerBeam sign-up **Computer Lab**</p>
<p>Week 3: Managing time/money Sept. 12 Sept. 17</p>	<p>9/12: FIGS Instruction Meeting 4 Time management Attendance, planning study time 168-hour exercise</p>	<p>9/17: FIGS Instruction Meeting 5 Student loan counseling Financial aid presentation</p>
<p>Week 4 Developing self-knowledge Sept. 19 Sept. 24</p>	<p>9/19: FIGS Instruction Meeting 6 Growth mindset/ Learning styles SQ3R / Academic reading</p>	<p>9/24: FIGS Instruction Meeting 7 Personality assessment: Gallup Strengths Test Note-taking/prepping for exams</p>
<p>Week 5 Advising meetings Sept. 26 Oct. 1</p>	<p>9/26: Coach-Led Advising Check-in Appointments Individual in-class meetings</p>	<p>10/1: Coach-Led Advising Check-in Appointments Individual in-class meetings Computer Lab</p>
<p>Week 6 Advising meeting Oct. 3 Oct. 10</p>	<p>10/3: Coach-Led Advising Check-in Appointments Individual in-class meetings Oct. 8: COLUMBUS DAY, NO CLASS</p>	<p>10/10: Coach-Led Advising Check-in Appointments Individual in-class meetings Computer Lab</p>

Week 7 Academic planning Resumes Oct. 15 Oct. 17	10/15: FIGS Instruction Meeting 8 Goal-setting Academic planning for four semesters Introduce resumes	10/17: FIGS Instruction Meeting 9 Resume review and editing Cover letters
Week 8 Oct. 22 Oct. 24	10/22: FIGS Instruction Meeting 10 Holland codes Career research	10/24: FIGS Instruction Meeting 11 Career research
Week 9 Oct. 29 Oct. 31	10/29: FIGS Instruction Meeting 12 <i>**Course Evaluations Emailed**</i> Financial literacy Budgeting	10/31: FIGS Instruction Meeting 13 Course conclusion
Week 10 Nov. 5 Nov. 7	11/5: FIGS Instruction Meeting 14 Career presentations	11/7: FIGS Instruction Meeting 15 Career presentations

Course Requirements

Students must attend at least 80 percent of course meetings in order to pass the course.

Student Evaluation and Grading

Attendance (10%)

Financial Aid and Loan Counseling (10%)

Personality Assessment (10%)

Note-taking and Active Reading (10%)

Goal Setting (10%)

168 Hour Assignment (10%)

Resume / cover letter (20%)

Career Exploration Presentation (20%)

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.