



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Learning Framework**

**EDUC 1100\_97**

**Laura Crapps, Celina Brown, & Holly Towns**

**NOTE: This is an online course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

A study of the a) research and theory in the psychology of learning, cognition, and motivation; b) factors that impact learning; and c), application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners.

Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Semester Hours: 1

**Prerequisites and/or Corequisites:**

No prerequisites

**Course Notes and Instructor Recommendations:**

Please check email and Brightspace daily. We will use these methods to communicate with you often. Please sign up for MyAlert (information on MCC main page). The college uses this system to communicate important information to students.

**Instructor Information:**

Instructor Name:	Laura Crapps	Celina Brown	Holly Towns
MCC E-mail:	<a href="mailto:lcrapps@mclennan.edu">lcrapps@mclennan.edu</a>	<a href="mailto:cbrown@mclennan.edu">cbrown@mclennan.edu</a>	<a href="mailto:htowns@mclennan.edu">htowns@mclennan.edu</a>
Office Phone:	254.299.8451	254.299.8428	254.299.8499
Office Location:	SSC 326	SSC 306	SSC 307
Conference Hours (by appointment)	M-F, 8:00a-5:00p	M-F, 8:00a-5:00p	M-F, 8:00a-5:00p

**Required Text & Materials:**

None.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Course Mission Statement:**

Learning Framework provides students with confidence in transition to higher education, as well as providing empowerment in areas that will lead to success as a lifelong learner.

**Objectives and/or Competencies:**

Upon successful completion of the course, the student will:

1. Increase the student's level of knowledge and use of motivational, behavioral, and cognitive factors that impact learning.
2. Improve the student's abilities and actions in learning and study strategies.
3. Provide student preparation for the rigors of a college education.
4. Provide students with an overview of the emotional intelligence skills they will need to be successful in the college environment.

**Methods of Teaching and Learning:**

Your grades are weighted per the assignment category. A **weighted** score is the average of a set of **grades**, where each set carries a different amount of importance.

Assignment Category	%
Reflection Paper	25
Discussion Boards	25
Weekly Assignments	40
Quizzes	10
Total	100

**Course Grading Information:**

Letter Grade	A	B	C	D	F
Total Points	100 – 90	89 – 80	79 – 70	69 – 60	59 or Below

**Ruffalo Noel Levitz (RNL) Reflection Paper Rubric**

Criteria	A Outstanding	B Proficient	C Basic	D/F Below Expectations
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## Learning Framework

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<b>Critical Thinking</b>  Demonstrates self-reflection & analysis	<i>rich</i> in content; full of thought, insight, and analysis	substantial information; thought, insight, and analysis has taken place	generally competent; information is thin and commonplace	rudimentary and superficial; no analysis or insight is displayed
<b>Connections</b>  Demonstrates application of ESAP results & lecture content	<b>clear</b> connections made to content and sociological concepts and theories	connections are made, not really clear or too obvious	limited, if any connections; vague generalities	no connections are made; off topic
<b>Mechanics</b>  Proper spelling and grammar; 12-point font in Times New Roman, 1-inch margins, at least 2 pages in length	few grammatical or stylistic errors; followed formatting requirements	several grammatical or stylistic errors; followed some formatting requirements	obvious grammatical or stylistic errors; errors interfere with content; followed few formatting requirements	obvious grammatical or stylistic errors that make understanding impossible; followed no formatting requirements

### Course Outline/Schedule:

The following is a TENTATIVE schedule of the chapters and the primary topic for each. Circumstances may cause the schedule to be changed. If changes are necessary, they will be announced in Brightspace.

Weekly units go from Monday until Sunday each week. All assignments are due by Sunday evening at 11:59 p.m.

DATE	Reading for the Week/Class Topic	Assignments
Week 1 8/22-8/28	Introductions/Review Syllabus/RNL Pre-Test	Video Intro Assignment RNL Pre-Test <b>Due: 8/28 by 11:59 p.m.</b>
Week 2 8/29-9/4	Making the Most of Your Time	Student Lingo Workshop & Time Management Activity <b>Due: 9/4 by 11:59 p.m.</b>
Week 3 9/5-9/11	Discovering Your Learning Styles, Self-Concept, & Values	Learning Styles Assessment & Reflection <b>Due: 9/11 by 11:59 p.m.</b>
Week 4 9/12-9/18	Taking Notes	Student Lingo Workshop <b>Due: 9/18 by 11:59 p.m.</b>

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Week 5 9/19-9/25	Technology & Information Competency	Discussion Board & Campus Orientation Quiz <b>Due: 9/25 by 11:59 p.m.</b>
Week 6 9/26-10/2	Choosing Your Courses & Major	Career Assessment & Video Reflection Email <b>Due: 10/2 by 11:59 p.m.</b>
Week 7 10/3-10/9	Taking Tests	Test Anxiety Reflection & Discussion Board <b>Due: 10/9 by 11:59 p.m.</b>
Week 8 10/10-10/16	Reading & Remembering	Annotation Assignment <b>Due: 10/16 by 11:59 p.m.</b>
Week 9 10/17-10/23	Title IX	Title IX Assignment <b>Due: 10/23 by 11:59 p.m.</b>
Week 10 10/24-10/30	Stress, Health, & Wellness	Discussion Board <b>Due: 10/30 by 11:59 p.m.</b>
Week 11 10/31-11/6	Diversity & Your Relationships with Others	Discussion Board <b>Due: 11/6 by 11:59 p.m.</b>
Week 12 11/7-11/13	Writing & Speaking	Discussion Board & Plagerism Quiz <b>Due: 11/13 by 11:59 p.m.</b>
Week 13 11/14-11/20	Ruffalo Noel Levitz Post Test & Reflection	RNL Post-Test & Reflection Paper <b>Due: 11/22 by 11:59 p.m.</b>
Week 14 11/21-11/27	Thanksgiving week – no class	Happy Holiday!
Week 15 11/28-12/4	Chapter 12 – Money Matters	Financial Literacy 101 Assignment <b>Due: 12/4 by 11:59 p.m.</b>
Week 16 12/5-12/8	Final Exam Week – You made it!	(No final – all assignments should be in)

### **Late Work, Attendance, and Make Up Work Policies:**

**Attendance:** Regular attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of this course. Students are responsible for all material presented or assigned and will be held accountable for such materials in the determination of course grades. Attendance will be taken weekly by participation with activities, reflections, quizzes, discussion boards, and assignments. If students miss more than 4 weeks of assignments, they will be dropped from the course. Students will need to log in each week and complete work that is assigned for verification of participation in this class. Please refer to the [Highlander Guide](#) for the complete attendance policy.

**Late/Make Up Work:** Students will be given ample time to complete assignments. Additionally, the entire course is available to you to begin working on starting on the first day of class. Students can work ahead in the course if they choose (and we encourage you to do so), but all assignments **MUST** be completed by the due date. Be sure to plan ahead, manage time well, and prepare for weeks that you know will be busy.

**Late/make up work is not accepted.**

**Note: Communication is very important** – if you are experiencing extenuating circumstances, please reach out to your assigned TRIO SSS advisor immediately so we can develop a plan for you to be successful despite your circumstances.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences

**Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-

8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>. McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.

### **Student Behavioral Expectations or Conduct Policy:**

In both the face-to-face and online environments, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or involve hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

If you are using Zoom to meet with the professor and/or other students, please ensure that you are dressed appropriately and are in a location where you can focus on your responsibilities as a student. Example: It is not appropriate to attend a Zoom class while laying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

### **Ethics:**

Cheating will not be tolerated. Any student found cheating will be subject to grade reduction, receiving a zero on assignments that involve cheating/plagiarism, and/or dismissal from the course.

Examples of cheating include but are not limited to:

- Copying the work of another student
- Seeking excused absences/tardiness under false pretenses
- Plagiarism (claiming as your own work the work of another)

*This course will teach you to think critically. Critical thinking is essential for an educator. Please maintain your integrity and do your own work – there is no reason to cheat in this, or any other course.*

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## ACADEMIC RESOURCES/POLICIES

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Room 319, Student Services Center

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or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.