MᶜLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEARNING FRAMEWORK

EDUC – 1100

Dr. Amanda Castro

NOTE: This is a 16-week online 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. Semester Hours: 3

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

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: Dr. Amanda Castro
MCC Email: acastro@mclennan.edu
Office Phone Number: 254-299-8789
Office Location: CSC 126G (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

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 McGrawHill Connect website. You may purchase a hard copy of the book if you would like.

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

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.*

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 a reflective papes, a 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 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:
Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Attendance will be taken online. Discussion board posts on Brightspace will be considered classroom participation due to this being an online course. Should you not participate this can be considered an absence. Therefore, it is very important that you complete your discussion board assignments on time and thoroughly. These posts should be respectful and appropriately address the topic of the prompt. Please pay attention to normal conventions of writing – use capitalization, punctuation, and spelling so your thoughts are clear to the professor and your classmates.

- A student is absent if they fail to complete any of the assignments in a learning unit/module.

- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

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.

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.

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 8/21	**Introductions and Syllabus Overview** Email & Brightspace/Connect Orientation
Module 2 8/28	**Introduction to Resources**

Module 3 9/4	**Ch. 1 – Becoming a Successful Student**
Module 4 9/11	**Ch. 9 – Technology & Information Competency**
Module 5 9/18	**Ch. 2 - Time Management**
Module 6 9/25	**Ch. 13 - Stress, Health, & Wellness**
Module 7 10/2	**Ch. 3 - Learning Styles, Self-Concept, and Values**
Module 8 10/9	**Ch. 8 - Choosing Your Courses and Major**

Module 9 10/16	**Ch. 10 – Making Good Decisions**
Module 10 10/23	**Ch. 11 – Diversity & Your Relationship with Others**
Module 11 10/30	**Ch. 12 - Money Matters**

Module 12 11/6	Ch. 4 - Taking Notes & Ch. 5 – Taking Tests
Module 13 11/13	Ch. 6 – Reading and Remembering
Module 14 11/20	Ch. 7 – Writing and Speaking
Module 15 11/27	Course Discussion Regarding Results of Noel Levitz College Student Inventory
Module 16 12/4	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

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.*

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.*

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.

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.