



WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Learning Framework

EDUC_1300_F4

Ms. Kayla Willis

NOTE: This is an 8-week online course.

FULLY ONLINE

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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:

No prerequisites required

Course Notes and Instructor Recommendations:

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 on MCC main page). 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, M.Ed.

MCC Email: kwillis@mclennan.edu

Office Phone Number: 254-299-8788

Office Location: CSC D39 (in the Child Development Center lobby area)

Office/Teacher Conference Hours: **Monday:** 2:30-4:00 PM, **Tuesday:** 2:00-3:00 PM, **Wednesday:** 3:00-4:00 PM, **Thursday:** 1:00-2:30 PM, or **by appointment**.

Cell Phone: 254-826-6101

We can meet in-person or [via Zoom](#) (254 299 8788)

*Please note that when you contact me, I **will respond within 24 hours**. If you do not hear back from me, please assume that I did not receive the message and contact me again. Remember, I'm here to help you succeed!

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

Please Note: The required etextbook and McGraw Hill CONNECT Access Code are included in your student fees as part of the Inclusive Access program. **You will have access to your book directly from Brightspace.** These materials are necessary to complete the course.

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

Methods of Teaching and Learning:

Lectures
Reading assignments
Online discussion boards
Individual and group assignments
Small and large group collaboration
Review of relevant research
Literature analysis
Use of digital media and/or recording of student performance

Students are expected to complete the weekly reading, participate in Discussion Board (Db) as assigned, and complete any activities and papers as assigned.

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 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 and in class (at the earliest known time).

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Weekly units will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM) each week. All assignments, activities, discussion boards, etc., are due by Sunday evening at 11:59 PM. All work will be submitted through Brightspace or McGraw Hill Connect. **Please check Brightspace or the Course Schedule for due dates on specific assignments and activities.**

Dates & Module	Due Date(s)	Chapter/Class Topic	Activities to Complete by the Due Date
3/14 - 3/20 Module 1	3/20 at 11:59 PM	Welcome & Campus Resources	<ul style="list-style-type: none">• Review the Course Information.• View the Getting to Know Your Instructor video.• Complete the Getting to Know you Discussion (make an initial post and reply to one other person).• Complete the Email the Professor Activity.• Complete the Campus Orientation Activity• Complete the Noel Levitz Pre-Assessment Activity• View the Welcome to College Video Lesson.
3/21 - 3/27 Module 2	3/27 at 11:59 PM	<ul style="list-style-type: none">• Chapter 1: POWER Learning• Chapter 2: Making the Most of Your Time• Chapter 8: Choosing Your Major	<ul style="list-style-type: none">• View the POWER Learning Video Lesson.• Complete Learn Smart Chapter 1.• Complete POWER Strategies activity.• View Making the Most of Your Time Lesson Overview.• View Time Management videos.• Complete Time Management Activity.• Complete Learn Smart Chapter 8.• Complete Schedule an Advising Visit Part 1.
3/28 - 4/3 Module 3	4/3 at 11:59 PM	<ul style="list-style-type: none">• Chapter 3: Learning Styles, Self-Concept, and Values• Chapter 9: Technology Competency	<ul style="list-style-type: none">• Complete Learn Smart Chapter 3.• View Discovering Learning Styles, Self-Concept, and Values Review.• View Scaffolding and the Zone of Proximal Development item.• View the Locus of Control item.• Complete the Letter to the Professor Activity.• Complete Learn Smart Chapter 9.• View at least 2 videos from the MCC Virtual Tour.• View the Tech Support at MCC item.

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4/3 - 4/10 Module 4	4/10 at 11:59 PM	<ul style="list-style-type: none"> Chapter 4: Taking Notes Chapter 5: Taking Tests Chapter 6 Reading and Remembering 	<ul style="list-style-type: none"> Complete Learn Smart Chapter 4. View Taking Notes: Crash Course Study Skills video. View Effective Note-Taking in Class item. Complete Learn Smart Chapter 5. View the Study Tips for Success Infographic. Complete Learn Smart Chapter 6. View 2 of the videos from the Tips and Strategies for Reading and Remembering item. Complete Schedule an Advising Visit: Part 2 Activity. Optional: Extra Credit Opportunity—Cornell Notes Activity.
4/11 - 4/17 Module 5	4/17 at 11:59 PM	<ul style="list-style-type: none"> Chapter 7: Writing and Speaking Chapter 11: Diversity and Your Relationship with Others 	<ul style="list-style-type: none"> Complete Learn Smart Chapter 7. View the Academic Support and Tutoring item. Complete the Reflection Paper: Noel Levitz Results. Complete Learn Smart Chapter 11. View the Blind Spots: Challenging Assumptions videos. Optional: Extra Credit Opportunity—Free Writing Activity.
4/18 - 4/24 Module 6	4/24 at 11:59 PM	<ul style="list-style-type: none"> Chapter 13: Stress, Health, and Wellness Chapter 10: Making Good Decisions 	<ul style="list-style-type: none"> Complete Learn Smart Chapter 13. View the Maslow's Hierarchy of Needs item. View the Dealing with Stress in College item. Complete the Identify Your Stressors and Your Susceptibility to Stress Activity. Complete Learn Smart Chapter 10. Complete the Making Decisions Activity. Complete the Noel Levitz Post Assessment.
4/25 - 5/1 Module 7	5/1 at 11:59 PM	<ul style="list-style-type: none"> Chapter 12: Money Matters 	<ul style="list-style-type: none"> Complete Learn Smart Chapter 12. Complete the Creating a Budget Activity. Read about the Final Project and begin working on it. Optional: Extra Credit Opportunity—Researching Scholarships Activity.
5/2 - 5/6 Module 8	5/4 at 11:30 AM	<ul style="list-style-type: none"> Final Project 	<ul style="list-style-type: none"> Complete/submit the Final Project.

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Late Work and Make Up Work Policies:

Unless previously communicated and arranged, any assignment that is submitted late will receive a grade deduction of 5% per day it is late, starting on the third day after the assignment is due. This gives you a 48 hour grace-period (because I know emergencies and life happens). Starting on the third date after the assignment is due, you will lose 5% per additional day. So on the third day, the highest grade you can earn is a 95%, on the fourth day, the highest grade you can earn is a 90%, and so on. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), late work will be excused and no points will be deducted.

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 254-826-6101), email (kwillis@mclennan.edu), or Zoom (254-299-8788).

Course Grading Information:

Your grades are weighted per the assignment category. A **weighted** score is the average of a set of **grades**, where each set carries a different amount of importance. For example, as you can see in the chart below, the core activities make up 30% of your grade, while the reflective paper is worth 10%. This means the Core Activities are worth 3 times more than the Reflection Paper (and thus it is *extremely important* that you complete all of these activities to the best of your ability).

Assignment Category	%
Weekly Activities	30
Chapter Readings	15
Core Activities	30
Reflective Paper	10
Final Project	15
Total	100

Grading Scale:

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

Attendance

Weekly activities found within each module will be used to take attendance for online classes. Therefore, it is very important that you complete your assignments on time and thoroughly. Discussion board posts and work completed on any other assignments should be respectful and appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing—use capitalization, punctuation, and correct spelling so that your thoughts are clear to the professor and other classmates.

Failure to complete two or more of the week's activities by the due date will result in you being marked absent for that week. Once you have accumulated 3 absences, you may be dropped from the course for attendance purposes. If you are withdrawn or dropped from the course before the official drop date, you will receive a grade of "W." If you are dropped or withdrawn from the course after the official drop date and you are currently failing the course, you will receive an F for the class. Consult the MCC Attendance Policy 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.

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:

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)

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, or any other course. Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.

McLennan

C O M M U N I T Y

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

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/>

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 or emailing SuccessCoach@mclennan.edu. Students may 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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.

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.

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.