Southwest College  
Course Syllabus - EDUC 1300 Learning Framework

Semester: Fall 2012  
CRN: 28513  
Instructor: Linda Jones, Ph.D.  
E-mail: linda.jones@hccs.edu  
Phone: 713-718-5583  
Office Location/Hours: By appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Location/Day(s)/Time: SW- HUB 302 / M/W / 8:00-9:30 AM  
Semester Credit Hours (SCH): 3 hour lecture  
Contact Hours/Length: 48 hours per semester / 16 weeks

COURSE DESCRIPTION
EDUC 1300 is a study of the 1) research and theory in the psychology of learning, cognition, and motivation; and 2) factors that impact learning; and 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.

TYPE OF INSTRUCTION
The instruction in this course is lecture and lab based.

PREREQUISITE(S)
Students must have the reading skills to place them into GUST 0341 or higher to be eligible to take a student success course. Students below this reading level will be deferred from the Student Success course requirement until their reading level has improved.

COURSE GOAL
The primary goal of this course is to assist you in acquiring skills needed to have a successful college experience.

STUDENT LEARNING OUTCOMES (SLO)
The student will be able to:

1. Construct a personal learning system informed by the research and theory in the psychology of learning, cognition, and motivation.
2. Identify factors that impact learning and apply techniques and strategies to achieve personal, financial, academic, and career success.
3. Use technological tools and library resources to acquire information, solve problems and communicate effectively.
4. Develop an educational and career plan based on individual assessments and exploration of options.

**LEARNING OBJECTIVES**

Students will:

**(SLO #1) Construct a personal learning system informed by the research and theory in the psychology of learning, cognition, and motivation.**

1.1 Identify their personal learning style as well as strengths and weaknesses as a strategic learner and apply their knowledge to classroom learning.
1.2 Describe basic theories in the psychology of learning, memory, cognition, and motivation.
1.3 Demonstrate the use of learning strategies and study skills.

**(SLO #2) Identify factors that impact learning and apply techniques and strategies to achieve personal, financial, academic, and career success.**

2.1 Explore strategies for adapting to different learning environments and delivery formats.
2.2 Identify college resources and their benefits.
2.3 Expand financial capabilities by gaining and exercising financial knowledge.
2.4 Acquire techniques and skills for personal and professional success.

**(SLO #3) Use technological tools and library resources to acquire information, solve problems and communicate effectively.**

3.1 Access online college resources and services.
3.2 Complete a library orientation.
3.3 Use social networking and electronic communications appropriately.

**(SLO #4) Develop an educational and career plan based on individual assessments and exploration of options.**

4.1 Identify and file the appropriate degree plan with proper advisement.
4.2 Write and prioritize short-term and long-term goals related to your time at Houston Community College.
4.3 Explore career options incorporating the use of related assessments and search tools.

**SCANS or Core Curriculum Statement and Other Standards**

(L) Students will demonstrate the ability to understand, analyze, and interpret various forms of spoken communication.

(S) Students will demonstrate the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

(W) Students will demonstrate the ability to produce clear, correct, and coherent prose adapted to a specific purpose, occasion, and audience.

(CT) Students will demonstrate methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct and alternative strategies.
# COURSE CALENDAR – 16 WEEKS – REGULAR TERM

## Agenda

### Week 1
Course Introduction/Syllabus Overview/Introductory Activities  
Higher Education Terms  
**Chapter 1: Thrive** * (Listed as Chapter 3 in the custom edition textbook)  
Other Activities/Exercises (as directed by instructor)

### Week 2
SQ3R  
Bloom’s Taxonomy  
Syllabus Test  
**Chapter 2: Prosper** * (Listed as Chapter 4 in the custom edition textbook)  
Other Activities/Exercises (as directed by instructor)

### Week 3
**Chapter 3: Engage** * (Listed as Chapter 5 in the custom edition textbook)  
Library Orientation  
Online Orientation  
Other Activities/Exercises (as directed by instructor)

### Week 4
**Chapter 13: Plan** * (Listed as Chapter 15 in the custom edition textbook)  
Career Portfolio Introduction (format and content to be explained in class)  
Other Activities/Exercises (as directed by instructor)

### Week 5
**Chapter 4: Persist** * (Listed as Chapter 6 in the custom edition textbook)  
Career Portfolio (continued)  
Declaring a Major – Filing a Degree Plan – iAAR (Interactive Academic Progress Report)  
Other Activities/Exercises (as directed by instructor)

### Week 6
**Chapter 6: Read** * (Listed as Chapter 8 in the custom edition textbook)  
Career Portfolio (continued)  
Other Activities/Exercises (as directed by instructor)
**Week 12**
Group Presentation for **Chapter 5: Connect** (Listed as Chapter 7 in the custom edition textbook)
Group Presentation for **Chapter 9: Record*** (Listed as Chapter 11 in the custom edition textbook)
Other Activities/Exercises (as directed by instructor)

**Week 13**
Group Presentation for **Chapter 10: Study*** (Listed as Chapter 12 in the custom edition textbook)
Group Presentation for **Chapter 12: Communicate*** (Listed as Chapter 14 in the custom ed. text)
Other Activities/Exercises (as directed by instructor)

**Week 14**
Group Presentations (continued)
Other Activities/Exercises (as directed by instructor)

**Week 15**
Final Exam Review
Other Activities/Exercises (as directed by instructor)

**Week 16**
Final Exam
Date/Time: ________________________________

Last Day for Administrative/Student Withdrawals:
- **Friday, Nov. 2, 4:30 PM** (For RT, Regular Term)
- **Monday, Nov. 12, 4:30 PM** (For SS, Second Start)

* The chapter enumeration in the custom edition textbook is different than in the 3rd edition. In the custom edition of the textbook, the content material begins with Chapter 3: Thrive, whereas in the 3rd edition, “Thrive” is listed as Chapter 1.

NOTE: The calendar may change. Tests, quizzes, and other assignments (including online assignments) may be added. Place a copy of the syllabus and this calendar in your notebook; refer to the calendar on a daily basis to know what is expected of you. Updated calendars will be distributed, as needed, in class and/or electronically. Your instructor will give detailed instructions for completing the career portfolio as well as what is expected of you regarding online activities.

**INSTRUCTIONAL METHODS**
A variety of instructional methods are used throughout the semester. Examples may include class discussions, lectures, readings, group projects, research, assessments, video/DVD, Internet searches, and presentations.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge and opportunities for critical thinking and applications as appropriate.

As a student wanting to succeed at your academic and career endeavors, it is your responsibility to do the assigned readings, submit assignments on time, participate in discussions and other activities, attend class (face-to-face and online portions), and enjoy this learning experience as you learn how to use tools for success.

**STUDENT ASSIGNMENTS**
Assignments have been developed that will enhance your learning. You will be required to successfully complete the following assignments as well as others determined by your professor.

- **Midterm and Final Exams:** Each student is required to take midterm and final exams. The exams will cover a variety of materials discussed in class and found in your readings. A study guide for each exam may be provided by your instructor. You will be given at least one week’s notice before an exam. You will have 2 hours to take the final exam. Exam dates are posted in the course calendar.

- **Syllabus Test:** Teaching and learning are at their best when a partnership is formed between the teacher and the learner. Think of the syllabus as a “contract” between the professor and student.
As such, it is critical that you understand and know the content of the document. You will take a syllabus test, as well as sign an acknowledgment that the professor provided a copy of the syllabus and/ or explained how to access the syllabus.

- **Regular Quizzes/Tests**: To ensure that each student is mastering the materials assigned for reading and discussion in class, quizzes/tests will be administered following select chapters.

- **Projects and Exercises**: During the course of the semester, each student will be asked to complete a variety of projects that support lecture and reading materials. Projects/Exercises may include: library orientation, online assignments, critical thinking exercises, collaborative work/presentations, career research and reporting, journaling, oral presentations, and other projects assigned by your professor.

- **Career Portfolio**: Students are required to assemble a career portfolio that showcases his or her chosen career and includes various professional artifacts, including a cover letter and resume. The specific format and required elements of the portfolio will be explained in class and/ or posted electronically.

**LATE ASSIGNMENTS**
Your grade reflects your efforts and achievements. Late work does not reflect good efforts. If you have a true emergency and cannot turn in an assignment on time, contact the professor as soon as possible to discuss the issue. Some emergencies are unavoidable; therefore, *some* late work *may* be accepted at the professor’s discretion and may include point deductions.

**STUDENT ASSESSMENTS**
Knowledge checks may occur in the format of quizzes, projects, assignments, papers, or exams. Students are also required to complete a Learning and Study Skills Inventory (LASSI) to be used in the mandatory advising component of the class.

**INSTRUCTOR REQUIREMENTS**
As your instructor, it is my responsibility to:
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as needed

To be successful in this class, it is your responsibility to:
- Attend and be on time for class
- Participate in class discussions and activities
- Read and comprehend assigned textbook and other readings
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments

**PROGRAM/DISCIPLINE REQUIREMENTS**
You will be required to complete the Financial Literacy & Capabilities Survey, declare your major, populate your student planner with the appropriate courses, and meet with your assigned advisor during this course.

EDUC 1300 Syllabus/F12/RT/L Jones/CRN:28513
HCC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>Failed due to non-attendance</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

FX is the assigned grade if a student stopped attending class and fails to withdraw prior to the last official day for withdrawals for the semester. The instructor will note the last day the student attended the class for record. The grade of FX cannot be changed once assigned.

W (Withdraw/Drop) No grade is given. Only six W’s are allowed. Before dropping a course, be sure you understand the following information. Under Section 51.907 in the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later.

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

In the event of an “I”, students must arrange with the instructor to complete the course within 6 months or the I converts to an F. Grades are available online within one week of the end of the course on the website www.hccs.edu. Students needing an official copy of their grades for reimbursement, etc., may request a copy from the Office of Student Records at the System Administration Building.

GRADING CRITERIA
Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you

STUDENT ASSESSMENTS AND GRADING PERCENTAGES

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation (attendance, punctuality, exercises, online assignments, discussions, etc.)</td>
<td>35%</td>
</tr>
<tr>
<td>Career Portfolio</td>
<td>25%</td>
</tr>
<tr>
<td>Tests/Quizzes/Midterm Exam/Course Notebook</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

GRADE REPORTS
HCC does not mail out grade reports. Students may view their grades online at www.hccs.edu within one week of the end of the course. Students who require a paper or hard copy of their grades may request a copy from the Office of Student Records.
INSTRUCTIONAL MATERIALS


  **OR**


- **Online Student Access Code** (MyStudentSuccessLab, packaged with new textbooks purchased at a campus bookstore; access code may also be purchased online)

- **Online Course ID for MyStudentSuccessLab**: (To be announced in class)
  You will need both the Student Access Code and the Course ID to create your online account.

- **Additional Supplies**
  - Three-ring binder
  - Tabbed dividers (at least four)
  - One report cover or portfolio (for the Career Portfolio project)
  - Paper, pens, and pencils (pencils are required for scantron use.)
  - One package GREEN scantrons

HCC POLICY STATEMENTS

Access Student Services Policies on their Web site: [http://hccs.edu/student-rights](http://hccs.edu/student-rights)

**ACADEMIC HONESTY**: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating on a test includes**:
- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test; and
- Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

Because an important part of being a college student is academic honesty, it is the expectation in this course that you will complete all academic work without cheating, plagiarism, lying and/or bribery, and collusion. Penalties for academic dishonesty may include receiving a zero for the assignment, failing the course, and/or being suspended or dismissed from the college (see HCC student handbook).

In this course, if one student allows another to copy or otherwise “cheat” from his or her work, both **students will receive a zero** for the assignment, and they may be asked to leave class for the day.

**ATTENDANCE**: You are expected to attend all lecture classes and labs regularly. Student success in college is largely dependent on attending class. **There is no such thing as an excused absence.**
Attendance is checked daily. Schedule your personal appointments outside of class time, if at all possible. You are responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), you can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of “F” or “FX” in the course.

Additionally, in this class:

- Tardiness (arriving late) interrupts instruction and learning. If you are tardy three (3) times, it may count as one absence. Therefore, repeated tardiness may result in your being dropped from the course, or if not dropped, a reduction in your total average points for the course. Arriving more than ten minutes late will be counted as an absence.
- Leaving early interrupts instruction and learning and may be counted as an absence or as being tardy.
- Whether you are absent or present, it is your responsibility to keep informed of assignments, test dates, and matters that affect your participation in this course and on this campus. If you are absent, please consult your classmates, course calendar, and any online course resources to find out what you missed, instead of asking the professor, “Did I miss anything?” or “What did I miss?”
- If you are absent or late and miss an in-class activity or quiz, the points for those activities and quizzes may not be made up. If you arrive late for an exam/quiz, extra time to complete the exam/quiz will not be allowed. Tests may be made up within one week of the testing date in the campus Testing Center. Make-up tests (exams) may be different from the original exam administered in class.
- Repeated absences and/or tardiness will affect your overall course average.
- Consecutive absences may result in a lower grade for the course, failing the course, or being dropped from the course.

NOTE: Circumstances may arise related to illness, family, childcare, transportation, and court/legal issues. Any circumstances that may require an exception to this attendance policy must be discussed with the professor. Please make every effort to discuss circumstances that affect your attendance before the fact. Just prior to class is not enough notice—and it is not the appropriate time—to discuss an exception to the attendance policy. Waiting until mid or late in the semester to discuss extenuating

WITHDRAWALS: Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the decision. There are services available to students to assist in completion and success in the course. Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a ‘W’ otherwise a grade of ‘F’ will be given in the course by
Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC. Remember to allow a 24-hour response time when communicating via e-mail and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**FALL 2012 – LAST DAY TO WITHDRAW – NOVEMBER 2nd, 4:30PM**

CLASSROOM BEHAVIOR/CONDUCT

You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other’s opinions and values. Classroom disruptions interfere with the learning environment and cannot be allowed. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day’s class or activity by the instructor or another College official. (The student has the right to return to the next class/activity.) If a student refuses a request to voluntarily leave the classroom, security may be summoned to remove the student so that the scheduled activity may resume without further disruption. In cases of serious problems, the faculty member will document and report the incident to his/her supervisor. Further disciplinary action may be pursued according to System guidelines, presented in the HCCS Student Handbook.

In addition to cooperative and courteous behavior, follow these guidelines:

- Arrive to class on time and stay for the entire session. Tardiness and leaving early are disruptions to class.
- Turn off or silence cell phones* and other electronics prior to entering class. No calls, text messages, photographs, or any other electronic communication should be sent or received during class. A ringing cell phone may result in your being asked to leave class. Using your cell phone during class will likely result in your being asked to leave class and in your receiving a zero grade for the day, even if grades were not taken for that day.
  
  NOTE: If you have a home, family, or work situation that requires you to keep a cell phone on hand, please discuss this with the professor beforehand.
- Obtain the instructor’s approval before using a laptop or other electronic device during class.
- Get handouts and returned work before class begins or after class ends. DO NOT walk up to the instructor during class.
- Stay awake in class—no heads on desks.
- Please do not chat or visit with classmates during class unless you are asked to discuss class content. “Side” conversations interrupt the learning environment and show disregard for our fellow colleagues.
- No food in class. Beverages with lids are allowed except in the computer labs.
- *More information on the use of cell phones and other classroom demeanor will be discussed in class.

***For repeated classroom disruptions, a student may be dropped from this course.

You are responsible to familiarize yourself with the policies, procedures, and other information in the HCC Student Handbook. It may be found online through the HCC Web site.

Access Distance Education (DE) Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's
responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:
http://de.hccs.edu/de/de-student-handbook

Access Continuing Education (CE) Policies on their Web site:
http://hccs.edu/CE-student-guidelines

Advising:
A Sr. Advisor is connected to this class section and will meet with the class within the first two weeks of class. The Sr. Advisor will review the advising syllabus and the ways in which you can communicate with them. Students are required to meet with their advisor at least twice within the semester. Participation in these advising sessions is required and will be a part of the grade in this success class.

Useful Web Resources:
- Information: www.hccs.edu ; http://learning.hccs.edu
  www.monster.com ; www.careerpath.com
- Career Assessment: www.typefocus.com
- Tutoring & Support: www.hccs.askonline.net ; http://mystudentsuccesslab.com

E-MAIL / PHONE COMMUNICATION
You need to access and regularly check your HCC e-mail. Also, keep your professors informed of changes in any alternate e-mail addresses or phone numbers you have given them. On occasion, announcements, assignments, and/or schedule changes or other matters may need to be communicated through e-mail. If you e-mail or call your professors, identify the course number/day/time and identify yourself by the name you use for the official rolls. Thank you!

MISSION STATEMENT
The Houston Community College is an open-admission, public institution of higher education offering opportunities for academic advancement, workforce training, career development, and lifelong learning that prepare individuals in our diverse communities for life and work in a global and technological society.

ACADEMIC DEMEANOR
The following quote appears in the EDUC 1300 textbook (Sherfield & Moody, 2013):

    By attending your college of choice, you have agreed to become part of its community, values, and policies. You now have the responsibility to stand by its code of academic and moral conduct, and you have the responsibility to give your very best to every class and organization in which you are involved. And you have a responsibility to YOURSELF to approach this new world with an open mind and curious enthusiasm. (p. 36).

Special Note: The instructor reserves the right to make changes to the course syllabus and calendar. You will be notified of any changes in writing either in class or electronically. Additional and/or updated syllabus information, instructor requirements, and other course information may be distributed in class.

You are responsible for obtaining this information. Therefore, if you are absent when written additions/changes or handouts are distributed in class, it is your responsibility to obtain those items distributed during your absence(s).

I look forward to meeting you and to your participation in the class.