

You Can Get There from Here!

Spring 2016

Instructor Information

Instructor



Chanel Lewis

Contact Information

Email: Clewis2@smccme.edu
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Office Location & Hours

SEA Center (#37 on campus map), M-F
8:00-12pm
CSEC (#15 on campus map), Rm. 27, M-F
12:30-4:30pm

General Course Information

Description

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and financial literacy with the investigation of a topic. This course will seek to answer questions such as how do people arrive at their career choices? What paths do they follow to achieve their dreams? By utilizing a variety of personality and career assessments, students will explore their interests and learn how to match personal needs and expectations with satisfying career options. Techniques and resources used for career decision-making and planning include career assessment and interpretations, goal setting strategies, introduction to the job search process, resume and cover letter writing and mock interviews.

Learning Goals

After successfully completing this 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
- Utilize academic and career decision making tools to assist in creating a career exploration plan
- Articulate an understanding that personality type and values influence career choice and satisfaction
- Apply decision making strategies to academic, personal, and career choices
- Successfully navigate the various financial, academic, and career resources in My Maine Guide
- Create a resume, cover letter, and reference page

Course Requirements

For successful completion of this course, students must attend 80% or more of class meetings, take notes, complete course Pre-test and Post-test, complete SALT financial literacy assignment, complete My Career Center assignments, take self-assessments, read homework assignments, create a cover letter and resume, participate in the mock interview and present a final career research presentation.

Course Materials

Required Textbook

Staley, C. (2012), *Southern Maine Community College: Focus on Success*, Cengage Learning, ISBN # 9781305306004

Grading Outline

| | |
|------------------------------------|-------------------|
| SALT financial literacy assignment | 5 points |
| MyCareerCenter assignment | 5 points |
| Jung Typology Test | 10 points |
| 168-hr Exercise | 10 points |
| Course Pre- & Post-Test | 10 points |
| Resume, Cover Letter, & References | 20 points |
| Final Project | 20 points |
| Homework & Class Participation | 20 points |
| Total | 100 points |
| Extra credit: Create a LinkedIn | 10 points |

SMCC Policies

Attendance

You must attend 80% or more of class meetings. Late arrival will count as half an absence. Attendance at less than 80% of class meetings will result in failure for the course. [In other words, just show up to class!]

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 Monday at 5 PM following the last day of the class. **You will receive an email to your student email account when course evaluations are available. SO CHECK YOUR EMAIL!**

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 (207) 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.

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.

SMCC Pay-for-Print Policy

Per page costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

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.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

Course Outline

***Subject to change because life happens, and we must always adapt!**

1/19 - Create Your Class: You have an opportunity to provide input for the way the FIGs will run!

Learning Outcomes: Students will exercise their agency and become stakeholders in their academic journey.

Assignment: FIGs Pre-test, 168-hr Worksheet [due 1/26]

1/26 - Know Thyself: Together, we'll dive into our dream careers and understand personal habits of success.

Learning Outcomes: Students will recognize personality type & values, and create working definitions for "success."

Assignment: Read Chapter 3 & 4, take notes [due 1/28]

2/2 - Guest instructor: Katharine Lualdi. Let's talk about goal setting. Why does it even matter?

Learning Outcomes: Students will realize dreams can be tangible goals, and learn how to achieve them.

Assignment: Complete S.M.A.R.T Goals Sheet [due 2/9]

2/9 - Guest instructor: Tom Nickerson, aka the guru of life. Tom will take you through resumes, cover letters, and references

Learning Outcomes: Students will learn about professional documents, and how to create them.

Assignment: Create a draft resume [due 2/11]

2/16 - \$\$\$\$\$: Who *really* sticks to a budget anyway? You should! You'll learn why.

Learning Outcomes: Students will learn about the SALT resources, and create a workable budget.

Assignment: Complete SALT Budget & Loans [due 2/23]

2/23 - Pick the theme

3/1 - Tedx Tuesday: Let's watch some cool vids.

Learning Outcomes: Students will apply note-taking, listening, and discussion skills after watching Tedx videos.

Assignment: Prepare to present Career Research Project

3/8 - Final Presentations

Learning Outcomes: Students will demonstrate competency in the content covered over the course of the FIGs, while exercising agency.

1/21 - Connect the Dots!: You will learn how all the themes connect to success and career.

Learning Outcomes: Students will understand the importance and relevance of the FIGs class.

Assignment: Jung Typology Test [due 1/26]

1/28 - Guest instructor: Erik Ryder. Note-taking exercise because did you ever really learn *how* to take notes? Neither did I...

Learning Outcomes: Students will learn the Cornell note-taking method, and the art of active listening.

Assignment: Take notes in class [due 2/4]

2/4 - Final Project check in. How does this all relate to your career? Help me find out! Seriously, help me.

Learning Outcomes: Students will know the importance of ongoing time & project management.

Assignment: Finals Budgeting Exercise [due 2/16]

2/11 - Guest instructor: Tom Nickerson, will work with you to edit your resumes, and prepare them for the Final Project.

Learning Outcomes: Students will present draft resumes and learn how to properly peer edit.

Assignment: Apply edits to resume [due 2/16]

2/18 - Book Smarts: Did anyone ever teach you how to read a textbook? No, well, I will!

Learning Outcomes: Students will learn the SQ3R method, and understand the science of reading a textbook.

Assignment: The process of reading a textbook [due 2/25]

2/25 - Pick the theme

3/3 - Mock Interviews: Practice really makes perfect.

Learning Outcomes: Students will practice interviewing for a job, which includes dress code.

Assignment: Prepare to present Career Research Project

3/10 - Final Presentations

Learning Outcomes: Students will demonstrate competency in the content covered over the course of the FIGs, while exercising agency.

If you haven't gleaned (*glean is a verb that means to gather information*) by now, my hope is for this class to be fun, informative, and applicable to your life as a student, but also as a contributor to the world. These skills may seem obvious, but I hope through this class, you'll learn how to apply what you learn over the next 8 weeks to your life going forward.

The fun factor for this class is totally up to you. I'm sure for many classes, the instructor a one-person show; not for this one. I expect you to participate, be engaged, and help with the instruction, because I have just as much to learn from you as you do me!

So, if you're ready to be in charge of your academic journey, and learn how to be your best advocate, send me an email at clewis2@smccme.edu with FIGs 100-15 as the subject, and in the body paragraph use this template:

Hello Chanel,

My name is _____, and I am a student in your "You Can Get There from Here" FIGs class. I've read or listened to the syllabus (choose one), and I'm ready to be in charge of my academic journey. I'm ready to learn how to be my best advocate starting with this class.

(Feel free to include anything you're interested in: music, film, food, etc. You never know when it'll show up in class.)

Thank you,

(Write your full name)

I look forward to meeting you when class begins on January 19, 2016 @ 12:30pm in the CSEC building (#15 on the campus map) in room 004 on the ground level.

Useful instructions for assignments:

Instructions for accessing FIG pre-test/post-test:

1. Go to www.smccme.edu
2. Click on MY SMCC-upper right
3. Login with username & password
4. Click on My Maine Guide
5. Click on My Courses
6. Fig pretest is at the bottom of the page

Instructions for accessing My Maine Guide:

1. Go to www.smccme.edu
2. Click on MY SMCC-upper right
3. Click on Log in- upper right
4. Login with username & password
5. My Maine Guide is landing page

Instructions for accessing Jung Typology Test:

1. Go to My Maine Guide (directions above)
2. Click on Career and Transfer Pillar
3. Scroll down to My Career Helpful Links
4. Jung Typology is the second topic under On-line career resources
5. Follow directions for taking Jung Typology hit submit and print results

Instructions for accessing My Career Profile (MCP):

1. Go to MYSMCC
2. Go to MyMaineGuide
3. Click on My Career and Transfer
4. Scroll down to My Career Helpful Links
5. Click on My Career Profile

6. Scroll down and click on Access MCP Now (Access code is: seawolves)

Instructions for accessing My Career Center:

1. Go to My Maine Guide
2. Click on Career & Transfer button
3. Scroll down to My Career Center
4. Register as a new user, using your SMCCme.edu email address

Directions for activating your SALT account

SALT has arrived at SMCC! SMCC is excited to bring you this new financial literacy and debt management program. SMCC is collaborating with the creators of SALT, American Student Assistance (ASA), to provide you with this interactive educational tool- at no cost to you!

SALT was created to help SMCC students become more financially savvy. This program rewards you for making smart money decisions. Being a member of SALT will allow you to take advantage of features like these:

- My Money 101: a self-paced, online training resource that teaches you practical money management strategies for budgeting, credit management, and more.
- A personal dashboard that tracks all of your student loans in one place!!
- Interactive money management tools that show you how to take control of your finances.
- Scholarship and Job searches to assist you with finding scholarships while you're in school, and to help you with your career goals when you graduate!

Follow these steps to activate your SALT account today:

1. Visit saltmoney.org/SMCC
2. Click "Sign up"
3. Enter your personal information
4. Under "school"- list SMCC
5. Create a password and submit

Instructions for accessing Blackboard:

1. Go to smccme.edu
2. On the right side of the homepage, click on "Blackboard"
3. Log in using your SMCCme username and password
4. Under "My Courses" locate the appropriate course [SP16-FIGS 100-15: You CAN Get There from Here...]

Career Research Project:

Please write a 400-600 word essay in MLA Format describing the process of selecting your career. The process must include researched information, for example: salary range, education required, advancement, etc.

Think of this essay as a how-to article for someone who has never done a career search before. Your essay will help them understand how to look for a career.

Also, be prepared to showcase your personalized career knowledge in one of the following ways! With any option you choose, you must answer the questions below. This will help ensure understanding of your career!

1. PowerPoint presenting information answering the questions
2. Draw and explain a comic strip that demonstrates you know the answers to the questions!
3. Live action role play (LARP) a day in the life of your dream career in 5 minutes! Dress the part!
4. Write a poem/short story about your dream career—be as creative as you'd like!
5. Create a problem you may encounter in this career, and solve it, and show you understand what the career does in real life.
6. Create an infographic about your career; be sure to include all answers to questions.
7. Roll the dice!

Final Project Guiding Questions:

- What career have you selected? Why? What influenced your choice?
- What type of academic preparation is required? Does this career require some type of license or test to practice?
- How do you prepare to get the job? What documents do you need (resume, cover letter?)
- What qualities does a person need to succeed in this career?
- Where can you go to get the training/education you need? (high school, community college, university, professional school)
- Give a brief job description.
- What might a typical day look like? Is there a downside to this career? (burnout, relocation, travel)
- How do you manage your time in this career?
- Are you required to listen, comprehend, and then practice skills?
- What is the entry level pay scale? How would you budget your expenses based on your pay?
- How do you advance in this career?
- Can you job shadow someone to determine if this is the right choice for you?
- Are internships (apprenticeships) available? Paid or unpaid?
- Identify the professional associations for this profession.
- What are the predictions about the future of this career?
- What might be some related career options?

Extra Credit Opportunity:

LinkedIn Profile - Extra Credit 10 points

A LinkedIn Profile is an excellent way to have an online resume and professional presence. Everyone should have a current LinkedIn profile.

To earn maximize credit, complete the following tasks:

- Create Profile including
 - Photo
 - Summary
 - Work Experience
 - Education
- Request connection to FIG instructor

Sample Resume & Cover Letter

Since we'll be doing resumes and cover letters in this class, it may be great to have samples!

Unless you are a marketing guru and feel comfortable with a stylized font, pick a standard, professional typeface. Most hiring managers prefer: Times New Roman, Courier, Palatino, Calibri, Georgia, Arial, Verdana, or Lucida Sans.

Make sure to include your name, address, phone number, and email.

JOHN DOE
 1234 123rd St. Suite123
 Seattle, WA Work ZIP
 206.123.1234
JohnDoe@xyzuniversity.edu

An effective résumé targets the industry of the business to which you are applying. An objective statement should be concise (one sentence) and highlight what skills you bring to the table.

| | | |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Objective | To obtain an xyz internship at xyz company that utilizes my x skills, y skills, and z skills in order to gain experience in the field of xyz. | |
| Education | XYZ University Seattle, WA BA in XYZ Major GPA: Junior status, anticipated date of graduation: Spring 2011 | Fall 2007 - Present |
| Experience | <p><i>ListenUP!</i> - Seattle, WA Marketing & Sales Intern</p> <ul style="list-style-type: none"> Used Salesforce CRM and maintained database of over 200 clients. Assisted Marketing Director with brainstorming for email marketing campaign. Researched company competitors to assist with developing an industry outlook report. <p><i>XYZ University Newspaper</i> - Seattle, WA News Section Editor</p> <ul style="list-style-type: none"> Managed team of five alumni news writers to ensure weekly targets achieved 100% on-time submission (up from 72% in years prior). Composed and edited 15-page section of magazine featuring announcements and updates. Maintained database of alumni contact information and work to improve reader relations. <p><i>Marketing Club</i> - Seattle, WA Club President</p> <ul style="list-style-type: none"> Hosted networking events that included 35+ employers. Ran weekly meetings and worked with club committee to ensure advance club objectives. Promoted club on campus and doubled membership size from 25 to 50 members | <p>Winter 2009 - Present</p> <p>Summer 2008 - Fall 2009</p> <p>Spring 2007 - Fall 2008</p> |
| Relevant Skills & Courses | <p><i>COMM 130: Visual Communication</i> XYZ University</p> <ul style="list-style-type: none"> Team Presentation - analyzed Apple's 2008 iPod Campaign. Dream Campaign Project - strategized a visual campaign for a made up brand. <p><i>MKTG 280: Industry Analysis and Interpretation</i> XYZ University</p> <ul style="list-style-type: none"> Developed the SWOT analysis and summary a business plan for a fictional online start up. <ul style="list-style-type: none"> Adept at Photoshop CS4, Indesign CS4, Illustrator CS4 Proficient with Microsoft Office - especially Excel, Word, and PowerPoint Comfortable with Windows XP, Vista and Mac OSX Snow Leopard | <p>Spring QTR 2008</p> <p>Fall QTR 2008</p> |
| Interests | <ul style="list-style-type: none"> Visual communications, information design, and presentation Consumer electronics - particularly video games, software, laptops, and gadgets Co-host and publish a bi-monthly guitar lesson podcast | |

Quantify your experience; numbers are concise, exacting and hard to dispute. What sounds better?
 *Hosted a large networking event, where I helped call and invite all the attendees.
 or
 *Worked with club board to plan our largest networking event ever, personally recruited over 35 organizations who attended the event.

Typos are a cardinal sin of the résumé: In a recent survey 45% of executives said they threw out résumés with just one typo, another 31% discarded resumes with two typos.

Being capable or certified in specific programs means you can come aboard with an instantly identifiable and valuable skill-set. Maybe you can teach your boss some new excel or PPT time saving tricks?

A résumé is a visual tool that markets your brand to employers. Rather than broad or categorical interests (for example football or singing), use specific details to make yourself more interesting.

When emailing or uploading your résumé use MS Word version 2003-2007. Not all organizations have newer DOCX versions and may not ask why your résumé won't download. Also, employers can see your file name, so choose something simple like: JohnDoeResume.

Source: Looksharp.com

Sample Cover Letter

Halt! Before writing a cover letter understand why it is important. The cover letter is a chance to tell a prospective employer in writing why you are the right intern for *their* internship, and *their* office. Explain why the position interests you, what you bring to the table, and get the reader excited to interview you and learn more.

JOHN DOE

1234 123rd St. 123A | Seattle, WA 98122 | 206.123.1234 | johndoe@xyzuniversity.edu

March 15 2010,

XYZ Employer
Jeremy Irons
Recruiter
187 5th Avenue, Suite 143
Seattle, WA 98124

RE: XYZ Internship (Job ID 102938)

Dear Mr Irons,

I have been admiring xyz Firm's television and print ad campaigns since I was 8 years old and was excited to find your firm's xyz internship position through InternMatch!

As a marketing major at xyz University, I have found that I am adept at marketing and truly enjoy advertising projects. Through my marketing courses and my experience as a Public Relations Chair of xyz club, I have honed x, y, and z skills which I can contribute as a xyz intern. Some of the qualifications I have are:

Interest in Marketing:

- Marketing Major.

Strong Communication skills:

- Contacted clients to promote services as a Marketing & Sales Intern at ListenUP.
- Composed and edited articles for xyz University Newspaper.

Creativity:

- Utilized Photoshop CS4 and PowerPoint 2008 to design mock products and a presentation for COMM 130: Visual Communication course.

I align closely with your firm's focus on creative, results driven marketing campaigns. I believe that I would be a great addition to your company and look forward to being interviewed at your earliest convenience. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

John Doe

Try to find the person who is in charge of intern hiring and address your resume and cover letter to them. Statistics show you have a better chance of being hired if you know who's doing the hiring!

Including your contact information on all your documents makes you look professional and ensures you are easy to find. Include your name, phone number, address and email.

Hook 'em! Start your cover letter with a statement that will catch the reader's eye. Try something interesting or entertaining that relates you to the company.

Finish strong and with confidence! Let the company know why you want to work for them and that you really believe you can fit in.

"What I can do for you!" Employers want to know what you can bring to the table, so give them what they want. Bullets are great for being specific and to the point.

Pro tip: Although it is not required, if you have access to a scanner, adding a digital signature will personalize your cover letter!

When emailing or uploading your cover letter use MS Word version 2003-2007. Not all organizations can open DOCX files or will be kind enough to ask you to resend it. And remember, choose a simple file name like: JohnDoeCoverLetter.

Why does this FIG class matter to my success or career?

Whether you're a student or a professional, it's important to know what resources are available to you, and who is supporting you.

Resources & Support

Managing Time

Time is money, and learning how to manage it now will save you time and money in the future.

Personality & Values

If you don't know your personality and what you value, you can end up in a job that doesn't suit you. How can you be successful when you hate your job?



/sək'ses/ (n.)
The accomplishment of an aim or purpose.
SUCCESS
What does success look like to you?

Professional Skills

Skills such as: active listening, reading comprehension, note-taking, and even responding to emails are professional skills that will add to your success. These are called "soft skills."

Setting & Meeting Goals

Setting goals and meeting goals will help you be successful, both as a student and professional. Always challenge yourself to meet the goals you set for yourself. An employer will see that effort.

Managing Money

Studies show the more education a person has, the more money they earn. Not only will you have to manage your money, the career you choose may require you to manage someone else's money—which has bigger consequences. Money management is a lifelong component of success.