



## Learning Frameworks – EDUC 1300.MH1

### Course Syllabus: Fall 2017

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

**Instructor: Daisy Bates**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 12:00 p.m.	

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** Three hours of class each week. This course teaches concepts from the learning sciences to help students acquire the strategies and the tenacity necessary to succeed in college courses and in their future careers. Course instruction focuses on four main content strands: developing and maintaining motivation for college success, developing and using strategies and skills, building community and connecting to campus resources, and developing a college completion plan.

**Required Textbook(s):** “Frameworks for Mathematics and Collegiate Learning” version 2.0

Other required supplies: 2 to 2 ½” thick binder with four tabs: syllabus, journals, notes, assignments/quizzes

**Publisher:** The Charles A. Dana Center at University of Texas at Austin in partnership with the Texas Association of Community Colleges (The New Mathways Project)

**ISBN Number:** N/A

Note: The NTCC Bookstore link is at [www.ntcc.edu](http://www.ntcc.edu)

### **Recommended Reading(s):**

In addition to the books and supplies listed below, I will occasionally distribute reading assignments. You are required to read all assigned material. The reading load is not designed to be heavy. As with any lecture or discussion material, reading material is fair game for exams, quizzes, or in-class discussions. You should bring the course textbook to class each class session.

## **Learning environment**

Your enrollment in this class acknowledges that you intend to learn the course material. Behaviors that would impede the learning process will not be permitted. These behaviors include, but are not limited to, reading newspapers or books, text messaging, surfing the web, answering cell phones, and talking out of turn. If you are not sure what is appropriate, please ask me. Students are responsible for knowing and following common sense rules of behavior. I am committed to creating and maintaining an open, productive, intellectually engaging learning environment. Disruptive students will be instructed to leave the classroom. This is college, so warnings will not be issued. Please also read the Respectful Classroom Behavior document (Syllabus Appendix B) for more information about appropriate behaviors and classroom expectations.

## **Objectionable material warning**

This is a college course, and you should know that anything is fair game. The college classroom is a unique place in society in which any ideas, opinions, and perspectives are welcome and should be shared, respectfully. You may find some of the material offensive. There will not be any inappropriate language.

## **Student Learning Outcomes:**

By the end of this semester, through class lectures, videos, discussions, in-class activities, and a variety of written and other assignments, you will increase your written and oral communication skills, critical thinking abilities, and toolbox of study strategies.

Upon successful completion of this course, students will:

- 1300.1** Demonstrate a positive mindset toward learning and maintain motivation.
- 1300.2** Develop a process through which they change negative, self-defeating habits into positive habits.
- 1300.3** Make personal connections with peers, their instructor, and other campus support personnel.
- 1300.4** Develop and pursue useful goals.
- 1300.5** Demonstrate organization of time and study materials.
- 1300.6** Describe how to store and retrieve information from their memory.
- 1300.7** Demonstrate effective reading and note-taking strategies that enhance retention and comprehension.
- 1300.8** Distinguish effective test-taking strategies to be used before, during, and after taking a test.
- 1300.9** Employ critical thinking skills when approaching challenging tasks.
- 1300.10** Demonstrate written and oral communication that is appropriate to context and that effectively conveys meaning and logic.
- 1300.11** Identify future college and career pathways.
- 1300.12** Locate and use support center services.
- 1300.13** Use technology throughout the course.

**SCANS Skills:**

N/A

**Lectures and Discussions:****Course Topics:**

- A. Learning and Motivation
- B. Changing Negative Habits to Positive Habits
- C. Making personal connections with peers, the instructor, and campus support personnel
- D. Goal-Setting
- E. How Memory Works
- F. Effective Reading and Note-taking Strategies for Enhanced Comprehension
- G. Test-Taking Strategies
- H. Critical Thinking Skills
- I. Written and Oral Communication Skills
- J. Career Awareness/Future Success
- K. Using Support Center Services
- L. Technology Tools for College Success

**Evaluation/Grading Policy:** You are required to complete all assignments, participate in class discussions (including those involving your Success Team and Expert Group), and submit all written work according to the stated deadline.

College instructors expect students to spend time outside of class reading, writing, and studying course material. Specifically, for every hour you are in class, you need to study for two to three hours. This means working on this class material for approximately 100 hours outside of class. This is college!

*The breakdown of the course requirements is as follows:*

15%	Assignments	Ongoing
5%	Participation	Ongoing
20%	Midterm Exam	See attached
	Final Exam	See Career Project
50%	Career Project/Final Exam	See attached
10%	Group Presentation	See attached

*Semester grades will be earned as follows*

90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

## **Other Course Requirements**

### **Assignments (20% of semester grade)**

The biggest single percentage of points for this course comes from completing regular assignments. These assignments will vary—they include, for example, journal entries, time management plans, exam debriefs, and goal-setting outlines—and they will offer many opportunities for you to apply what we are studying in class immediately. Completing these assignments on time and thoroughly will earn you full credit.

*A special note about journal assignments:* Journaling in this course is designed to help you reflect on the course material and your experiences outside of class and college and to stimulate insights into becoming a more successful learner overall. See Syllabus Appendix C for information about how journal entry writing is graded. Please type your journal (see “Guidelines for written work.”) When your journal is returned to you, please put it in your binder. Further instruction on the value of journaling and feedback will be given throughout the course.

### **Participation (5% of your final semester grade)**

Your participation grade will be based on your informed contributions to classroom discussions and exercises. You will participate in graded activities in every lesson. Some of these might take place outside of the designated classroom (e.g., in the computer lab or the library). Participation grades will be based on the following:

- **Level of engagement/listening skills:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) engage with course lectures, discussions, and activities with eye contact, taking notes, and makes thoughtful contributions.
- **Behavior:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) behave appropriately (e.g., demonstrate active listening during lectures; show respect to the differing view of group members, etc.) in the classroom.
- **Preparation:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) come to class with a pen, paper to take notes, and having read any necessary information to provide informed comments to course discussions and activities.
- **Collaboration:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) collaborate (or work in groups) in appropriate and fair ways.

*Points will be earned as follows:*

- 4 points, almost always (80-100% of the time)
- 3 points, sometimes (60-79% of the time)
- 2 points, rarely (40-59% of the time)
- 1 point, almost never (20-39% of the time)
- 0 points, never or very, very rarely (0-19% of the time)

If you interact with me outside of class—coming to in-person or virtual office hours and/or communicating via email and demonstrate interest in doing well in this course, you can earn up to four additional points.

### **Student Responsibilities/Expectations:**

#### ***A special note about attendance:***

Attendance is mandatory. You are expected to attend every class, to arrive on time, and to remain the entire period. You need to be here in order to participate in in-class activities! It is your responsibility to find out what you missed in the case of an absence. In college there is no such thing as an “excused absence.” You may miss two classes without any penalty to your grade. For each absence over two, you will lose points off your final grade as follows:

- 3 absences – 2 points
- 4 or 5 absences – 5 points
- 6 or 7 absences – 8 points
- 8 or more absences – Failed class

Students who have eight or more absences will automatically receive an F for the semester!

Attendance is so crucial for success that if you miss no more than one class, you will receive an extra 5% on your final grade. This means that if your final course average is 85% (B), your final grade could be increased to 90% (A).

### **Projects (both projects combined are worth 60% of your final semester grade)**

You will complete two projects this semester: an individual career project and a group presentation project. More details about each project will be given in class at the appropriate time.

### **Exams (each exam is worth 20% of your final semester grade)**

You will complete two exams this semester, a midterm and a final exam. The essay portions of the exams will be completed outside of class and brought to class on exam day. The multiple-choice parts of the exams will be conducted in class. More details will be given in class, including how to prepare to ace these exams. Exams may not be taken or submitted late—no exceptions.

In-class assignments must be completed in blue or black ink—work completed in any other color or in pencil will not be graded. In-class work must also follow standard English usage—including complete sentences. Of course, you are not expected to create polished in-class work.

Out-of-class written assignments must have one-inch margins on all four sides, be double spaced, and be done in the Times New Roman font, size 12. Please note that correct spelling and grammar and a clear, easy-to-read writing style all count toward your grade. Use professional, formal, college English (i.e., no text-message language, contractions, clichés, or slang, for example).

After graded work is handed back, take some time to review my feedback. Letting the feedback soak in for 24 hours before approaching me with questions and comments gives you an opportunity to reflect and come into the conversation with an open mind, rather than being emotionally fired up about your grade. You should prepare clear and specific questions before inquiring about why a certain grade was assigned to your work. Grades will be changed only if I made mistakes.

### **Late work policy**

Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time, in accordance with the good time-management skills you will learn in this course, is considered highly desirable and an important habit to develop.

**For this reason, points can be deducted for late work. If you are having trouble completing an assignment on time, please contact me as soon as possible. If possible, I want to work with you so you can submit the assignment without losing points.**

### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

**Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**6 Drop Rule:** "Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses. This six-course limit includes courses that a transfer student has previously dropped at other Texas public institutions of higher education if they fall under the law. Students should be sure they fully understand this drop limit before they drop a course. Please visit the admissions office or counseling/advising center for additional information and assistance."

**Other Course Policies:**

There will be no cell phone usage in the classroom. Students will be warned if caught using a phone during class. A student will be removed from class if the disruption continues.

The college's official means of communication is via your campus email address. I will use your campus email address and Blackboard to communicate with you outside of class. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

**Campus Safety:** Northeast Texas Community College (NTCC) is committed to maintaining the safety of the students, faculty, staff, and guests while visiting any of our campuses. See NTCC's website for details and to receive emergency notifications automatically by phone. In the event of an emergency contact NTCC Police at 903-434-8127.