



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEARNING FRAMEWORK

EDUC_1100_004

Dr. Travis Cox

NOTE: This is a Face-to-Face course.

NOTE: This is a 16-week course.

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.

Prerequisites and/or Corequisites:

No prerequisites

Instructor Information:

Instructor Name: Travis Cox

MCC E-mail: tcox@mclennan.edu

Office Phone Number: 254-299-8919

Office Location: Faculty Office Building (FO) 114

Student Office Hours: M/W 8:00 – 9:30 am/Thursday 10:00 – 11:00 am & by appointment

- If these **office hours** do not work with your schedule, I am also available at many other times throughout the week and scheduling an appointment is the best way to find an alternative time to communicate with me outside the classroom and these scheduled hours.
- **Email** is a great option if you have a question or would like to schedule a meeting. If you email me, **please use your MCC student gmail address** (this assures that I will receive the email and can confirm that it is really you that is emailing me) and include your name, course number, and section number. I will try to respond as quickly as possible, but in some cases (particularly if you email me during the weekend) please give me up to 24 hours to respond to your messages. Additionally, please refrain from last-minute, late-night messages and plan accordingly.
- If you would prefer to talk via **Zoom**, to make scheduling a time to meet with me easier, please click on the following link and select a time that works for you: <https://calendly.com/face-to-face-time/face-to-face-time>. After selecting a time, you will receive a confirmation email with Zoom instructions for our meeting. If none of the available times will work for you, please let me know and we can work something out!

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

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

Methods of Teaching and Learning:

Lecture, oral presentations, group projects, written papers, in-class activities, online discussion posts, and other types of work.

The required eBook 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.

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.

Learning Objectives:

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 Grading Information:

Your grade in this course is calculated as follows:

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|-----------------------|----|---|
| • Core Activities | 60 | (6 activities, 10 points each) |
| • Learn Smart Reviews | 15 | (13 reviews, 1 point each, 2 bonus points for completing all) |
| • Final Project | 25 | |

Your grade for the course will be based on your cumulative score out of a possible 400 points.

- | | |
|-----|----------|
| • A | 90 – 100 |
| • B | 80 – 89 |
| • C | 70 – 79 |
| • D | 60 – 69 |
| • F | below 59 |

Course Policies

Attendance, Late Work, and Make Up Work Policies

Attendance is **mandatory** and will be taken based on your presence in class and completion of required attendance associated activities and projects.

- If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will only receive funding for those courses attended as of the course census date.
- Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.
- If you are absent from class and your reason for being absent is recognized by MCC as **excused**, please let me know ahead of time and email satisfactory documentation to me within 2 days of the absence. It is your responsibility to make up any course material missed.
- Following MCC policy, being absent from more than 25% of scheduled class meetings (8) will result in being dropped from the course.
- Regarding **late work**, it is your responsibility to make sure that your work is completed on time. Submit assignment documents early to ensure that if you experience technical issues they can be addressed before assignment deadlines. If you are not going to be able to complete a project by the scheduled due date, it is your responsibility to contact me **before the due date**. I am often willing to give students extra time for full credit, but only if they take the initiative and actively communicate with me in advance. If I do not hear from you before the due date, you will either receive a 10% penalty to your grade on the project upon completion or I will not accept your project for credit depending on the severity of project incompleteness and lack of communication.

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences.

Decorum

As an adult and college student, you are expected to present/conduct yourself appropriately. You are expected to demonstrate consistent maturity, respect, and positivity in your communication with myself and other students. As this is a shared communicative context, it is imperative that all exchanges be appropriate, civil, and constructive, and that the educational environment be tolerant and supportive.

Academic Honesty

Academic honesty is always expected. As such, plagiarism and cheating of any kind will not be tolerated. If you are caught in the act of cheating or turn in an assignment that is plagiarized in **ANY** way, you will receive an “F” for the assignment and be prosecuted according to the full extent of MCC guidelines. Click the following link for information about academic integrity, dishonesty, and cheating.

(www.mclennan.edu/academic-integrity)

Grading Philosophy

Grades are earned by you and assessed by me based both on 1) the caliber of scholarship that is demonstrated/submitted and 2) the extent to which it meets/exceeds established criteria. Therefore, while desire, motivation and effort are all highly prized attributes often necessary for academic advancement, it is only the measurable manifestation of these qualities that I can and will evaluate.

Assignment Feedback and Grade Questions

If you would like feedback on an assignment prior to turning it in, I would be happy to look at your work. Please allow adequate time for material to be reviewed so that substantive comments can be provided. Grades and feedback will typically be posted on Brightspace within a couple days of each submission deadline (if more time is needed to grade projects, you will be notified in advance). Legitimate, substantive, and timely grade questions may be discussed privately and after at least one full day has passed since the respective graded material and feedback is returned to you. Be prepared to share with me your thoughtful, specific grade question(s) in a calm and respectful manner. An inquisitive versus accusative attitude/approach will be of much greater benefit to you.

Useful Links

- McLennan Community College Library: <http://www.mclennan.edu/library/>
- Student Support Services: <http://www.mclennan.edu/student-support-services/>
- Technology Support Desk: <http://www.mclennan.edu/tech-support/>

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student’s financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Course Schedule

Week 1 (Thursday, 8/24) Introduction

Week 2 (Thursday, 8/31) Introduction to Resources

- Core Activity #1 - Campus Orientation
- Core Activity #2 - CONNECT Orientation

Week 3 (Thursday, 9/7) Becoming a Successful Student

- Core Activity #3 (Part I) - Noel Levitz Inventory College Student Inventory Pre-Assessment
- Core Activity #4 - Email the Professor w/ attachment (MCC email)
- Learn Smart Chapter 1

Week 4 (Thursday, 9/14) Technology & Information Competency

- Core Activity #5 - Understanding Noel Levitz Pre Assessment Assignment
- Learn Smart Chapter 9

Week 5 (Thursday, 9/21) Making the Most of Your Time

- Learn Smart Chapter 2

Week 6 (Thursday, 9/28) Stress, Health, & Wellness

- Core Activity #6 - Letter to the Professor Activity
- Learn Smart Chapter 13

Week 7 (Thursday, 10/5) Discovering Your Learning Styles, Self-Concept, and Values

- Learn Smart Chapter 3

Week 8 (Thursday, 10/12) Choosing Your Courses and Major

- Learn Smart Chapter 8

Week 9 (Thursday, 10/19) Making Good Decisions

- Learn Smart Chapter 10

Week 10 (Thursday, 10/26) Diversity & Your Relationship with Others

- Learn Smart Chapter 11

Week 11 (Thursday, 11/2) Money Matters

- Learn Smart Chapter 12

Week 12 (Thursday, 11/9) Taking Notes & Taking Tests

- Learn Smart Chapter 4 & 5

Week 13 (Thursday, 11/16) Reading & Remembering

- Learn Smart Chapter 6

Week 14 (Thursday, 11/23)

- *No Class: Thanksgiving Break*

Week 15 (Thursday, 11/30) Writing & Speaking

- Core Activity #3 (Part II) - Noel Levitz Inventory College Student Inventory Post-Assessment
- Learn Smart Chapter 7

Week 16 (Thursday, 12/7) Final Exam

- Final Project - Presentation to Freshman

Schedule Notes:

- Unless otherwise stated, all assignments are **due by 11:59 pm on the date listed above**. If your schedule will make it difficult for you to complete an assignment by the noted date and time, please finish your assignment early (All content and assignments will be made available well ahead of the deadline to give you adequate time to complete your work on your schedule).

Any changes/modifications to this schedule will be posted on Brightspace.

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.

Updated 07/18/2023



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 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail.

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.