McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Learning Framework

EDUC_1300_97

Dr. Kayla Willis

NOTE: This is a 16-week online course

Fully Online

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 3 (3 lec/lab).

Prerequisites and/or Corequisites:

No Prerequisites Required

Course Notes and Instructor Recommendations:

This course will provide you with a variety of tools, resources, and strategies to help you be successful in college and beyond, and thus it is extremely important. Please check your MCC student email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information can be found on MCC homepage). The College uses this system to communicate important information to students.

I am here to help you succeed. Please use me as a resource. If you need help, don't understand something, or just need to talk, I'm here for you.

Instructor Information:

Instructor Name: Kayla Willis, EdD
MCC Email: kmwillis@mclennan.edu
Office Phone Number: 254-299-8788
Cell Phone: 254-826-6101 (When using this form of communication, text messages are preferred. Note that I will not respond after 9:00 PM or before 7:00 AM)
Zoom ID: 254 299 0000
Office Location: CSC (in the Child Development Center lobby area)

Office/Teacher Conference Hours: Monday: 11:00 AM-2:00 PM
Tuesday: 8:15-10:15 AM and 12:45-1:45 PM
Thursday: 12:35-1:35 PM

****Other days/times available 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: 8th Edition
Publisher: McGraw Hill Education
ISBN: 978-1-26-022874-8
Please note that your book and Connect access are **included in your student fees. You do not need to buy a hardcopy of the book or a separate access code.

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

Methods of Teaching and Learning:

- Online lectures
- Reading assignments and comprehension questions
- Online discussion boards
- Small and large group collaboration
- Real-world activities and assignments
- Review of relevant research
- Reflection
- Use of digital media

You will be expected to complete the weekly LearnSmart activities (read a chapter and answer questions), participate in weekly activities posted online, complete a reflection paper and a final project, and complete all assigned activities.

Course Objectives and/or Competencies:

By the end of this course, you will

1. Describe the motivational, behavioral, and cognitive factors that impact learning.
2. Identify and use research-based learning strategies and study strategies.
3. Describe ways to be successful in college (and beyond).
4. Identify and use emotional intelligence and soft skills that impact future career goals and success.

Course Outline or Schedule:

The following is a tentative schedule for the semester. Circumstances may cause the schedule to change. If changes are necessary, they will be announced in Brightspace and/or through the MCC email system.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
8/22-8/28 Module 1	8/28 at 11:59 PM	Welcome to the Course	• Complete Discussion 1. • Complete Email the Professor Activity. • Complete Noel Levitz Pre-Assessment. • Complete the Connect Orientation. • Complete Module 1.
8/29-9/4 Module 2	9/4 at 11:59 PM	Chapter 1: POWER Learning: Becoming a Successful Student	• Read Chapter 1 and answer questions. • Complete the Campus Orientation Activity. • Complete the Noel Levitz Pre-Assessment Reflection. • Complete the Title IX training assignment. • Complete Module 2.
9/5-9/11 Module 3	9/11 at 11:59 PM	Chapter 2: Making the Most of Your Time	• Read Chapter 2 and answer questions. • Complete the Study Timetable Activity. • Complete Module 3
9/12-9/18 Module 4	9/18 at 11:59 PM	Chapter 9: Technology and Information Competency.	• Read Chapter 9 and answer questions. • Complete the Technology and Information Literacy Activity. • Complete Module 4.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
9/19-9/25 Module 5	9/25 at 11:59 PM	Chapter 3: Discovering Your Learning Styles…	• Read Chapter 3 and answer questions. • Complete the Letter to the Professor Activity. • Complete Module 5.
9/26-10/2 Module 6	10/2 at 11:59 PM	Chapters 4 & 5: Taking Notes and Tests	• Read Chapters 4 & 5 and answer questions. • Complete the Practice Taking Some Notes Activity. • Complete Module 6 Discussion. • Complete Module 6.
10/3-10/9 Module 7	10/9 at 11:59 PM	Chapter 13: Stress, Health, and Wellness	• Read Chapter 13 and answer questions. • Complete the Identify Your Stressors and Your Susceptibility to Stress activity. • Complete the Managing Your Stress Activity. • Complete Module 7
10/10-10/16 Module 8	10/16 at 11:59 PM	Chapter 11: Diversity and Your Relationship with Others	• Read Chapter 11. • Complete the Stereotypes and Diversity Activity. • Complete Module 8
10/17-10/23 Module 9	10/23 at 11:59 PM	Chapter 8: Choosing Your Courses and Major	• Read Chapter 8 and answer questions. • Complete the Career Planning Reflection activity. • Begin the Advising Visit Activity. • Complete Module 9.
10/24-10/30 Module 10	10/30 at 11:59 PM	Chapter 6: Reading and Remembering	• Read Chapter 6 and answer questions. • Complete the Module 10 Discussion. • Complete Module 10.
10/31-11/6 Module 11	11/6 at 11:59 PM	Chapter 7: Writing and Speaking	• Read Chapter 7 and answer comprehension questions. • Complete the Writing a Reflection Paper Activity. • Complete Module 11.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
11/7-11/13 Module 12	11/13 at 11:59 PM	Chapter 12: Money Matters	• Read Chapter 12. • Complete the Creating a Budget Activity. • Complete the Researching Scholarships Activity. • Complete Module 12.
11/14-11/20 Module 13	11/20 at 11:59 PM	Chapter 10: Making Good Decisions	• Read Chapter 10 and answer questions. • Complete the Writing a Resume Activity • Complete the Advising Visit Activity. • Complete Module 13
11/21-11/27 Module 14	11/27 at 11:59 PM	Noel Levitz Post Assessment & Thanksgiving	• Complete the Noel Levitz Post Assessment. • Get caught up on any missing work. • Complete Module 14.
11/28-12/4 Module 15	12/4 at 11:59 PM	Reflecting on Growth and Strategies Learned	• Complete the Noel Levitz Post-Assessment Reflection. • Begin working on the Final Project. • Complete Module 15.
12/5-12/8 Module 16	12/6 at 11:59 PM	Final Exam	• Submit the Final Project by 12/6 at 11:59 PM.

Weekly modules will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM). All assignments, activities, discussions, journals, quizzes, etc. are due by Sunday night at 11:59 PM. All work will be submitted through Brightspace (see supported file types here). **Please check Brightspace or the Course Schedule for due dates on specific assignments and activities**.

Course Grading Information:

Assignment Category	Percentage of Total Grade

Weekly Activities/Assignments	30%
LearnSmart Activities	15%
Core Activities	30%
Reflection Paper	10%
Final Project	15%

Grading Scale:

Letter Grade	**A**	**B**	**C**	**D**	**F**
Total Average	90-100	80-89	70-79	60-69	59 or below

Please note that the grade you receive is the grade you earned. All work in this course should be **your own**. Cheating and academic dishonesty are taken seriously. The first offense will result in a failing grade on the assignment and a discipline referral. The second offense will result in a failing grade for the course and another discipline referral.

Late Work and Make Up Work Policies:

Unless previously communicated and arranged with me, late work is typically not accepted. I do provide a 48-hour grace window which will allow you to submit an assignment up to two days after it is due. Submitting an assignment during the grace period will result in a 5-point deduction on your grade on the assignment (unless you have communicated with me and let me know ahead of time that you need an extension and I have approved that extension).

After the grace period has ended(48-hours after the due date), you will need to contact me to request an extension. I know things happen, so if you need an extension for any reason, please don't hesitate to reach out and let me know. Points will be deducted for submitting the assignment late (you will lose 10 points for each week the assignment is turned in late).

Under certain documented circumstances (i.e. documented serious illness/injury of self or immediate relative), late work will be accepted/excused and no points will be deducted from your grade on the assignment.

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. I'm here to help you and I want you to succeed! Always feel free to reach out to me via text message (254-826-6101), phone (254-299-8788), or email (kmwillis@mclennan.edu). If you've read this far, send me an email and include the code word "sprinkles." You'll earn extra credit just for doing this!

Attendance

Weekly activities (discussion, quiz, or lab journal) found within each module will be used to take attendance for online classes. Failure to complete and submit the week's activities by the due date (plus grace period) will result in you being marked absent for that week. Once you have accumulated 4 absences, you may be dropped for the course for attendance purposes. If you are withdrawn or dropped from the course before the official drop date, you will receive a grade of "W." If you are dropped or withdrawn from the course after the official drop date, you will receive an F in the course. Consult the MCC Attendance Policy (shown below) for more information.

Click Here for the MCC Attendance/Absences Policy

(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.

Student Behavioral Expectations or Conduct Policy:

It is very important that you complete your assignments on time and thoroughly. All responses and reflections should be respectful and should appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing (use capitalization, punctuation, and correct spelling) so your thoughts are clear to me (the professor) and other students.

In both the face-to-face and online environments, all students are expected to maintain classroom decorum that includes: (a) respect for other students and the instructor, (b)

prompt and regular attendance, and (c) an attitude that seeks to take full advantage of the educational opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive or derogatory comments or hostile behaviors (verbal or otherwise). This class is a safe space to share ideas and opinions. Please be respectful of those who may have an opinion that is different from your own. I (as the instructor) reserve 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 me, other students, or other professors, 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 meeting 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 the work of another as your own)

This course will teach you to think critically. Critical thinking is one of the top work skills in the *Future of Job* reports. Please maintain your integrity and do your own work. There is no reason to cheat in this class (or in any other class). Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.


Welcome
· to our course ·

Updated 06/08/2022

McLennan COMMUNITY COLLEGE

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.