



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEARNING FRAMEWORK

EDUC_1300_004

JESSICA SHELTON, M.S.ED, LPC, LMFT

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

LEARNING FRAMEWORK

EDUC_1300_004

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

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.

Instructor Information:

Instructor Name: Jessica Shelton
MCC E-mail: jshelton@mclennan.edu
Office Phone Number: (254) 299-8755
Office Location: CSC E 129K
Zoom Office Hour Meeting ID: 189-001-496
Office/conference hours are posted on the course homepage and outside my office door.

Email is the preferred method of communication. I respond to emails within one business day (Monday-Friday). Please use your MCC student email address to contact me, and be sure to put your name, student ID#, and course name and section in the email.

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.

LEARNING FRAMEWORK

EDUC_1300_004

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

Methods of Teaching and Learning:

Reading assignments

Online discussions

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 readings, participate in classroom and online discussions as assigned, and complete any activities and papers as assigned.

Course Mission Statement:

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

Course Objectives and/or Competencies:

Upon successful completion of the course, you will:

1. Increase your level of knowledge and use of motivational, behavioral, and cognitive factors that impact learning.
2. Improve your abilities and actions in learning and study strategies.
3. Demonstrate preparedness for the rigors of a college education.
4. Understand the emotional intelligence skills you 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).

Classes have two weekly meetings. Attendance is taken at both meetings.

- A student is counted present if they are physically present in the classroom by the time class begins, through the duration of the class meeting.

LEARNING FRAMEWORK

EDUC_1300_004

- A student is absent if they do not attend the entire class meeting.
- A student is dropped from the class if they are absent from every class meeting prior to the Census Date (September 11, 2024).
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester (October 28, 2024).
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Once a student exceeds the maximum number of absences in this course, they will be withdrawn from the course. If they have previously been withdrawn from 6 courses, they must remain on the roster for this course. However, any assignments submitted or completed after exceeding the absence limit will not be accepted and the student will receive a failing grade for the course.

Course Outline or Schedule:

The following is a brief tentative schedule of the modules we will cover this semester. Circumstances may cause the schedule to be changed. If changes are necessary, they will be announced in Brightspace and in class.

See the Course Syllabus and Calendar module in our Brightspace course for a more detailed list of assignments and due dates.

- Module 1 – Introduction to Class
- Module 2 – Introduction to Resources and College Readiness
- Module 3 – Becoming a Successful Student
- Module 4 – Communicating Through Technology
- Module 5 – Managing Your Time and Priorities
- Module 6 – Maintaining Your Mental and Physical Health
- Module 7 – Discovering Yourself
- Module 8 – Planning Your Future
- Module 9 – Understanding Diversity and Cultural Competence
- Module 10 – Building Relationships
- Module 11 – Money Matters
- Module 12 – Reading and Note-Taking
- Module 13 – The Library and Other Resources
- Module 14 – What Does Your Noel-Levitz Mean?
- Module 15 – Review Week
- Module 16 – Final Projects

LEARNING FRAMEWORK

EDUC_1300_004

Course Grading Information:

Your grade in this course will be determined by the total points earned across each assignment category. Each category is weighted according to the chart below. 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 make up 35% of your grade versus the final project, which is worth 15%. This means that you could do a great job on your final project, but that 100% would not be worth even some of your core activities being completed.

Assignment Category	%
Weekly Activities	35
Core Activities	35
Noel Levitz	15
Final Project	15
Total	100

Weekly modules go from Monday until Sunday each week. All online assignments, activities, discussions, etc., are due by 11:59 pm each Sunday evening.

Grade Range is as follows:

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 submitted 2 days late and you would have earned a 100, you would then get a 90. Please keep in mind that there are some instances where late work will not be accepted. For example, discussion boards are an interactive online assignment, and completing these late is not allowed. Under certain documented circumstances (example: documented serious illness/injury of self or immediate relative), late work may 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.

LEARNING FRAMEWORK

EDUC_1300_004

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or 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.

It is crucial that you read the syllabus in each of your classes. If you're reading this sentence, please send an email to me at the address on page 2. Students who do this by the end of the second week of class will receive an extra 5 points on a weekly assignment.

If you use 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 lying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

Ethics:

Cheating is not tolerated. Any student who cheats will be subject to grade reduction, re-doing of assignments, and/or expulsion from the class. Examples of cheating include but are not limited to:

- copying the work of another student
- seeking excused absences/tardies under false pretense
- plagiarism
 - using Artificial Intelligence (A.I.) or any text-generating software (such as ChatGPT, iA Writer, Marmot, Botowski, etc.) is not permitted, and it will be treated as plagiarism
- turning in work you completed for a different class or the same class during a different semester

All work submitted in this course must be your own. Contributions from anyone or anything else must be properly quoted and cited every time they are used. Failure to do so constitutes an academic integrity violation, and the institution's policy will be followed in those instances.

This course will teach you to think critically. Critical thinking is an essential skill. 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.

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.