McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Learning Framework

EDUC 1100 F1

Dr. Daelynn Copeland

NOTE: This is an 8-week course.

Course Description:
EDUC 1100 – Learning Framework:

A study of the: 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) 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. (Cross-listed as PSYC 1100.) Semester hours 1 (1 lecture).

Prerequisites and/or Corequisites:
Student must have passed the reading portion of the TSI.

Course Notes and Instructor Recommendations:

One way in which we can communicate with one another is through Remind, a free program and app that allows us to communicate without sharing private information. There is no requirement to use this app or program for this course. Please visit https://www.remind.com/ to learn more about this program. I would like to take a moment and mention a few class guidelines for Remind. First, Remind is a form of professional communication. Please be respectful in your participation. Please communicate with proper grammar and spelling, where possible. Second, while you may ask specific questions about coursework, please do not ask questions that are easily answered by looking at the course syllabus or by asking a peer in class. For example, I will not answer, "what is due tomorrow?" as I feel that you can easily find that answer by looking at the course syllabus. I will, however, happily try to answer specific questions regarding your work. Third, I will not share personal information via Remind such as grades and absences, so please do not ask me about your performance on a specific task. Please see the Announcements page for your course on Brightspace to receive information on registering for Remind.

If you wish to drop this class, you must email me from your MCC student account before 5:00 pm on the last day for student-initiated drops, with the request "Please drop me from COURSE ID and SECTION NUMBER." An email that says something like "I was thinking about dropping…" or, "I was wondering if I should drop…" will ***not*** be considered a drop request. (This is analogous to saying, "I would like to get married," and does not mean anyone is going to automatically marry you today.) If the email does not come from your student email account, or if the request is verbal, I cannot drop you. Alternatively, there is a form you can fill out and have me sign before 5:00 pm on the last day for student-initiated drops.

Instructor Information:

Instructor Name: Dr. Daelynn Copeland
MCC Email: dcopeland@mclennan.edu
Office Number: (254) 299-8786
Ofce Location: CSC – Child Development Center
Office/Conference Hours: Posted on Brightspace and Office Doorr
Other Information: Please use your MCC student email address when emailing the instructor, as personal accounts sometimes get blocked or caught in the college's spam filter.

Required Text & Materials:

Title: *Power Learning, Strategies for Success in College and Life, 8th edition* (2020); along with Connect Access Card Power 8th edition.
Author: Feldman, R
Publisher: McGraw Hill Education
ISBN-13: 978-0077842154
ISBN-10: 0077842154
You will need to complete SmartBook chapter assignments through McGraw-Hill Connect as part of your grade for this course. You will need to use your MCC student email to register for McGraw-Hill Connect when you log-in through the Unit Modules in Brightspace. This text was designated as an inclusive access text, which means you have access to an online version of the text as part of your enrollment in this course. If you wish to purchase a paper copy, you are welcome to do so for a small fee. **SmartBook chapter assignments are not compatible with most smartphone screens or operating systems.** Please be prepared to complete these activities using a large screen tablet, laptop computer, or desktop computer. There are computer labs on campus that you may use. You may use this link to help troubleshoot issues that may arise with McGraw Hill
Connect: https://connect.mheducation.com/troubleshootWeb/troubleshoot.html

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

Students will be expected to watch course videos, read and complete SmartBook chapter assignments, complete assignments, prepare study aids, and possibly complete Internet and library search assignments.

Course Objectives and/or Competencies:

Upon successful completion of the course, the student will be able to:
-demonstrate an understanding of knowledge, and use of motivational, behavioral, and cognitive factors that impact learning
-implement learning and study strategies that impact learning
-demonstrate preparedness for the rigors of college

-possess an overview of the emotional intelligence skills they will need to be successful in the college environment

Course Outline or Schedule:

You are responsible for everything listed in the detailed calendar below. Refer to the Course Objectives above to see how they relate to assessments and assignments. The instructor reserves the right to make changes or corrections to the schedule during this semester. Any changes in this schedule will be announced on Brightspace, Remind, and/or through your MCC student email.

Date:	Guiding Questions:	Due prior to 11:59 pm on the Sunday listed in the week, i.e. 8/30 at 11:59 pm or 9/6 at 11:59 pm. See Brightspace Unit Modules for details on each assignment.
Unit 1 3/15-3/21 at 11:59 pm	What is EDUC 1100, Learning Framework? Am I comfortable with the technology needed for completing this course? What are S.M.A.R.T. Goals and how can they help me be successful in college?	-Course Overview video -Read the Syllabus -OPTIONAL Syllabus Quiz for BONUS points -Technology Video -S.M.A.R.T. Goals Video -Connect to McGraw-Hill Video -SmartBook Overview video -Feldman SmartBook Connect Orientation - "Becoming a Successful Online Learner: Making the Transition from Face-to-Face to Online Classes – and Back" -BONUS COVID 19 training
Unit 2 3/22 - 3/28 at 11:59 pm	What are good time management strategies to help me succeed in college? What are the four elements of my Optimum Study Environment?	-Feldman SmartBook Ch. 1 -Feldman SmartBook Ch. 2 -Course Video Time Management -Course Video Study Environment
Unit 3 3/29-4/4 at 11:59 pm	How does our memory work? What is Bloom's Taxonomy?	-Feldman SmartBook Ch. 5 -Feldman SmartBook Ch. 10 -Course Video Memory -Course Video Bloom's Taxonomy -S.M.A.R.T. Goals Assignment Due
Unit 4 4/5-4/11 at 11:59 pm	What is schema theory? What are mnemonic devices, and retrieval practice? How can we prepare to take tests? How does sleep affect my ability to learn?	-Feldman SmartBook Ch. 7 -Feldman SmartBook Ch. 8 -Course Video Schema Theory, Mnemonics, and Retrieval Practice -Course Video Test Prep and Sleep -Academic Calendar -Discussion Board #1 --Read Fackelman's "Deep Sleep" Article

Unit 5		-Feldman SmartBook Ch. 4 -Feldman SmartBook Ch. 6 -Feldman SmartBook Ch. 12
4/21- 4/18 at 11:59 pm	What is the Modified Cornell System for Taking Notes? What is the best way for me to read a textbook? What is information literacy and how can I prevent plagiarism?	-Course Video on Modified Cornell System for Taking Notes -Course Video Concept Mapping and Reading -Course Video on Information Literacy and Plagiarism -Optimum Study Environment Essay
Unit 6		-Feldman SmartBook Ch. 3 -Feldman SmartBook Ch. 11
4/19-4/25 at 11:59 pm	What are Learning Styles?	-Practice Quiz Questions and Answers -Learning Styles Inventory Results -Discussion Board #2 -Modified Cornell System Example
Unit 7		-Feldman SmartBook Ch. 9 -Feldman SmartBook Ch. 13 -ESAP results submitted to Brightspace -Course Video Emotional Intelligence-ESAP results
4/26- 5/2 at 11:59 pm	What is Emotional Intelligence? What can I do to best manage my stress and maintain my wellness? Do I know what consent is, and when it has and has not been given?	-Course Video- Emotional Intelligence What is Emotional Intelligence? -Cherry. K. (8/22/2019) Overview of Emotional Intelligence -Concept Map of College Reading -Scavenger Hunt -Course Video Stress Management -Watch "Consent is Everything" video **-Final Activity due 5/5 at noon**
Unit 8 5/3- **5/5 at 12:0 NOON**	**Final Activity to be completed by 12:00 noon on May 5th**	Final Activity

Course Grading Information:

Assignment	Points
SmartBook Power chapters/modules (15 @ 10)	150
S.M.A.R.T. Goals	20
Academic Calendar	50
Optimum Study Environment	50
Practice Quiz Questions and Answers	20
Modified Cornell System Example	20
ESAP	25

Discussion Board Posts (2@10)	20
Concept Mapping	15
Learning Styles Inventory	10
Scavenger Hunt	10
Final Activity	30
Total Possible Points	**/420**

*The instructor may add or remove graded assignments from the course schedule with notice given through MCC student email, and via Brightspace. Final grades will be determined on a 100% scale. If a student earns 90-100% of the total possible points, he or she will earn grade of an "A" for the course. If a student earns 80-89% of the total possible points, he or she will earn a grade of a "B" for the course. If a student earns 70-79% of the total possible points, he or she will earn a grade of a "C" for the course. If a student earns 60-69% of the total possible points, he or she will earn a grade of a "D" for the course. If a student earns 59% of the total possible points or below, he or she will earn an "F" for the course. To determine your percentage grade, add up the total number of points you have earned, divide by the total number of possible earned points, and multiply by 100.

Late Work, Attendance, and Make Up Work Policies:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive the grade they earned up to the point of their last class attendance. In extenuating circumstances, the instructor may assign a "W" to a student who is not passing. Each absence will count toward attendance requirements in each course. Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion, i.e. at the earliest opportunity after missing an assignment.

Attendance is mandatory. Each unit (week) will have a number of tasks assigned to complete for a grade, such as SmartBook chapters, assignments, or discussion boards. If you

complete and submit at least ONE of the graded tasks for the unit (week), you will be marked as present. If you do not complete and submit one of the graded tasks for the week, you will be marked as absent. The tasks that will count towards being marked as either present or absent are marked in each unit in your Brightspace course.

Per MCC policy, you may be automatically dropped after missing 25% of class work, or failure to complete and submit a graded assignment for two of the eight weeks for this course.

No late work will be accepted. However, in certain circumstances students will be permitted to make up classwork and assignments due to absences causes by authorized participation in official College functions, personal illness, an illness or death in the immediate family, or the observance of a religious holiday. It is the student's responsibility to inform the instructor of the reason for the absence, to provide proper documentation for the absence, and to do so in a timely fashion, i.e. the first class activity after the absence. The professor has the prerogative of determining whether a student may make up work missed due to absences for other reasons, or whether or not the student has provided adequate documentation to be eligible to submit late work to be graded. All "late" assignments need to be emailed to Dr. Powell or submitted in Brightspace if possible, with a copy of the written documentation for the absence by 4/30/21.
 The assignments due in this course are to be turned in via Brightspace prior to the date and time noted on the calendar.

Student Behavioral Expectations or Conduct Policy:
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." MCC Student Handbook

 -As this is a 1 credit hour course, students should plan on 6 hours per week to complete course activities and assignments.
-Students are expected to attempt or complete all graded assignments
(assignments, SmartBook chapters, and discussions) to establish attendance rates for the course.
-Students are expected to participate in the Discussion Boards in a polite and respectful manner. See the Discussions tab in Brightspace for more details.
-Students are expected to watch the assigned course videos, complete SmartBook assignments, discussions, and assignments for grading as noted in the calendar.
-The student must send all email messages to the instructor using their MCC provided student email account (firstinitiallastinitialstudentIDnumber@students.mclennan.edu). The instructor will send all emails to the students' MCC email accounts. Students are expected to check their MCC student email accounts on a regular basis (i.e. daily) while enrolled in this course.
-Students are expected to use their MCC student email to register for McGraw-Hill Connect SmartBook and access the SmartBook chapters through the Unit Modules in Brightspace.

-Students who are having trouble with technology should contact the Tech Support at (254) 299-8077 M-F 8:00 am to 5:00 pm or (254) 299-6202 after hours. Students are also encouraged to contact Brightspace and McGraw-Hill as necessary to receive support in a timely manner.

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[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. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

Title IX:
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 or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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. 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.

MCC Academic Integrity Statement:
Go to 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 (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. 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 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 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 (https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us)
- Email Setup for Androids (https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us)

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.

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.