MCLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Learning Framework

EDUC_1100_010

Anita Henderson

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

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: ANITA HENDERSON
MCC Email: ahenderson@mclennan.edu
Office Phone Number: (254)307-0774 (Google Voice Number)
Office Location: I do not have an office on campus. I am willing to schedule a meeting in person or on zoom as requested by students.
Office/Teacher Conference Hours:
Other Instruction Information:

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

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

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

The required etextbook 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 Objectives and/or Competencies:
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.

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.

If a student is absent 4 or more sessions they will be removed from the course. If a student does not submit assignments or participate in required learning in a consistent weekly manner they will be removed from the course when work becomes delayed or too far behind. If a student is absent they must contact the instructor as notification of absence and to determine plan to make up course work.

Course Outline or Schedule:

Course Outline/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.

 All activities may not be listed on this schedule, all assignments will be posted within the Brightspace modules.

Weekly units go from Monday until Sunday each week.

All assignments, activities, discussion boards (except for the initial discussion post – it is due the Thursday before the Sunday), etc., are due by Sunday evening at 11:59 pm.

Date	Chapter/Topic	Activities Due	Due Date
08.21 Module 1	Introduction to Class	**Core Activity #1 Part I** Noel Levitz Inventory College Student Inventory Pre-Assessment **Core Activity #2** Email the Professor w/ attachment (MCC email **Introductions** Discussion #1 Introductions (Initial Post due by Thursday Midnight)	Initial Discussion Board Due by Thursday, 8-24 by midnight. Assignments due by 8.27 midnight.
8.28 Module 2	Introduction to Resources	**Core Activity #3** CONNECT Orientation **Core Activity #4** Campus Orientation **Visit Suggestion** Learning Commons *Misc. Online Class & Work (See Brightspace)*	All assignments due by 9.3 midnight.
9.4 Module 3 (No school Monday, 9.4 – Labor Day)	Chapter 1 – Learning: Becoming a Successful Student	Read Chapter 1 **Core Activity #5** Understanding Noel Levitz Pre Assessment **Assignment** Goals Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 9.10 midnight.
9.11 Module 4	Chapter 9: Technology & Information Competency	Read Chapter 9 **Activity** Library Assignment *Misc. Online Class & Work (See Brightspace)*	All assignments due by 9.17 midnight.
9.18 Module 5	Chapter 2 – Making the Most of Your Time	Read Chapter 2 **Core Activity #6** Letter to the Professor Activity **Assignment** Eisenhower Matrix Psychological Connection *Misc. Online Class & Work (See Brightspace)*	All assignments due by 9.24 midnight.
9.25 Module 6	Chapter 13 Stress, Health, & Wellness	Read Chapter 13 **Assignment**	All assignments due by 10.1 midnight.

		Identify your Stressors and Your Susceptibility to Stress Activity *Misc. Online Class & Work (See Brightspace)*	
10.2 Module 7	Chapter 3 - Discovering Your Learning Styles, Self-Concept, and Values	Read Chapter 3 **Assignment** What's Your Personal Learning Style Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 10.8 midnight.
10.9 Module 8 **(Columbus Day Monday)**	Chapter 8 Choosing Your Courses & Major	Read Chapter 8 **Assignment** Schedule an Advising Visit Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 10.15 midnight.
10.16 Module 9	Chapter 10 Making Good Decisions	Read Chapter 10 **Assignment** Problem Solving Psychological Connection *Misc. Online Class & Work (See Brightspace)*	All assignments due by 10.22 midnight.
10.23 Module 10	Chapter 11 Diversity & Your Relationship with Others	Read Chapter 4 & 5 **Assignment** Ecological System Psychological Connection Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 10.29 midnight.
10.30 Module 11	Chapter 12 Money Matters	Read Chapters 12 **Assignment** Creating a Budget Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 11.6 midnight.
11.6 Module 12	Chapter 4 Taking Notes & Chapter 5 Taking Tests	Read Chapters 4 & 5 **Assignment** Creating a Mind Map Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 11.12 midnight.
11.13 Module 13	Chapter 6 Reading & Remembering	Read Chapters 6 Assignment Levels of Processing Psychological Connection Activity *Misc. Online Class & Work (See Brightspace)*	All assignments due by 11.19 midnight.
11.20 Module 14	Chapter 7 Writing & Speaking	Read Chapters 7 **Core Activity #1 Part II** **Noel Levitz Inventory College Student Inventory Post-Assessment** **<u>MANDATORY</u> Dates not flexible** *Misc. Online Class & Work (See Brightspace)*	All assignments due by 11.26 midnight.
11.27 Module 15	What Does Noel Levitz Mean?	**<u>Discussion #2</u>** *Noel Levitz* (Initial Post due by Thursday midnight) **Looking ahead to Final Project Presentations** *Misc. Online Class & Work (See Brightspace)*	Initial Discussion Post due by 12.1 midnight. All assignments due by 12.3 midnight.
12.4 Module 16	FINALS WEEK		Final due by midnight Dec. 5th (**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 core activities make up 30% of your grade versus the discussion boards which are worth 10%. This means that you could do all your discussion boards, but that 100% would not be worth even some of your core activities being completed.

Assignment Category	%
Weekly Activities	30
Discussion Boards	5
Core Activities	40
Final Exam	25
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 Work Policies:

Late work will be docked 5% per day it is late. For example, if it is 2 days late and you would have got 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 will 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.

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)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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 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

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