



# Learning Frameworks – EDUC 1300.001

Course Syllabus: Spring 2020

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Instructor:** Susan Vaughn

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	12:30-1:25		12:30-1:25			By Appointment

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

## **Course Description:**

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. Three hours credit

**Prerequisite(s):** Appropriate test score / TSI placement with multiple measures

## **Student Learning Outcomes:**

Upon successful completion of this course, students will

- 1300.1** Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at NTCC.
- 1300.2** Identify and use strategies to manage your time, energy, finances, and personal responsibilities.
- 1300.3** Identify and use various services at NTCC.
- 1300.4** Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.
- 1300.5** Learn and practice essential skills of academic, career, and personal success.

## Evaluation/Grading Policy

You are required to complete all assignments, participate in class discussions, 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
5%	Participation
20%	Midterm Exam
	Final Exam
50%	Career Project/Final Exam
10%	Group Presentation

*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

## 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**

You will complete one mid-term exam and 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 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.

**Required Instructional Materials:**

“Frameworks for Mathematics and Collegiate Learning”, version 2.0

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

**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

**Optional Instructional Materials:** Composition Notebook

**Minimum Technology Requirements:** Access to a Computer or Laptop

**Required Computer Literacy Skills:** Word, PowerPoint

**Course Structure and Overview:**

This is a 16-week course where students are required to complete assigned work each week online or to be turned into the instructor. A typical week involves general participation by all students in discussion forums. Students are required to complete homework in addition to journal entries. In addition, students are expected to watch instructional videos, read course textbook, and complete assignments by due dates. To be successful, it is very important for students to keep up with course materials and assignments.

**Communications:**

The college’s official means of communication is via your campus email address. Your instructors will use your campus email 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. Emails will be responded to within 24 hours.

**Institutional/Course Policy:**

No late work will be accepted without prior approval by the instructor. It is the student’s responsibility to check Blackboard for important information/announcements regarding the course. Do not wait until the last minute to complete and submit assignments in case of technology issues.

Group project presentations must be completed on the day assigned. Anyone not present during a scheduled group presentation will receive a 0 for the project.

Career projects must be turned in on the last day of class. The career project is worth 50% of your final grade.

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information.

**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 the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to special population page on the NTCC website.

**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.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

### Course Schedule: (Subject to Change)

<u>Weeks</u>	<u>Topics</u>	<u>Assignments</u>	<u>Due Dates</u>
Week 1: 1/21/20 – 1/26/20	Course Introduction and Expectations Lesson 1	Syllabus Acknowledgement Student Information Sheet	1/25/2020
Week 2: 1/27/20 – 2/2/20	Making Connections Services at NTCC Lesson 1, 2	Personal Quote Scavenger Hunt	1/29/2020
Week 3: 2/3/20 – 2/9/20	Good/Bad Habits Citation Styles and Application (Handout) Lesson 3	Journal Entry #1 Syllabus Contract Syllabus Quiz Personal Questions	2/5/2020
Week 4: 2/10/20 – 2/16/20	Neuroplasticity of the Brain Note Taking Skills Lesson 4, 11	Journal Entry #2 Taking Notes Assignment	2/12/2020
Week 5: 2/17/20 – 2/23/23	Goal Setting Lesson 7	Journal Entry #3 Nine Boxes Worksheet Expanding Nine Boxes Worksheet	2/19/2020
Week 6: 2/24/20 – 3/1/20	Time Management Strategies Lesson 8, 9	Journal Entry #4 Time Management Worksheet Detailed Schedule Worksheet	2/26/2020
Week 7: 3/2/20 – 3/8/20	Career Project Introduction Preparing/Studying for Exams Lesson 12, 14	Journal Entry #5 Time Management Worksheet Flash Cards	3/4/2020
Week 8: 3/9/20 – 3/15/20	Exam Strategies Review for Mid-Term Lesson 13, 15	Mid-Term	3/11/2020

<b>3/16/20 – 3/22/20</b>	<b>Happy Spring Break!</b>		
Week 9: 3/23/20 – 3/29/20	College Support Services FAFSA Financial Aid Lesson 6, 10	Journal Entry #6 FAFSA Academic Services Assignment	3/25/2020
Week 10: 3/30/20 – 4/5/20	Discussion Boards Technology Lesson 5	Journal Entry #7 Discussion Board	4/1/2020
Week 11: 4/6/20 – 4/12/20	Group Project Introductions Lesson 22	Journal Entry #8 Group Projects	4/8/2020
Week 12: 4/13/20 – 4/19/20	Effective Class Presentations Lesson 22	Journal Entry #9 Group Projects	4/15/2020
Week 13: 4/20/20 – 4/26/20	Presentation of Group Projects	Group Projects Self-Evaluations Peer Evaluations	4/22/2020

Week 14: 4/27/20 – 5/3/20	Writing Resumes Handout	Journal Entry #10 Career Project	4/29/2020
Week 15: 5/4/20 – 5/10/20	Types of Papers/Resources Beyond the Semester Handouts	Career Project	5/6/2020
Week 16: 5/11/20 – 5/21/20	Final Exams	Career Project Due	5/13/2020