



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Learning Framework

EDUC 1300_03

Tuesday, Thursday 9:35 AM – 11:00 AM

CSC E254

Jennifer K. Chapman

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 1300 – Learning Framework:

A stEDUCudy 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: 3

Prerequisites and/or Corequisites:

No prerequisites

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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)

(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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:	Dr. Jennifer K. Chapman
MCC Email:	ichapman@mclennan.edu
Office Phone Number:	(254) 299-8523

Office Location: CSC D41 (Child Development Center lobby area)
Office/Conference Hours: **Monday** 2:30-4:30 PM, **Tuesday** 11 AM-12:30 PM,
Thursday 11 AM-12:30 PM, **or by appointment**. We can meet in-person or via Zoom.

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

Please Note: The required e-textbook and McGraw Hill CONNECT Access Code are included in your student fees as part of the Inclusive Access program. You will have access to your book directly from Brightspace.

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:

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

Students are expected to complete the weekly reading, participate in Discussion Board (Db) as assigned, and complete any activities and papers as assigned. Additional information will be provided in class and through Brightspace.

Graded Assignments:

Core Assignments: There are seven assignments designated as core activities. These are common to students in all sections of Learning Framework. Instructions will be provided on Brightspace and discussed in class.

Reading Quizzes: As you read the etextbook provided through D2L/Brightspace, after you log in with your code, 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.

Weekly Activities: Most weeks, you will complete an assignment related to the weekly topic/chapter reading. Part or all of these activities may be completed in class/in small groups, etc., so it is extremely important that you attend class regularly.

Discussion Board Posts: You will complete two discussion board posts in this class, one in the first week of class, and one in the last week of class. You will be asked to respond to a prompt provided by the instructor. To receive full credit, you must submit an initial response that is well thought out, relevant to the prompt, and substantial (at least 3-6 sentences). You must then respond to two classmates with substantial posts.

Responses like “I agree” or “Good point” will not receive full credit. Your responses should be at least 3 sentences long. Please do not use text-speak, such as “LOL” or “BFF” as these will not count either. Avoid posting in ALL CAPS as this looks like YOU ARE YELLING at the other student.

Final Project: To summarize your learning in this course, you will choose 2 strategies you learned about in this course and present them to an audience of incoming freshman students. How you present this is up to you. Some suggestions are a formal paper, a PowerPoint, a Prezi, a video, a blog, or a podcast. More details, including rubrics for different types of presentations, will be available on Brightspace.

Course Outline/Schedule:

The following is a **TENTATIVE** schedule of these chapters and the primary topic for each week. 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 pm, **except for** discussion posts which are due by Thursday evening at 11:59 PM so that you have time to respond to your classmates' posts.

Week	Chapters/Topic	Weekly Activities Due Sunday, 11:59 PM
08.22 Module 1	Welcome/About This Class	Core Assignment #1 Part I Noel Levitz Inventory College Student Inventory Pre-Assessment Core Assignment #2 Email the Professor w/ attachment (MCC email) <u>Discussion #1 Introductions (Initial Post due by 11:59 PM Thursday)</u>
8.29 Module 2	Introduction to Campus Resources	Core Assignment #3 CONNECT Orientation Core Assignment #4 Campus Orientation
9.6 Module 3 (No school Monday, 9.5 – Labor Day)	Chapter 1 – Learning: Becoming a Successful Student	Read Chapter 1 , Complete Learn Smart Quiz Core Assignment #5 Part I Understanding Noel Levitz Pre Assessment Assignment
9.12 Module 4	Chapter 9: Technology & Information Competency	Core Assignment #6 Title IX Training Read Chapter 9, Complete Learn Smart Quiz Library Activity
9.19 Module 5	Chapter 2 – Making the Most of Your Time	Read Chapter 2 , Complete Learn Smart Quiz Core Assignment #7 Letter to the Professor
9.26 Module 6	Chapter 13 Stress, Health, & Wellness	Read Chapter 13, Complete Learn Smart Quiz Stress & Wellness Activity
10.3 Module 7	Chapter 3 - Discovering Your Learning Styles, Self-Concept, and Values	Read Chapter 3, Complete Learn Smart Quiz Learning Styles Activity
10.10 Module 8	Chapter 8 Choosing Your Courses & Major	Read Chapter 8, Complete Learn Smart Quiz Advising Appointment Activity
10.17 Module 9	Chapter 10 Making Good Decisions	Read Chapter 10, Complete Learn Smart Quiz Career Assessment Activity
10.24	Chapter 11 Diversity & Your Relationship	Read Chapter 11, Complete Learn Smart Quiz

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Module 10	with Others	Stereotype Activity
10.31 Module 11	Chapter 12 Money Matters	Read Chapter 12, Complete Learn Smart Quiz Budget Activity
11.7 Module 12	Chapter 4 Taking Notes & Chapter 5 Taking Tests	Read Chapters 4 & 5, Complete Learn Smart Quizzes Mind Map Activity
11.14 Module 13	Chapter 6 Reading & Remembering	Read Chapter 6, Complete Learn Smart Quiz Memory Activity
11.21 Module 14	Chapter 7 Writing & Speaking	Read Chapter 7, Complete Learn Smart Quiz Core Assignment #1 Part II Noel Levitz Inventory College Student Inventory Post-Assessment
11.28 Module 15	Understanding Noel Levitz	<u>Discussion #2 Noel Levitz</u> (Initial Post due by 11:59 PM Thursday) Core Assignment 5 Part II Understanding Noel Levitz Post Assessment Assignment
12.5 Module 16	FINALS WEEK	Final Project due by December 7th, 11:59 PM (NO extensions)

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 seven core activities make up 35% of your grade versus the discussion boards which are worth 5%. This means that completing both of your discussion board posts is worth the same as one of your core activities being completed.

Assignment Category	%
Core Assignments	35
Weekly Activities	20
Weekly Reading Quizzes (CONNECT)	10
Discussion Boards	5
Final Project	20
Class Participation/Attendance	10
Total	100

Grading Scale:

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

Late Work, Attendance, and Make Up Work Policies:

Late work will be subject to a deduction of 5% per day it is late. For example, if it is 2 days late and you would have earned a 100, you will now get a 90. Please keep in mind that there are some instances where late work will not be accepted. For example, discussion boards are an online, interactive assignment and completing these late is not allowed. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), late work may 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.

Attendance:

As this is a face-to-face course, attendance at all class meetings is expected. There will be in-class assignments that go towards weekly activities. Students who miss more than two (2) class meetings without communicating with the instructor will lose points on their overall participation/attendance grade.

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.

[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 <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.