

Updated 07.25.24



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Learning Framework

EDUC_1100_O084

ALEX NIX VAUGHAN

NOTE: This is an Online, 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.

Semester Hours: 1

Prerequisites and/or Corequisites:

No prerequisites

Course Notes and Instructor Recommendations:

Please check your 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: Alex Nix Vaughan

MCC Email: snixvaughan@mclennan.edu

Office Phone Number: 254-299-8801 *I am NOT on campus to check this phone!

Office Location: FOB 120

Office/Teacher Conference Hours: Tuesdays & Thursdays from 10:00 am – 12:00 pm or by appointment.

Please click this URL to start or join. <https://mclennan.zoom.us/j/85965319646>

Or, go to <https://mclennan.zoom.us/join> and enter meeting ID: 859 6531 9646

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
Online discussion boards
Online Individual and group assignments
Online 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 readings, participate in Discussion Board (DB) as assigned, and complete any activities and papers as assigned.

Course Mission Statement:

Learning Framework provides students with confidence in transition to higher education, as well as providing empowerment in areas that will lead to success as a lifelong learner.

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 (September 11, 2024).

As this is an online course, attendance will be determined by regular participation in Brightspace each week. This means you must actively participate virtually in all assignments/ activities, utilize all resources posted, complete your work on time, and not miss any deadlines or tasks. An absence is constituted by failure to log into Brightspace two or more times per week to demonstrate you are accessing and working in the course. Students are responsible for all material presented or assigned for a course from the first official day of classes and will be held accountable for such materials in the determination of course grades. If a student has missed 25% or more of the assignments, they will be dropped for non-participation.

Please keep in mind you will be dropped on September 10, 2024 for non-participation (never attended) if you have not completed at least one assignment or attended at least one class.

October 28th is the last day for student-initiated withdrawals.

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.

Weekly units go from Monday until Sunday each week. All online assignments, activities, Discussion Boards, etc., are due by Sunday evening at 11:59 pm.

See the Brightspace shell for other assignments not included in the syllabus.

All **Noel Levitz** assignments are **mandatory!**

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Date	Chapter/Topic	Activities Due	Due Date
Module 1 August 26	Introduction to Class	Weekly Video Core Activity #1: Email the Professor w/ attachment (MCC email) Core Activity #2: Campus Orientation Core Activity #3: Discussion Board #1 – Introduction <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 9/1 midnight.
Module 2 September 3 (School Holiday 9/2)	Introduction to Resources	Weekly Video Noel Levitz College Student Inventory Pre-Assessment Maslow’s Hierarchy of Needs Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 9/8 midnight.
Module 3 September 9	Becoming a Successful Student	Weekly Video Understanding Pre Noel Levitz Results Zone of Proximal Development Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 9/15 midnight.
Module 4 September 16 (Campus Closed 9/20)	Communicating Through Technology	Weekly Video Core Activity #4: Letter to the Professor Activity <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 9/22 midnight.
Module 5 September 23	Managing your Time and Priorities	Weekly Video Procrastination Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 9/29 midnight.
Module 6 September 30	Maintaining Your Mental Health and Physical Health	Weekly Video Mental & Physical Health Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 10/6 midnight.
Module 7 October 7	Learning Styles, Self-Efficacy, Locus of Control, and Values	Weekly Video SE/Locus of Control Psychological Connection <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 10/13 midnight.
Module 8 October 14 (Campus Closed 10/18)	Planning Your Future	Weekly Video Core Activity #5: Advising Assignment FOCUS 2 Assignment (Extra Credit) <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 10/20 midnight.

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Module 9 October 21	Understanding Diversity and Cultural Competency	Weekly Video Ecological System's Theory Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 10/27 midnight.
Module 10 October 28	Building Relationships	Weekly Video Read "Building Relationships" and "Working in Groups" and complete the activity. <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 11/3 midnight.
Module 11 November 4 *Spring Registration Opens	Money Matters	Weekly Video Eisenhower Matrix Assignment Watch "Financial Tips for Paying for College" <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 11/10 midnight.
Module 12 November 11	Reading and Note Taking	Weekly Video Core Activity #6: Discussion Board #2 – How Do You Take Notes? Noel Levitz College Student Inventory Post-Assessment Read "7 Simple Strategies to Improve Reading" and complete the assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 11/17 midnight.
Module 13 November 18	Library and Other Resources	Weekly Video Levels of Processing Psychological Connection Library Assignment <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 11/24 midnight.
Module 14 November 25 *No school 11/27 – 11/29	What Does Noel Levitz Mean?	Weekly Video Comparing & Contrasting the Pre/Post Noel Levitz <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 12/1 midnight.
Module 15 December 2	Review Week	Weekly Video Success Toolbox Final Project Opens <i>Misc. Online Class & Work (See Brightspace)</i>	All assignments due 12/8 midnight.
Module 16 December 9	Finals Week	Weekly Video Final Project	Final Due No Later Than 12/10 @ 11:59pm midnight

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 by the chart below, the core activities (there are 6 total) make up 35% of your grade and “weigh” more than the weekly activities at 35% because there are less grades within the category!

Assignment Category	%
Weekly Activities	35
Core Activities	35
Noel Levitz	15
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

Late Work and Make Up Work Policies:

Late work will be docked 5% per day it is late. For example, if it is 2 days late and you would have received a 100, you will now receive a 90. Please keep in mind that there are some instances where late work will not be accepted. For example, Discussion Boards are an online, interactive assignment and completing these late is not allowed. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), late work will be excused. **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 despite 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.

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 essential for an educator. Please maintain your integrity and do your own work – there is no reason to cheat in this, or any other course.

[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 guideline

07/02/2024



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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-StaffCommons/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](#) 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.