MᶜLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Learning Framework

EDUC_1300_O090

Dr. Kayla Willis

NOTE: This is a 16-week online course

All content, activities, and lessons will be found within the Brightspace Learning Management System.

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 (3 lec/lab).

Prerequisites and/or Corequisites:

No Prerequisites Required

Course Notes and Instructor Recommendations:

This course will provide you with a variety of tools, resources, and strategies to help you be successful in college and beyond, and thus it is extremely important. Please check your MCC student email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information can be found on MCC homepage). The College uses this system to communicate important information to students. *I am here to help you succeed. Please use me as a resource. If you need help, don't understand something, or just need to talk, I'm here for you.*

Instructor Information:

Instructor Name: Kayla Willis, EdD
MCC Email: kmwillis@mclennan.edu
Office Phone Number: 254-299-8788
Cell Phone: 254-826-6101 (When using this form of communication, text messages are preferred. Note that I will not respond after 9:00 PM or before 7:00 AM)
Zoom ID: 254 299 0000
Office Location: CSC (in the Child Development Center lobby area)
Drop In Office/Teacher Conference Hours: Mondays: 11:00 AM -1:00 PM

Tuesdays: 8:00-11:00 AM

Tuesdays: 12:30-1:30 PM

Wednesdays: 8:00-9:00 AM

**Other days/times available by appointment. We can meet in-person or <u>via Zoom</u>.

Required Text & Materials:

There is no required text for this course.

All materials will be found in Brightspace and/or be retrieved from:

https://openstax.org/books/preparing-for-college-success/pages/1-introduction

Baldwin, A. (2023). Preparing for College Success. OpenStax.

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

Methods of Teaching and Learning:
- Online lectures
- Reading assignments and comprehension questions
- Online discussion boards
- Small and large group collaboration
- Real-world activities and assignments
- Review of relevant research
- Reflection
- Use of digital media

You will be expected to read the assigned textbook, participate in weekly activities posted online, complete a reflection paper and a final project, and complete all assigned activities.

Course Objectives and/or Competencies:

By the end of this course, you will
1. Describe the motivational, behavioral, and cognitive factors that impact learning.
2. Identify and use research-based learning strategies and study strategies.
3. Describe ways to be successful in college (and beyond).

4. Identify and use emotional intelligence and soft skills that impact future career goals and success.

Course Outline or Schedule:

The following is a **tentative** schedule for the semester. **Circumstances may cause the schedule to change.** If changes are necessary, they will be announced in Brightspace and/or through the MCC email system.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
8/21-8/27 Module 1	8/27 at 11:59 PM	Welcome to the Course	• View the Course Information items. • Review the syllabus and email me any questions you have about it. • Make an initial post in the Module 1: Introductions discussion board to introduce yourself and then respond to at least one other student in the class. • Complete the Email the Professor Activity. • Complete the Noel Levitz College Student Inventory Pre-Assessment.
8/28-9/3 Module 2	9/3 at 11:59 PM	Chapter 1: POWER Learning: Becoming a Successful Student	• View the Welcome to College Video. • View the Setting Goals document. • View the POWER Learning Lesson. • Complete the Campus Orientation Activity. • Start the Noel Levitz Pre-Assessment Reflection (due next week).
9/4-9/10 Module 3	9/10 at 11:59 PM	Chapter 9: Technology and Information Competency.	• View the Technology Competency Lesson. • Explore MCC's Tech Support website. • Complete the Virtual Library Visit. • Complete the Technology and Information Literacy Activity. • Complete the Noel Levitz Pre-Assessment Reflection.

LEARNING FRAMEWORK

EDUC 1300_O090

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9/11-9/17 Module 4	9/17 at 11:59 PM	Chapter 2: Making the Most of Your Time	• View the Making the Most of Your Time Lesson Overview. • View the How to Create an Effective Study Timetable videos. • View the Procrastination document • Complete the Study Time Table Activity.
9/18-9/24 Module 5	9/24 at 11:59 PM	Chapter 3: Discovering Your Learning Styles...	• View the Discover Your Learning Styles, Values, and Self-Concept Lesson. • View the Scaffolding and the ZPD document. • View the Locus of Control document. • Complete the Letter to the Professor Activity.
9/25-10/1 Module 6	10/1 at 11:59 PM	Chapters 4 & 5: Taking Notes and Tests	• View the Taking Notes: Crash Course Study Skills. • View the Study Tips for Success Infographic. • View the Effective Note-Taking in Class resource. • Complete the Practice Taking Some Notes Activity.
10/2-10/8 Module 7	10/8 at 11:59 PM	Chapter 13: Stress, Health, and Wellness	• View the Dealing with Stress in College video. • View the Maslow's Hierarchy of Needs document. • View the Stress Management video. • Complete the Identify Your Stressors and Your Susceptibility to Stress Activity.
10/9-10/15 Module 8	10/15 at 11:59 PM	Chapter 11: Diversity and Your Relationship with Others	• View the Blind Spots: Challenging Assumptions videos. • View the Diversity and Cultural Competence Lesson. • Complete the Stereotypes and Diversity Activity.
10/16-10/22 Module 9	10/22 at 11:59 PM	Chapter 8: Choosing Your Courses and Major	• View the Choosing Your Courses and Major Lesson. • Explore the MCC Career Services webpage. • Complete the Career Planning Reflection activity. • Begin the Advising Visit Activity (which is due November 26).

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
10/23-10/29 Module 10	10/29 at 11:59 PM	Chapter 6: Reading and Remembering	• View the Reading and Remembering Lesson. • View the Tips and Strategies for Reading and Remembering videos. • Complete the Writing a Resume activity. • Continue working on the Advising Visit Activity (due November 26).
10/30-11/5 Module 11	11/5 at 11:59 PM	Chapter 7: Writing and Speaking	• View the Tips for Writing and Speaking resources. • View the information about Academic Support and Tutoring. • Complete the Writing a Reflection Paper Activity. • Continue working on the Advising Visit Activity.
11/6-11/12 Module 12	11/12 at 11:59 PM	Chapter 12: Money Matters	• View the Money Matters Lesson. • Complete the Creating a Budget Activity. • Continue working on the Advising Visit Activity.
11/13-11/19 Module 13	11/19 at 11:59 PM	Chapter 10: Making Good Decisions	• View the Making Good Decisions Review. • Complete the Researching Scholarships and Making Decisions Activity. • Continue working on the Advising Visit Activity. • Complete Course Evaluations.
11/20-11/26 Module 14	11/26 at 11:59 PM	Noel Levitz and More	• Complete the Noel Levitz Post Assessment. • Complete the Advising Visit Activity. • Enjoy your Thanksgiving Break!
11/27-12/3 Module 15	12/3 at 11:59 PM	Reflecting on Growth and Strategies Learned	• Complete the Noel Levitz Post-Assessment Reflection. • Begin working on the Final Project. • Complete Course Evaluations.
12/4-12/7 Module 16	12/6 at 11:59 PM	Final Exam	• **No Class this Week! Submit your Final Project online.** • Submit the Final Project by 12/6 at 12:00 PM (noon).

Note: Weekly modules will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM). All assignments, activities, discussions, journals, quizzes, etc. are due by Sunday night at 11:59 PM (except for the Final Project which is due December 6 at noon). All work will be submitted through Brightspace ([see supported file types here](#)).

Other Important Dates:

- September 6: Last Day to Drop Classes (potential refunds available and the drop doesn't appear on your transcript)
- October 24: Last Day to Withdraw (goes on your transcript and counts within your withdrawal limit)
- October 30: Registration for winter/spring
- November 5-December 2: Course Evaluations Available
- November 22-24: Campus Closed for Thanksgiving Break
- December 4-7: Finals Week

Course Grading Information:

Assignment Category	Percentage of Total Grade
Weekly Activities/Assignments	35%
Core Activities	35%
Noel Levitz	15%
Final Project	15%

Grading Scale:

Letter Grade	A	B	C	D	F
Total Average	90-100	80-89	70-79	60-69	59 or below

Please note that the grade you receive is the grade you earned. All work in this course should be **your own**. Cheating and academic dishonesty are taken seriously. The first

offense will result in a failing grade on the assignment and a discipline referral. The second offense will result in a failing grade for the course and another discipline referral.

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.

I will keep track of attendance through the weekly assignments. Please make sure you complete assignments by the due date (unless otherwise approved by me). Once you have accumulated 5 missed assignments, you will be withdrawn from the course for attendance purposes. **If you wish to drop/withdraw from this course, please let me know as soon as possible.**

Please note that if you are not completing assigned work by the census date, I will be required to drop you from the course on the census date. This impacts financial aid and refunds. If you choose to withdraw from the course after the census date, please reach out to me and let me know. You have until the 60% day (date where 60% of the semester is completed) to request to be withdrawn from the course. Withdrawals will be marked on your transcript as a "W." Please note Texas has a withdrawal limit of 6 courses. Please view the MCC Attendance policy below for more information.

[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.

Late Work and Make Up Work Policies:
I know that life happens, and for that reason, I **do** accept late work. Please note that you *may* lose points on an assignment if it is turned in late (unless you have communicated with me and let me know ahead of time that you need an extension and

I have approved that extension or if you have some sort of emergency/other important life happening and communicate that information to me). You can expect to lose one point for each day the assignment is late.

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. I'm here to help you and I want you to succeed! Always feel free to reach out to me via text message (**254-826-6101**), phone (**254-299-8788**), or email (kmwillis@mclennan.edu). If you've read this far, send me an email and include the code word "sprinkles." You'll earn extra credit just for doing this!

Student Behavioral Expectations or Conduct Policy:
It is very important that you complete your assignments on time and thoroughly. All responses and reflections should be respectful and should appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing (use capitalization, punctuation, and correct spelling) so your thoughts are clear to me (the professor) and other students.

In both the face-to-face and online environments, all students are expected to maintain classroom decorum that includes: (a) respect for other students and the instructor, (b) prompt and regular attendance, and (c) an attitude that seeks to take full advantage of the educational opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive or derogatory comments or hostile behaviors (verbal or otherwise). This class is a safe space to share ideas and opinions. Please be respectful of those who may have an opinion that is different from your own. I (as the instructor) reserve 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 me, other students, or other professors, 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 meeting while lying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

Ethics:
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 the work of another as your own)

This course will teach you to think critically. Critical thinking is one of the top work skills in the *Future of Job* reports. Please maintain your integrity and do your own work. There is no reason to cheat in this class (or in any other class). Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.

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:

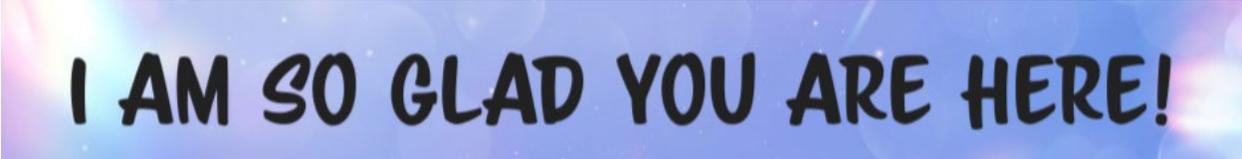- Email Setup for iPhones and iPads
- Email Setup for Androids

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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- Email Setup for iPhones and iPads
- Email Setup for Androids

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