

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

---

## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Learning Framework  
EDUC 1100.87**

**Dr. Deborah Focarile**

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

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

**Course Description:**

**EDUC 1100 – Learning Framework**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3), 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:** None

**Instructor Information**

Instructor Name: Dr. Deborah Focarile  
MCC E-mail: [jtobin@mclennan.edu](mailto:jtobin@mclennan.edu)  
Office Phone Number: 254/299-8784  
Office Location: CSC / Child Development D34  
Office/Conference Hours: Posted on Office Door  
Office Hours: By Appointment  
Other Information: Please use your MCC student email address when contacting the instructor, s personal accounts sometimes get caught in the college's span filter

**Required Text & Materials:**

Title: ***Strategies for Success in College and Life***  
Author: Robert S. Feldman  
Edition: 8e  
Publisher: McGraw Hill Education  
ISBN: 978-1-260-70966-7

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

Learning Framework  
EDUC 1100.87

---

**Methods of Teaching and Learning:**

Class time introduces skills, discussions, guided practice, group work, board work, exams, reviews, and extension activities. Students will describe their thinking processes to each other. Outside of class, students will read chapter assignments, complete practice exercises, prepare study aids, and complete library and Internet search assignments.

**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 Expectations**

- Check Brightspace EVERY week.
- Be on time and prepared for every class meeting.
- Participate in all classroom activities and discussions.
- Turn in assignments on the posted due date.
- Communicate effectively with your instructor and in a timely manner.
- Put away cell phones during class. Please refrain from texting.

**Course Outline/Schedule:**

Week		Assignment	Due
Week	1	Introductions and Syllabus Overview Email an Orientation Becoming a Success Student Read Chapter 1 Commitment Ethic	Due: McGraw-Hill Connect Orientation Discussion; Introduction Email Assignment - Quiz; Chapter 2
Week	2	Time Management Read Chapter 2	Due; Quiz Chapter 2 Discussion: Time Management
Week	3	Learning Styles: Self-Concept & Values Read Chapter 3 : VARK	Due: Quiz Chapter 3 Discussion: Personal Mission Statement
Week	4	ESAP Myers Briggs Assessments	Due: ESAP Results Due: Myers Briggs Results
Myers	5	Taking Notes and Tests Read Chapters 4 and 5	Due: Discussion Test Taking Due: Quiz Chapter 4 & 5
Week	6	Reading and Remembering Red Chapter 6	Due; Quiz Chapter 6 Due: Discussion Grow Your Brain
Week	7	Writing and Speaking Read Chapter7	Due: Quiz Chapter 7 Due: Discussion Plagiarism

Learning Framework  
EDUC 1100.87

Week	8	All About Essay	Due: Essay
Week	9	Choosing Your Course and Major Read Chapter 8	Due: Quiz Chapter 8 Due: Discussion Choosing Your Plan
Week	10	Technology and Information Competency Read Chapter 9	Due: Quiz Chapter 9 Due: Discussion Technology
Week	11	Making Decision Read Chapter 10	Due: Quiz Chapter 10 Due: Discussion Critical Thinking
Week	12	Diversity and Your Relationships Read Chapter 11	Due: Quiz Chapter 11
Week	13	Money Matters Read Chapter 12	Due: Quiz Chapter 12
Week	14	Stress, Health and Wellness Read Chapter 13	Due: Discussion Maintaining Wellness
Week	15	Cash Study Essay	Due: Case Study Essay

**Course Grading Information:**

<b>Course Grading Information</b>		
Email Assignment		40
Connect Reading Assignments	13 at 20 Points Each	260
D2L/Brightspace Quizzes	10 at 20 Points Each	200
D2L/Brightspace Discussion Posts	10 at 20 Points Each	200
Course Notes		100
All About Me Presentation		50
Essay #1 All About Me		100
Essay #2 Case Study		50
<b>Total Possible Points</b>		<b>1000</b>

**Grade Scale**

Total Points	900 - 1000	800 - 899	700 - 799	600 - 699	599 & below
Letter Grade	A	B	C	D	F

**Late Work, Attendance, and Make Up Work Policies:**

- The attendance and participation grades MAY NOT be made up.
- Graded assignments are due at the beginning of your class time, LATE WORK WILL NOT BE ACCEPTED. All assignments and directions will also be posted on Brightspace. Exceptions in extreme circumstances are left to the discretion of the instructor.
- Brightspace discussion posts and Quizzes MAY NOT be made up once they are closed.
-

**Discussion Boards:**

- After reviewing each week's material, you will be asked to respond to a prompt that the instructor will provide in the weekly discussion board through Brightspace.
- Your initial response should be well thought out and substantial to indicate that you have a firm grasp on the week's materials.
- You must then respond to at least ONE classmates with substantial posts. Responses like "I agree" or "good point" will not be counted.
- Late Discussion board posts will not be counted.

**Student Behavioral Expectations or Conduct Policy:**

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 child care 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

**MCC Academic Integrity Statement:**

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your [Highlander Guide](#).

**Course Objectives and/or Competencies:**

Upon successful completion of the course the student will:

5. Increase the student's level of knowledge and use of motivational, behavioral, and cognitive factors that impact learning.
6. Improve the student's abilities and actions in learning and study strategies.
7. Provide student preparation for the rigors of a college education
8. Provide students with an overview of the emotional intelligence skills they will need to be successful in the college environment.

**Course Expectations**

- Check Brightspace EVERY week.
- Be on time and prepared for every class meeting.
- Participate in all classroom activities and discussions.
- Turn in assignments on the posted due date.
- Communicate effectively with your instructor and in a timely manner.
- Put away cell phones during class. Please refrain from texting.

\* **[Click Here for the MCC Academic Integrity Statement](#)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* **[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.

***\* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

---

# McLennan

C O M M U N I T Y

# COLLEGE

---

## ACADEMIC RESOURCES/POLICIES

### **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/>

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 a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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).

### **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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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.

**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 her/his 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.

**Forwarding Emails:**

You may forward the 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 become lost or placed in junk or spam filters.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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 Title IX Coordinator at

---

[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

\* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*