McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEARNING FRAMEWORK

EDUC 1300.C89

Dr. Amanda Castro

NOTE: This is a 16-week online course.

AN EQUAL OPPORTUNITY INSTITUTION   FALL 2022

Course/ed Description: .   .
EDUC 1300 – 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: 3

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.

Prerequisites and/or Corequisites: There are no prerequisite for this class.

Instructor Information:

Instructor Name: Dr. Amanda Castro   **MCC E-mail:** acastro@mclennan.edu

Phone Number: 254-299-8789 (office)   **Office Location:** CSC 129g (email to meet)

Office/Teacher Conference Hours: e-mail for appointment

Other: Email from your MCC student e-mail is rarely blocked. Please 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
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Note: Your e-book is included in the price of this course. You do not have to buy a separate hard copy of the text. You will access your e-book and some assignments through the McGraw-Hill Connect website. You may purchase a hard copy of the book if you would like.

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

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).

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 contacted/notified through 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.

* **Click Here for the Minimum System Requirements to Utilize MCC's |Brightspace**

(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

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.

Possible Methods of Teaching and Learning:

Reading assignments
Online discussion boards
Individual and group assignments
Quizzes
Small and large group collaboration
Review of relevant research
Literature analysis
Use of digital media and/or recording of student performance (read-aloud books, etc.)

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

Discussion Boards: After reviewing each week's material, you will be asked to respond to a prompt that the instructor will provide in a discussion board. The initial response should be well thought out and substantial enough to indicate that you have a firm grasp on the week's materials. You must then respond to one classmate with substantial posts. Responses like "I agree" or "Good point" will not be counted. Your responses should be at least 3-6 sentences long. Please do not 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. There will be instances when you will be asked to respond with a video post.

Reading Assignments: As you read in the e-textbook, (provided through Brightspace/McGraw Hill Connect after you log in) there will be questions that pop up throughout the chapter to check for understanding. These are to help you better understand the chapter.

Activities: Various assignments and activities will be completed during class periods that are intended to expand and enhance the student's understanding about important topics. Some of these include two reflective papers, a virtual presentation, and psychological connection activities.

Noel Levitz Assessment Profile: Each student will complete the Noel Levitz pre and post assessment which identifies areas for development.

Students will need to allow regular weekly time to read the assigned material and complete the assignments. A reasonable level of self-discipline is needed for successful completion of the course.

Since the course is constructed around online participation, the student should have knowledge of using a computer, Web browser, and email; the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

The basic MCC Computer requirements are provided in the **Brightspace** link listed above.

Grades will be posted via the Brightspace page for this course.

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.

Course Outline or Schedule:

The following is a TENATIVE schedule for the semester. Circumstances may cause the schedule to be changed. If changes are necessary, they will be posted on the course Announcement screen. Weekly units go from Monday until Sunday each week. All assignments, activities, discussion boards (except for the initial discussion board posts – they are due the Thursday before the Sunday), quizzes, etc., are due by Sunday evening at 11:59 pm.

	Weekly Topic
Module 1 8/22	**Introductions and Syllabus Overview** Email & Brightspace/Connect Orientation
Module 2 8/29	**Introduction to Resources**
Module 3 9/5	**Ch. 1 – Becoming a Successful Student**
Module 4 9/12	**Ch. 9 – Technology & Information Competency**
Module 5 9/19	**Ch. 2 - Time Management**
Module 6 9/26	**Ch. 13 - Stress, Health, & Wellness**
Module 7 10/3	**Ch. 3 - Learning Styles, Self-Concept, and Values**

Module 8 10/10	**Ch. 8 - Choosing Your Courses and Major**
Module 9 10/17	**Ch. 10 – Making Good Decisions**
Module 10 10/24	**Ch. 11 – Diversity & Your Relationship with Others**
Module 11 10/31	**Ch. 12 - Money Matters**
Module 12 11/7	**Ch. 4 - Taking Notes & Ch. 5 – Taking Tests**
Module 13 11/14	**Ch. 6 – Reading and Remembering**
Module 14 11/21	**Ch. 7 – Writing and Speaking**
Module 15 11/28	**Course Discussion Regarding Results of Noel Levitz College Student Inventory**
Module 16 12/5	**Course Review, Finals, & Course Evaluations**

Course Grading Information:

Assignment	Percentage
Weekly Activities	35%
Core Activities	35%
Discussion Boards	15%
Final	15%
Total	100

Total Points	90-100	80-89	70-79	60-69	59 & below
Letter Grade	A	B	C	D	F

Course Expectations

☐ Check Brightspace EVERY week. A weekly announcement will be posted each week.

☐ Participation in all online activities and discussions.

☐ Turn in assignments on the posted due date.

☐ Communicate effectively with your instructor an in a timely manner.

Late Work and Make Up Work Policies:

Late work is typically not accepted and assignments will close and no longer be accessible after the due date. However, I am not unreasonable. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), I will consider accepting late work. On the other hand, discussion boards are an online, interactive assignment and completing these late is not allowed. *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. Graded assignments are due at the beginning of your class time or as stated.

Incomplete Grade:

Only students who have completed and passed 80% of the course requirements will be eligible for an incomplete. Illness, death in the family, or other extenuating circumstances needs to be present; and consultation with the instructor is mandatory.

Student Behavioral Expectations or Conduct Policy:

In 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.

Each student is strongly recommended to participate in class. Due to the diversity of the students, many different viewpoints will be held. Students may not only disagree with each other at times, but the students and instructor may also find that they have different views on sensitive and volatile topics. It is my hope that these differences will enhance the class and create an atmosphere where students and instructor alike will be more encouraged to think and learn. Therefore, be assured that your grade will not be adversely affected by any beliefs and/or ideas expressed in class or assignments. Respect will be given for the views of others when expressed in classroom discussions. The instructor expects students to also treat each other with respect and manifest appropriate classroom behavior. 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.

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 childcare 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.

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.

Academic Integrity:

The Center for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. If the instructor becomes aware of cheating or plagiarism, an automatic 0 will be given for that assignment/task/test/exam. These behaviors will be reported as per MCC policy.

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.

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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:
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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.

<u>Disclaimer:</u>
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.