MᶜLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

LEARNING FRAMEWORK

EDUC_1300_003

DR. DAELYNN COPELAND

NOTE: This is a Face-to-face, 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: Daelynn Copeland, PhD
MCC Email: dcopeland@mclennan.edu
Office Phone Number: (254) 299-8786
Office Location: CSC Building, Child Development Center
Office Hours: T/TH/F 11:00 AM – 2:00 PM (via Zoom); other times available with appointment
Zoom meeting ID#:   254 299 8786   *You will use this number every time you enter our virtual Zoom conferencing room.*

Required Text & Materials:

Title: ***P.O.W.E.R. Learning, Strategies for Success in College and Life, 8th***
                        (w/Connect Access Code)
Author: Robert S. Feldman
*The etextbook will be accessed by clicking on Smart Chapter links in Brightspace.
THIS IS AN "INCLUSIVE ACCESS" CLASS. MOST STUDENTS WILL HAVE ALREADY PAID FOR THE TEXTBOOK AS PART OF THEIR COURSE FEES.
MCC Bookstore Website: **http://www.mclennan.edu/bookstore/**

Methods of Teaching and Learning:
This is a face-to-face class. It will have two required meetings each week, reading and homework assigned to be completed outside of class hours. This course is an "Inclusive Access" offering. You paid for the electronic textbook software as part of your MCC semester fees. You will access the etextbook, quizzes and many of the activities by clicking on links in Brightspace.

Students are expected to complete the weekly reading, and complete all quizzes, activities and papers as assigned.

Discussion Boards:
You will complete two Discussion Board posts. After reviewing the week's material, you will be asked to respond to a prompt that the instructors will provide in the 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 two classmates with substantial posts. Responds 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.

Reading Assignments
As you read the etextbook provided through D2L/Brightspace, there will be questions that the pop-up throughout the chapter to check for understanding. To earn all of the points for this assignment, you must complete the chapter and answer the questions that appear.

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 totally 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.

Grades will be posted via the D2L Brightspace page for this course. Please check your grades regularly to keep track of your progress in the 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:

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.

Attendance will be counted twice weekly – once in each face-to-face meeting of the class. Therefore, it is very important that you attend in-person classes. **Students who do not attend the full class will be counted absent in the attendance roster. If a student has been absent for a cummulative 25% of the course, they will be dropped from the course.**

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 on Brightspace.

The course is arranged in learning units based on the contents of the lecture. All assignments, activities, discussion boards, tests, etc., are due on Sundays at 11:59 pm. Any work not completed by this time will earn zero (0) points. **Please do not "forget" to do these assignments.**

Week	Chapters/Topic	Assignments

LEARNING FRAMEWORK

EDUC_1300_003

WEEK 1 **8/21/23 – 8/27/23**	Course Orientation READ YOUR ENTIRE SYLLABUS	***Use your MCC Email Account to mail Dr. Copeland a brief introduction and picture of yourself** **Take CONNECT orientation quiz and watch both videos embedded into the quiz**
WEEK 2 **8/28/23 – 9/3/23**	*Noel Levitz College Readiness Assessment* Overview of Campus Resources	***In class: Complete Noel Levitz Assessment, download results and submit*** ***Complete Campus Orientation Assignment**
WEEK 3 **9/4/23 – 9/10/23**	*Noel Levitz Assignment* Chapter 1 – *P.O.W.E.R. Learning: Becoming a Successful Student*	**Complete Noel Levitz Follow-up Assignment and submit** **Read Learn Smart Chapter 1**
WEEK 4 **9/11/23 – 9/17/23**	Chapter 9 – *Technology and Information Competency*	**Read Learn Smart Chapter 9**
WEEK 5 **9/18/23 – 9/24/23**	Chapter 2 – *Making the Most of Your Time*	**Read Learn Smart Chapter 2**
WEEK 6 **9/25/23 – 10/1/23**	Chapter 13 – *Stress, Health and Wellness*	**Read Learn Smart Chapter 13**
WEEK 7 **10/2/23 – 10/8/23**	Chapter 3 – *Discovering Your Learning Styles, Self-Concept and Values*	**Read Learn Smart Chapter 3**
WEEK 8 **10/09/23 – 10/15/23**	Chapter 8 – *Choosing Your Courses and Major*	**Read Learn Smart Chapter 8** ***Complete Discussion Board #1 in Brightspace**
WEEK 9 **10/16/23 – 10/22/23**	Chapter 10 – *Making Good Decisions*	**Read Learn Smart Chapter 10**
WEEK 10 **10/23/23 – 10/29/23**	Chapter 11 – *Diversity and Your Relationship with Others*	**Read Learn Smart Chapter 11**

NO CLASS MEETINGS – MEET WITH YOUR ADVISOR TO ARRANGE YOUR SPRING SCHEDULE		**Complete Chapter 11 Activity** ***Complete "Letter to the Professor" Activity** ***Complete "Advising Visit" Activity** ***Complete Discussion Board #2 in Brightspace**
WEEK 11 **10/30/23 – 11/5/23**	Chapter 12 – *Money Matters*	**Read Learn Smart Chapter 12**
WEEK 12 **11/6/23 – 11/12/23**	Chapter 4 – *Taking Notes* *And* Chapter 5 – *Taking Tests*	**Read Learn Smart Chapter 4** **Read Learn Smart Chapter 5**
WEEK 13 **11/13/23 – 11/19/23**	Chapter 6 – *Reading and Remembering*	**Read Learn Smart Chapter 6** **Submit proof of Spring 2023 registration in Brightspace dropbox**
WEEK 14 **11/20/23 – 11/26/23**	Chapter 7 – *Writing and Speaking* **NO CLASS ON THURSDAY, 11/23/2023** **HAPPY THANKSGIVING!**	***In class Tuesday: Complete Noel Levitz Post Assessment*** **Read Learn Smart Chapter 7** **Complete "Pre and Post Noel Levitz Results" Assignment**
WEEK 15 **11/27/23 – 12/3/23**	Moving Forward…	***Complete Discussion Board #3 in Brightspace** **WORK ON FINAL PROJECT – DUE 12/4/2023**
FINAL PROJECT DUE 12/4/2023		**Submit Final Project – DUE 12/4/2023**

Course Grading Information:

Chapter Readings		30 %

*Core Activities			25 %
Noel Levitz Asessment Activities			20 %
Participation			10%
Final Project			15%
Total			**100%**

Grading Scale

Letter Grade	A	B	C	D	F
Total Points	100 – 90%	80 – 89%	70 – 79%	60 – 69%	59% or below

Specific Information about Discussion Board Grading

Students are required to submit 1 original post and respond to 2 classmates in the Discussion Board topic in order to receive full credit for the post. 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.

Late Work and Make Up Work Policies:

Late work is typically not accepted. 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. Late work may have up to a 20 point penalty applied to the grade. 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 in spite of 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.

This course is part of a curriculum that prepares professionals in the education and social service fields. It is expected that students will conduct themselves with a level of professionism that represents their commitment to these fields of service. This includes adhering to dress and personal hygiene standards as are acceptable within these fields. This also includes maintaining professional standards of verbal and written communication. We are training you to become professionals and leaders within the community – we expect you to act accordingly.

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)

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 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.