

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Learning Framework**

**EDUC\_1100\_L002**

**Dr. April K. Andreas**

**NOTE:** This is a 16-week course.

**NOTE:** This is a Linked 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:**

Since this class is linked with Engr 1201, students must have a C or better in Math 1314 or equivalent preparation.

**Instructor Information:**

Instructor Name: Dr. April K. Andreas  
MCC E-mail: [aandreas@mclennan.edu](mailto:aandreas@mclennan.edu)  
Contact information: 254-299-8130, Science 221  
Office Hours: <https://calendly.com/akandreas>  
Department Website: <http://www.mclennan.edu/engr/>

***NOTE: THIS IS A LINKED COURSE. IF YOU DROP THE LINKED ENGR 1201 COURSE, YOU WILL BE DROPPED FROM THIS CLASS! IF YOU DROP THIS CLASS, YOU WILL BE DROPPED FROM THE ENGR 1201 COURSE!***

**Required Text & Materials:**

- None. Students will read peer-reviewed journal articles on learning theory

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

**Additional requirements:**

***MCC Engineering uses Slack for communication. All major course announcements will be posted in Slack – failure to check Slack will result in you missing important information. Also, anything we hear about jobs, scholarships, speakers, etc., will also be posted to Slack in the #general channel.***

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Slack is free and used in the professional community as a workflow management system, so it is good to gain experience with the tool. All “general questions” like “I’m stuck on problem 5” will be directed to Slack, which will allow you and your classmates to support each other, especially in “time-crunch” situations. (Your classmates are a lot more likely to be up at 3 am doing homework than I am going to be checking email.) Always be respectful and professional in your participation.

Please bear in mind that Slack is an open communication tool. Please do not ask for or reveal personal information through the tool. Note that anything you post in Slack in channels will be viewable by other channel participants. Do not post anything about personal grades, due dates, or personal issues. Do not post your own correct solutions to assignments, but you can post incorrect work and ask if anyone can see where you went wrong.

Slack can be used on both a desktop computer and as an app. For more information about Slack in general, visit <https://slack.com/>. You will be invited to our class channel via your MCC student account. Detailed guidelines for Slack are on Brightspace and on Slack itself.

Campus Carry Reminder: According to our new campus carry policy on concealed handguns: “A license holder may carry a handgun in a manner such that it must be close enough to the license holder that he or she can grasp it without materially changing position.” Keep this in mind on exam days, during group work, or at other times when moving about the classroom. During exams, you will have to put all backpacks, purses, etc., away from you and against the wall of the classroom for the duration of the exam.

### **Methods of Teaching and Learning:**

Students will learn through lecture and reading, as well as through work on homework, labs, and, exams. Additional methods may be used as opportunities present themselves.

### **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.

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### **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 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.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face 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 not in attendance when roll is called, you are considered Absent. Note that if you drop or withdraw from this class, you will be dropped or withdrawn from the related Engr 1201 course.

If you wish to withdraw from this class, you must email me from your MCC student account before 5 pm on the last day for student-initiated withdrawals, with the request "Please withdraw me from COURSE ID and SECTION NUMBER." If the email does not come from your student account, or if the request is verbal, I cannot withdraw you. Otherwise, you will stay on the roster for the rest of the semester and be awarded the grade earned. Withdrawing past the 60% date is only done in documented, extreme, life-crisis circumstances, which usually involve withdrawing from school entirely.

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### **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. Weekly units go from Monday until Sunday each week. All assignments, quizzes, discussion boards, etc., are due by Sunday evening at 11:59 pm unless indicated otherwise on Brightspace.

In the event that I am not able to be physically present in class, I will often provide videos for students to watch or assign reading or other activities so we do not get behind in the schedule. In such cases, students are expected to complete these activities just as they would be expected to complete activities and participate in lecture were the material being covered face-to-face. Other graded material (tests, quizzes, labs, etc.) will continue to be due as indicated in the syllabus, unless I let the class know otherwise.

**Core Activities:** All Educ 1100 students are required to complete specific assignments. These are integrated as both homework and quiz grades and are noted specifically in the calendar.

- Noel Levitz Pre Assessment and Noel Levitz College Student Inventory Post-Assessment
- Noel Levitz Pre and Post Assessment Assignments
- Email to the Professor Assignment (from MCC account)
- Campus Orientation
- Professional Letter to Professor Activity

<b>Date</b>	<b>Chapter / Topic</b>	<b>Core Activity</b>
Mon, Aug 21	Introduction to class; the Ebbinghaus Forgetting Curve	Noel Levitz Pre Assessment Noel Levitz Reflection
Mon, Aug 28	Organizing your time; Emotional regulation and procrastination	Campus Orientation
Mon, Sep 4	SMART goals; Lifelong learning	
Mon, Sep 11	Professional writing and communication; Emotional intelligence and empathy	
Mon, Sep 18	Use of Concrete Examples in Learning	
Mon, Sep 25	Notetaking and Dual Coding	Professional email to professor from MCC account
Mon, Oct 2	How We Learn	
Mon, Oct 9	Mental health & Wellness	

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Date	Chapter / Topic	Core Activity
Mon, Oct 16	The importance of a well-rounded design team	
Mon, Oct 23	Test preparation: strategies	
Mon, Oct 30	Test preparation: application	
Mon, Nov 6	Test reflection	
Mon, Nov 13	Self-advocacy	
Mon, Nov 20	Skills review	
Mon, Nov 27	Wrapping up; Reflection	Noel Levitz Post Assessment Noel Levitz Reflection

*The Final Exam for the TTh class is on Tuesday, Dec 5, 9:35 am – 11:35 pm*  
*The Final Exam for the MW class is on Wednesday, Dec 6, 9:35 am – 11:35 pm*

**Course Grading Information:**

Item Type	Weight
Quizzes	40%
Homework	40%
Pick Your Plan	20%
<b>Total</b>	<b>100%</b>

**Grading Scale:**

**A: 90% +    B: 80% – 89%    C: 70% – 79%    D: 60% – 69%    F: 0% – 59%**

**Quizzes:** Quizzes are generally quicker activities that require a basic understanding of the material but do not require a deeper reflection. They just require a bit of attention and time to complete. Some of these activities, such as the Noel-Levitz Assessment and the Title IX training, are Core Activities required of all Learning Framework students.

**Homework:** Homework assignments are intended for you to go much deeper into that week’s topic. This category can include reflections, analyses, and creative thinking. Some of these activities, such as the Noel-Levitz reflection, are Core Activities required of all Learning Framework students.

**Pick Your Plan:** This assignment comes from the Intro to Engineering course, and will count for both your Intro to Engineering grade and your Learning Framework grade.

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### **Late Work and Make Up Work Policies:**

MCC allows for “excused” absences under these circumstances: authorized participation in official College functions; personal illness, or the illness of a dependent (such as a child) that requires the student to serve as a caretaker; an illness or a death in the immediate family; the observance of a religious holy day. Additionally, accommodations can be made for special circumstances related to military service, changes in immigration status, pregnancy and parenting protection under Title IX. It is your responsibility to let me know the reason for an absence the day you return to campus and provide sufficient documentation (doctor's note, email from coach, etc.).

Whether you are in class or not, you are expected to meet all deadlines, unless you have documentation of an MCC-approved absence. Work ahead to stay on top of things.

### **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.

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### **Ethics:**

Any student that is found guilty of academic dishonesty such as cheating, plagiarism, or collusion, will receive the zero grade on every test or assignment involved. For repeated or egregious violations, a guilty student can be assigned a failing grade in this course and can be recommended for suspension from the McLennan Community College District.

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.

### **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<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](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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](http://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](mailto: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](mailto: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.