McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Learning Framework
EDUC 1300 F1

Dr. Daelynn Copeland

NOTE: This is an 8-week blended 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 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

Prerequisites and/or Corequisites:

No prerequisites required

Course Notes and Instructor Recommendations:

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 on MCC main page). 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:	Dr. Daelynn Copeland
MCC Email:	dcopeland@mclenndu
Office Phone Number:	(254) 299-8786
Office Location:	CSC Child Development Center lobby area)
Office/Conference Hours:	Posted on Brightspace and Office Door

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 etextbook 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**. These materials are necessary to complete the course.

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

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.

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 Outline or 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 (at the earliest known time).

Weekly units will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM) each week. All assignments, activities, discussion boards, etc., are due by Sunday evening at 11:59 PM. All work will be submitted through Brightspace or McGraw Hill Connect. **Please check Brightspace or the Course Schedule for due dates on specific assignments and activities**.

Dates & Module	Chapter/Class Topic	Activities Due Sunday at 11:59 PM
3/14-3/20 Module 1	Welcome/About this Class Resources Available	• Submit Sample Assignment • Noel Levitz College Student Inventory Pre-Assessment • Email the Professor Activity (include an attachment) • Connect Orientation • Introduction Discussion Board Post • Campus Orientation Activity
3/21-3/27 Module 2	Chapters 1 & 2 Learning: Becoming a Successful Student and Making the Most of Your Time	• Read Chapter 1 & answer comprehension questions • Read Chapter 2 & answer comprehension questions • Chapters 1 & 2 Summary Activity **Please bring your Noel Levitz Results to class or have them accessible.* **Please bring your instructor plans for every class or have them accessible.*
3/28-4/3 Module 3	Chapters 3 & 9 Discovering Your Learning Styles, Self-Concept, and Values and Technology & Information Competency	• Read Chapter 3 & answer comprehension questions • Letter to the Professor Activity • Read Chapter 9 & answer comprehension questions • Library Visit
4/4-4/10 Module 4	Chapters 4, 5, & 8 Taking Notes, Taking Tests, & Choosing Your Courses and Major	• Read Chapters 4 & 5 & answer comprehension questions • Read Chapter 8 & answer comprehension questions • Schedule an Advising Visit (virtual options are available) Part 1 Activity
4/11-4/17 Module 5	Chapters 13 & 12 Stress, Health, & Wellness and Money Matters	• Read Chapter 13 & answer comprehension questions • Identify Your Stressors Activity • Read Chapter 12 & answer comprehension questions • Creating a Budget Activity
4/18-4/24 Module 6	Chapters 6, 7, & 10 Reading & Remembering, Writing & Speaking, and Making Good Decisions	• Read Chapters 6 & 7 and answer comprehension questions • Read Chapter 10 & answer comprehension questions • Reflection paper • Schedule an Advising Visit Activity Part 2
4/25-5/1 Module 7	Chapter 11 & Final Project Diversity & Your Relationship with Others	• Read chapter 11 and answer comprehension questions. • Begin your final project
5/2-5/6 Module 8	FINALS WEEK	• Final Project (due on your Final Exam day) • Enjoy your summer!

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 in the chart below, the core activities make up 30% of your grade, while the reflective paper is worth 10%. This means the Core Activities are worth 3 times more than the Reflection Paper (and thus it is *extremely important* that you complete all of these activities to the best of your ability).

Assignment Category	%
Weekly Activities	25
Chapter Readings	15
Core Activities	30
Reflective Paper	10
Final Exam	15
Class Participation/Attendance	5
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 and Make Up Policies:
Unless previously communicated and arranged, any assignment that is submitted late will receive a grade deduction of 5% per day it is late, starting on the third day after the assignment is due. This gives you a 48 hour grace-period (because I know emergencies and life happens). Starting on the third date after the assignment is due, you will lose 5% per additional day. So on the third day, the highest grade you can earn is a 95%, on the fourth day, the highest grade you can earn is a 90%, and so on. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), late work will be excused and no points will be deducted. **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 254-826-6101), email (kwillis@mclennan.edu), or Zoom (254-299-8788).

Attendance

Attendance at all in-class sessions is expected. If you are unable to make a class session, please notify me as soon as possible. Attendance is a part of your average and points will be deducted for missing class, arriving more than 10 minutes late, or leaving more than 10 minutes early (unless previously approved). Attending class is an easy way to earn points in the course, plus it makes completing your work easier since you have an opportunity to interact with me (the

instructor), to ask questions, and to hear the lecture. Please note that you are responsible for all material presented or assigned on the day of your absence(s).

For the blended portion of this course, attendance will be taken using the required activities due for the week. Completion of all of the activities (on-time) due for the week will allow you to be counted as present. Failure to complete all of the activities for the week on-time will result in you being counted as absent.

Absence from 25% of scheduled class meetings will be taken as evidence that you do not intend to complete the course, and you may be withdrawn from the course. 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, and you are failing the course at the time of the withdrawal, you will receive an F for the class. Consult the MCC Attendance Policy for more information.

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.

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)

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.

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 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.