

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.H22**

Linda Stanford

Note: This is a 16-week course
This is a face-to-face 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

EDUC 1100 – Learning Framework

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:

None

Course Notes and Instructor Recommendations:

Please check email and Brightspace daily. I 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: Linda Stanford
MCC E-mail: lsanford@mclennan.edu
Office Phone Number: (254) 299-
Office Location: BT 114
Office/Conference Hours: **Tuesday** - 10:40 - 11:10 a.m.; 2 - 3 p.m.; 4:20 - 5:20 p.m. and 6:15 to 6:30 p.m. **Wednesday** -- 12:15 - 12:45 p.m.
Office Hours By Appointment
Other: Email from your MCC student email account is rarely blocked. Use it.

Required Text & Materials:

Title: *P.O.W.E.R. Learning, Strategies for Success in College and Life*
Author: Robert S. Feldman
Edition: Eighth Edition
Publisher: McGraw Hill Education
ISBN: 978-1-26-022874-8

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

Possible Methods of Teaching and Learning:

Online Lectures
Reading assignments
Online discussion boards
Online Individual and group assignments
Online Small and large group collaboration
Review of relevant research
Literature analysis
Use of digital media and/or recording of student performance

The required etextbook and McGraw Hill CONNECT Access Code are included in your student fees as part of the Inclusive Access program. They are necessary to complete the course.

Students are expected to complete the weekly reading, participate in Discussion Board (Db) as assigned, and complete any activities and papers as assigned.

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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Methods of Teaching and Learning:

Class time introduces skills, discussions, guided practice, group work, board work, exams, reviews, and extension activities. Students will describe their thinking processes to each other. Outside of class, students will read chapter assignments, complete practice exercises, prepare study aids, and complete library and Internet search assignments.

Course 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.

Course Expectations

- Check Brightspace EVERY week.
- Be on time and prepared for every class meeting.
- Participate in all classroom activities and discussions.
- Turn in assignments on the posted due date.
- Communicate effectively with your instructor and in a timely manner.
- Put away cell phones during class. Please refrain from texting.

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.

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Course Outline/Schedule:

The following is a TENTATIVE schedule of these 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 and in class.

Course Objective or Schedule

EDUC 1100 02 – Learning Frameworks Tuesdays 1 – 2 p.m. Instructor: Linda Stanford -- Office: BT 114 Office Hours: Tuesday - 10:40 - 11:10 a.m.; 2 - 3 p.m.; 4:20 - 5:20 p.m. and 6:15 to 6:30 p.m. and Wednesday -- 12:15 - 12:45 p.m.			
Any Changes to this schedule will be announced in class and on Brightspace.			
Date	Chapter/Topic	Class Activities	Due by Next Class
08-23 Module 1	Introduction to Class	<i>Introductions</i> <i>Read Instructor Plan/Syllabus</i> <i>Explain Brightspace Shell</i>	<ul style="list-style-type: none"> • Core Activity #1 Part I -- Noel Levitz Inventory Pre-Assessment • College Student Inventory • Core Activity #2 --Email the Professor w/ attachment (MCC email) • Initial Discussion Post #1 • Start Brightspace Orientation
8-30 Module 2	Introduction to Resources	<i>Discussion of Campus Resources</i> <i>Read Learn Smart Chapter 1 before class</i> <i>–You must read the entire chapter and answer the questions</i>	<ul style="list-style-type: none"> • Core Activity #3 --Title IV Training • Complete Brightspace Orientation • Core Activity #4 -- CONNECT Orientation • Core Activity #5 -- Campus Orientation • Read Chapter 1
9-6 Module 3 (No school Monday,	Chapter 1 – Learning: Becoming a Successful Student	Discuss Chapter 1 <i>Read Learn Smart Chapter 9 before class</i> <i>–You must read the entire chapter and answer the questions</i>	<ul style="list-style-type: none"> • Core Activity #6 -- Understanding Noel Levitz Pre-Assessment Assignment • Read Chapter 9 before

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9.5 – Labor Day)			class
9-13 Module 4	Chapter 9: Technology & Information Competency	Discuss Chapter 9 <i>Read Learn Smart Chapter 2 before class</i> <i>–You must read the entire chapter and</i> <i>answer the questions</i>	Read Chapter. 2
Date	Chapter/Topic	Class Activities	Due by Next Class
9-20 Module 5	Chapter 2 – Making the Most of Your Time	Discuss Chapter 2 <i>Weekly Timetable filled in with classes,</i> <i>work times, etc</i> <i>Weekly Timetable write down everything</i> <i>you do for two days – every 15 minutes</i> <i>Assignment: Read Learn Smart Chapter</i> <i>3 Discovering Your Learning Style, Self-</i> <i>Concept, and Values</i>	<ul style="list-style-type: none"> • Core Activity #7 Letter to the Professor Activity Due next class: <ul style="list-style-type: none"> • Weekly Timetable (classes) • Weekly Timetable (15 min) • Read Chapter 3
9-27 Module 6	Chapter 3 - Discovering Your Learning Styles, Self-Concept, and Values	<ul style="list-style-type: none"> • Due in class: Weekly Timetable (classes) • Weekly Timetable (15 min). Discuss Chapter 3 <i>Read Learn Smart Chapter 4 before class</i> <i>–You must read the entire chapter and</i> <i>answer the question</i>	Read Chapter 4
10-4 Module 7	Chapter 4 – Taking Notes	Discuss Chapter 4 Read Learn Smart Chapter 5 before class –You must read the entire chapter and answer the question	Read Chapter 5
10-11 Module 8	Chapter 5 – Test Taking Techniques	Discuss Chapter 5	Read Chapter 6
10-18 Module 9	Chapter 6 –Reading and Remembering	Discuss Chapter 6 Read Learn Smart Chapter 7 before class –You must read the entire chapter and answer the question October 24, 2022 is the last day a student may drop a class.	Core Activity #1 Part II Noel Levitz Inventory College Student Inventory Post-Assessment MANDATORY Dates not flexible Read Chapter 7
10-25 Module 10	Chapter 7 Writing and Speaking	Discuss Chapter 7 Read Learn Smart Chapter 8 and Ch. 10 before class –You must read the entire	Read Chapter 8 and 10

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		chapter and answer the question	
11-1 Module 11	Chapter 8 Choosing Your Courses & Major Chapter 10 Making Good Decisions	Discuss Chapters 8 and 10 Read Learn Smart Chapter 11 before class –You must read the entire chapter and answer the question	Read Chapter 11
11-8 Module 12	Chapter 11 Diversity & Your Relationship with Others	Discuss Chapter 11 Read Learn Smart Chapter 12 before class –You must read the entire chapter and answer the question	Read Chapter 12
Date	Chapter/Topic	Class Activities	Due by Next Class
11-15 Module 13	Chapter 12 Money Matters	Discuss Chapter 12 Read Learn Smart Chapters 13 before class –You must read the entire chapter and answer the question	Read Chapter 13
11-22 Module 14	Chapter 13 Stress, Health, & Wellness	Discuss Chapter 13	
11-29 Module 15	What Does Noel Levitz Mean?	<u>Discussion #2 Noel Levitz</u> <u>Comparing Pre and Post Noel Levitz Results</u>	All assignments due by 11-29
12-6 Module 16	FINALS WEEK	Final Paper on Comparing Pre and Post Noel Levitz Results due at the beginning of class on December 6, 2022	Final due 12-6-22 at beginning of class

Course Grading Information:

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. For example, as you can see by the chart below, the core activities make up 40% of your grade versus the Weekly Activities which are worth 30%. This means that you could do all your Weekly Activities, but that 100% would not be worth even some of your core activities being completed.

Assignment Category	%
Weekly Activities	30
Professionalism Grade	5
Core Activities	40
Final Exam	25
Total	100

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Grading Scale:

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

Grade Scale

Letter Grade	A	B	C	D	F
Total Points	1000 – 900	899 – 800	799 – 700	699 – 600	599 or Below

Methods of Teaching and Learning:

Students are expected to complete the weekly reading and complete any quizzes or activities such as reflection papers or group projects.

Reading Assignments

After you log in with your code, as you read in the etextbook provided through Brightspace, there will be questions that pop up throughout the chapter to check for understanding. To earn all of the points for this assignment, you must complete the chapter and answer the questions that appear.

Activities

During the course of the semester there will be several activities that you will be asked to complete for class or online through Connect. The following are examples of Activities:

- Email and attachment
- Post on Discussion Board
- Campus Orientation
- Weekly Timetable classes
- Weekly Timetable 15 minute

Core Activities: Core Activities are more substantial activities. There are 7 Core Activities to do during the semester.

Final Exam is worth 25% percent of your final grade.

Late Work, Attendance, and Make Up Work Policies:

The attendance and participation grades MAY NOT be made up. Graded assignments are due at the beginning of your class time, LATE WORK WILL NOT BE ACCEPTED. All assignments

and directions will also be posted on Brightspace. Exceptions in extreme circumstances are left to the discretion of the instructor.

Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), late work will be excused. **Communication is very important** – if you are experiencing extenuating circumstances, please reach out to me 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. Your instructor may have guidelines specific to this course.

You are expected to be present for all class meetings of this course and all assigned work times for your internship station. If you are absent when an assignment is done in class, you will need to see your instructor immediately. You will have one week from the day you return from an absence to complete missed exercises or exams.

You will be dropped from the course once you reach 25% absences – which is 4 classes for this class. You have an opportunity to drop yourself from the course with a “W” at the 60% point (October 24, 2022) of the course. If you do not drop yourself at that point, your instructor will not drop you and will average your grade at the end of the semester (placing zeros for all work not turned in).

Student Behavioral Expectations or Conduct Policy:

Behavioral guidelines are outlined in the “Conduct Policy” portion of the Highlander Student Guide. Any behavior which disrupts the learning process will be grounds for dismissal from the class. If child care is a problem, please confer with Student Services for alternatives to avoid bringing children to class. Students are expected to follow the General Conduct Policy in the [Highlander Guide](#). 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.

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.

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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. The following are the behavioral expectations which will provide a more conducive learning environment for all students in the classroom and will provide opportunities for successful completion of this course.

- **All cell phones are to be turned off and put out of sight.** If you are expecting an emergency call, the phone needs to be placed on the instructor's table at the front of the room. Using the cell phone (texting, surfing, and talking) in class will result in 5 points being deducted from the professionalism grade.
- All other electronic devices must be turned off and placed out of sight. If the student does not turn off the device, the student will be asked to leave the classroom and 5 points will be deducted from the professionalism grade.
- Laptops and tablets are permitted in class only for taking notes.
- The use of alcohol, drugs or tobacco products is not allowed in the classroom.
- Students should not attend class with the smell of or under the influence of drugs or alcohol.
- Take care of your personal business before class starts. Leaving and entering the classroom disrupts the learning environment.
- Expressions of opinions and questions on classroom discussions are encouraged.
- Mutual respect of others' opinions is expected.
- Loud, raucous behavior in the classroom is not acceptable. If after being asked to be quiet the student does not, he/she will be asked to leave the room. Repeated occurrences will require visits to Student Development for disciplinary action.

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:

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- 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.

Updated 06/08/2022

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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 <https://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 <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://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 <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 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.

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.