



**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Learning Framework
EDUC - 1300**

Cynthia Lee

NOTE: This is an 8-week Online course.

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 on any changes to these guidelines.

**.AN EQUAL OPPORTUNITY INSTITUTION Fall 2021
Learning Framework
EDUC 1300 F07**

Course Description:

EDUC 1300 – 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. Semester hours 1 (1 lecture).

Prerequisites and/or Corequisites:

No pre-requisites

Course Notes and Instructor Recommendations:

One way in which we can communicate with one another is through Remind, a free program and app that allows us to communicate without sharing private information. There is no requirement to use this app or program for this course. Please visit <https://www.remind.com/> to learn more about this program. I would like to take a moment and mention a few class guidelines for Remind. First, Remind is a form of professional communication. Please be respectful in your participation. Please communicate with proper grammar and spelling, where possible. Second, while you may ask specific questions about coursework, please do not ask questions that are easily answered by looking at the course syllabus or by asking a peer in class. For example, I will not answer, "what is due tomorrow?" as I feel that you can easily find that answer by looking at the course syllabus. I will, however, happily try to answer specific questions regarding your work. Third, I will not share personal information via Remind such as grades and absences, so please do not ask me about your performance on a specific task. Please see the Announcements page for your course on Brightspace to receive information on registering for Remind.

If you wish to drop this class, you must email me from your MCC student account before 5 pm on the last day for student-initiated drops, with the request "Please drop me from COURSE ID and SECTION NUMBER." An email that says something like, "I would like to drop..." or, "I was thinking about dropping..." or, "I was wondering if I should drop..." will *not* be considered a drop request. (*This is analogous to saying, "I would like to get married," and does not mean anyone is going to automatically marry you today.*) If the email does not come from your student account, or if the request is verbal, I cannot drop you. Alternatively, there is a form you can fill out and have me sign before 5 pm on the last day for student-initiated drops.

Instructor Information:

Instructor Name: Cynthia Lee

MCC E-mail: clee@mclennan.edu *preferred method of contact Office Phone

Number: (254) 299-8786

Office Location: CSC Child Development Center (CDC)

Office/Conference Hours: Tuesdays 12:00 PM - 1:00 PM & Thursday 5:00 PM - 6:00 PM or by appointment

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

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

You will need to complete SmartBook chapter assignments and activities through McGraw-Hill Connect as part of your grade for this course. You will need to use your MCC student email to register for McGraw-Hill Connect when you log-in through the Modules in Brightspace. This text was designated as an inclusive access text, which means you have access to an online version of the text as part of your enrollment in this course. SmartBook chapter assignments are not compatible with some smartphone screens or operating systems. Please be prepared to complete these activities using a large screen tablet, laptop computer, or desktop computer. There are computer labs on campus that you may use. You may use this link to help troubleshoot issues that may arise with McGraw Hill Connect.

<https://connect.mheducation.com/troubleshootWeb/troubleshoot.html>

Methods of Teaching and Learning:

Online course educational activities include viewing PowerPoint lectures and videos, completing SmartBook chapter activities, quizzes, essay writing, creating study materials, completing Internet and library search assignments, participating in discussion boards, etc.

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

You are responsible for everything listed in the detailed calendar below. Refer to the Course Objectives above to see how they relate to assessments and assignments. The instructor reserves the right to make changes or corrections to the schedule during this semester. Any changes in this schedule will be announced on Brightspace, Remind, and/or through your MCC student email.

Date	Topic	Due prior to 11:59 pm on the Thursday or Sunday listed in the week, i.e., 8/30 at 11:59 pm or 9/6 at 11:59 pm. See Brightspace Modules for details on each activity and assignment.
Module 1 Oct 18-24	Module 1: Welcome! Introduction to Learning Framework	Tasks to Complete by Thursday at 11:59 -View the Welcome to Our Class PowerPoint -Make an initial post in the discussion board to introduce yourself. -Review the syllabus and email me any questions you have about it. -Complete the Campus Orientation activity. -Watch the MCC Completion Center Video Tasks to Complete by Sunday at 11:59 PM -Complete the Noel Levitz College Student Inventory Pre-Assessment. -View the Chapter One PowerPoint -Read Chapter 1 and answer the comprehension questions. -Complete the What Are Your Goals Activity -Reply to at least 2 Classmates in the Discussion Board
Module 2 Oct. 25-31	Module 2: Time Management, Technology & Choosing Your Courses	Tasks to Complete by Thursday at 11:5 -View the Chapter 9 PowerPoint -Read Chapter 9 and complete the comprehension questions -View the Chapter 2 PowerPoint -Read Chapter 2 and complete the comprehension questions -View Professional Letter PowerPoint

		Tasks to Complete by Sunday at 11:59 PM -Complete the Letter to Professor Activity. -Complete the Schedule an Advising Visit Activity: Part 1. (Sneak Peek at Part 2 of this assignment: follow up advisor visit proof)
Module 3 Nov 1- Nov 7	Module 3: Discover Your Learning Style & Reading Comprehension	Tasks to Complete by Thursday at 11:59 PM -View the Chapter 3 PowerPoint. -Read Chapter 3 and complete the comprehension questions. -View the Learning Styles and Multiple Intelligences video. -View the Chapter 6 PowerPoint. -Read chapters 6 and complete the comprehension questions for each. Tasks to Complete by Sunday at 11:59 PM -Complete the What's Your Personal Learning Style Activity. -Review your results on the Noel Levitz College Student Inventory -Complete the Noel Levitz Pre-assessment Activity -Complete the Study Timetable Activity.

Module 4 Nov 8-15	Module 4: Diversity, Stress & Wellness	Tasks to Complete by Thursday at 11:59 PM -View the Chapter 13 PowerPoint. -Read Chapter 13 and complete the comprehension questions. -View the Stress Management video. -View the Chapter 11 PowerPoint. -Read Chapter 11 and complete the comprehension questions. -Make an initial post in the discussion board
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		<p>Tasks to Complete by Sunday at 11:59 PM</p> <ul style="list-style-type: none"> -Reply to at least 2 colleagues in the discussion board -Complete the Identify Your Stressors Activity -Complete Reflection Paper #1
Module 5 Nov 15- Nov 21	Module 5: Test Taking & Writing Strategies	<p>Tasks to Complete by Thursday at 11:59 PM</p> <ul style="list-style-type: none"> -View the Chapter 4 & 5 PowerPoint. -Read Chapter 4 & 5 and complete the comprehension questions. -View Chapter 7 Power Point -Read Chapter 7 and complete the comprehension questions -Post your Initial Post in the Module 5 Discussion -Complete the Virtual Library Visit. <p>Tasks to Complete by Sunday at 11:59 PM</p> <ul style="list-style-type: none"> -Complete the Library Assignment. -Complete the Part 2 of Scheduling an Advisor Visit -Complete the Free Writing Activity -Post 2 replies in the discussion board
Module 6 Nov 22- Nov 24	Module 6: Decision Making (Thanksgiving Week)	<p>Tasks to Complete by Wednesday at 11:59 PM</p> <ul style="list-style-type: none"> -View the Chapter 10 PowerPoint -Read Chapter 10 and complete the comprehension questions -View Academic Support & Tutoring Webpage -Complete the Making Decisions Activity

Module 7 Nov 29 - Dec 5	Module 7: Money Matters & Noel Levitz Post Assessment	Tasks to Complete by Thursday at 11:59 PM -View Chapter 12 PowerPoint -Read Chapter 12 and answer comprehension questions -Post in the Module 7 Discussion - Complete the Noel Levitz Post Assessment Tasks to Complete by Sunday at 11:59 PM -Choose your final project. -Complete Writing a Resume Assignment -Post 2 replies in the Discussion Board
Module 8 Due Dec 9 at 11:59 PM	Module 8: Final Project	Tasks to Complete by Thursday at 11:59 PM -Final Project

Course Grading Information:

This course is comprised of a variety of activities. These activities include discussion boards, reflection papers, core activities, activities, and a final project. The instructor reserves the right to add or remove assignments but will not alter the weight of the categories towards the final grade determination in the course. Notice will be given through MCC email, in Brightspace, and/or through Remind.

Weight	Activity	Type of Assignment
30%	Weekly Activities	SmartBook chapters, Assignments, quizzes, etc.
10%	Discussion Boards	4 Discussion Board
30%	Core Activities	Campus Orientation, Noel Levitz Pre- assessment, Noel Levitz Post Assessment, Letter to the Professor, and Advising Visits part 1 and part 2
15%	Reflective Papers	Reflective Paper#1, Reflective Paper #2
15%	Final Exam	Final Exam

Descriptions of each assignment and grading rubrics are provided in Brightspace. Your grades and assignment feedback will be available in Grades in Brightspace.

Percentage Earned for Final Grade Scale	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

Late Work, Attendance, and Make Up Work Policies:

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 and hybrid 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. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive the grade they earned up to the point of their last class attendance. In extenuating circumstances, the instructor may assign a "W" to a student who is not passing.

Attendance is mandatory. Attendance will be taken from the first graded task per module. If you complete and submit that task for the unit, you will be marked as present. If you do not complete and submit the graded task for the week, you will be marked as absent. The tasks that will count towards being marked as either present or absent are marked in each module in your Brightspace course.

Per MCC policy, you may be automatically dropped after missing 25% of class work, or failure to complete and submit the first graded assignment for four of the sixteen modules for this course.

No late work will be accepted. However, in certain circumstances students will be permitted to make up classwork and assignments due to absences caused by authorized participation in official College functions, personal illness, an illness or death in the immediate family, or the observance of a religious holiday. It is the student's responsibility to inform the instructor of the reason for the absence, to provide proper documentation for the absence, and to do so in a timely fashion, i.e., the first class activity after the absence. The professor has the prerogative of determining whether a student may make up work missed due to absences for other reasons, or whether or not the student has provided adequate documentation to be eligible to submit late work to be graded. All "late" assignments need to be emailed to Dr. Powell or

submitted in Brightspace if possible, with a copy of the written documentation for the absence by 12/3/21.

The assignments due in this course are to be turned in via Brightspace prior to the date and time noted on the calendar.

Student Behavioral Expectations or Conduct Policy:

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 Student Handbook

-Students are expected to attempt or complete all graded assignments to establish attendance rates and earn academic credit for the course. Students are expected to complete their work in a timely manner in accordance with the course calendar.

-Students are expected to participate in the Discussion Boards in a polite and respectful manner. See the Discussions tab in Brightspace for more details.

-The student must send all email messages to the instructor using their MCC provided student email account (firstinitiallastinitialstudentIDnumber@students.mclennan.edu). The instructor will send all emails to the students' MCC email accounts. Students are expected to check their MCC student email accounts on a regular basis (i.e., daily) while enrolled in this course.

-Students are expected to use their MCC student email to register for McGraw-Hill Connect SmartBook and access the SmartBook chapters through the Unit Modules in Brightspace.

-Students are expected to self-report COVID-19 symptoms or close contacts to McLennan Community College (<https://www.mclennan.edu/crisis-management/coronavirus/updates/index.html>).

-Students who are having trouble with technology should contact the Tech Support at (254) 299- 8077 M-F 8:00 am to 5:00 pm or (254) 299-6202 after hours. Students are also encouraged to contact Brightspace and McGraw-Hill as necessary to receive support in a timely manner.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 11/04/2022



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-
2998122

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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

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