

Division of Social and Behavioral Sciences

Academic Student Success Department

# EDUC 1300: Learning Framework | Lecture | #13109

Fall 2022 | 16 Weeks (8.22.2022-12.11.2022)

Course Modality: This section of EDUC 1300 is in person/hybrid.

Meeting Location: N/A

## Instructor Contact Information

Instructor: Kendrick Donahoe, M.Ed. Office Phone: 832-718-0996

Office: West Loop Center, C222 Office Hours: Sat- 8:00-10:50 a.m.

HCC Email: [kendrick.donahoe@hccs.edu](mailto:kendrick.donahoe@hccs.edu) Office Location: West Loop Campus

## What’s Exciting About This Course

This course is about you! Through research and experience, Houston Community College has determined that many life and career management skills are necessary for students to make the most of their college investment. A student success course is designed to prepare students for the demands of college and for success in the world of work. This course emphasizes setting priorities, time management, note taking, learning/concentration techniques, retention of information, book analysis, comprehension techniques, and test-taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, career exploration, planning and setting educational objectives, lifelong career assessment, decision-making, financial aid, financial planning, tutoring, and student support services, enabling the student to maximize the use of college resources.

## My Personal Welcome

I have been expecting you! I will be your professor this fall 2022 semester. I am here to facilitate your learning, and I am looking forward to getting to know you. To be successful in this course, I encourage you to read your textbook chapters, to study daily, and to use Canvas features to develop your communication skills with your peers. You will be learning about a variety of topics that influence you as a student. Be sure to stay on task as this course has assessments, an essay, assignments, and a project that are due at specific times throughout the course. Because we do not meet for lectures, I encourage you to check your announcements on Canvas daily for updates, follow your weekly **Purple Boxes** at the bottom of your Canvas page, and meet your deadlines. **We do not have any LATE HOMEWORK acceptance in this class, so please monitor your due dates and adjust your personal and obligations to fit in on-time homework submissions.** I recommend you follow my motto, “Work ahead to stay ahead!” By mastering the concepts of this course, you will be equipped with knowledge and skills to enter one of the more advanced courses in your college career. You **will** use what you learn!

### Instructor’s Preferred Method of Contact

The best way to contact me is through email at [kendrick.donahoe@hccs.edu](mailto:kendrick.donahoe@hccs.edu) 0r832-718-0996. If you ae unable to reach me and need immediate assistance, please contact our department administrative assistant, Ms. Debbie Husmann by email at Debbie.Husmann@hccs.edu or by phone at 713-718-7858. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is important to me. I am available to hear the concerns and just to discuss course topics. Just send me an email requesting a Teams meeting, and I will coordinate day/time to send you an invite.

## Office Hours

Office Hours: M-R 7:00-8:00 p.m., Sat 11:00am- 12:00pm ONLINE & Location West Loop Campus, West Loop Center C222.

## Course Description

EDUC 1300 is a study of the research and theory in the psychology of learning, cognition, and motivation; 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. In addition, the course focuses on numerous college, career, and life management topics necessary for students to make the most of their college investment.

## Requisites

The only requirements for this course are that you have taken the TSI Assessment. You are not required to achieve any specific scores. This is a college level course, and you will be required to read and submit college level work. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

### Academic Student Success Department Website

<https://www.hccs.edu/departments/division-of-college-readiness/college-readiness-academic/academic-success-department/>

## Core Curriculum Objectives (CCOs)

EDUC 1300 is a part of the social and behavioral sciences you will study in the HCCS core curriculum. The HCCS Academic Student Success Program Committee has specified that this course addresses the following core objectives:

* ***Critical Thinking Skills (CT)****:* students will demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information through researching career and project information, analyzing information, and synthesizing information to create a final product (essay and presentation).
* ***Communication Skills (COM)****:* students will demonstrate effective development, interpretation and expression of ideas through written, oral and visual communication on various assignments, the career research essay, and by creating and presenting a group project.
* ***Empirical and Quantitative Skills (EQS)****:* students will demonstrate the manipulation and analysis of numerical data or observable facts resulting in informed conclusions by determining the annual salary needed to maintain a desired standard of living, determining the median salary and job outlook for their career field, comparing the cost of living in Houston to other cities, synthesizing this information and determining if the student will be able to live a comfortable lifestyle in Houston with their proposed salary as well as explaining the conclusions drawn from the analysis.
* ***Teamwork (TW)***: students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal throughout the course in various activities, assignments, and the group presentation.
* ***Social Responsibility(SR)***: students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities by considering the skills the student will acquire in training for their proposed field and seeking volunteer organizations or charities to explain how they could use those skills to serve the community.
* ***Personal Responsibility (PR)***: students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making through weekly case studies and activities throughout the course.

## Program Student Learning Outcomes (PSLOs)

EDUC 1300 is the only course offered by the Academic Student Success program, thus the program student learning outcomes and course student learning outcomes are the same as listed below.

### Course Student Learning Outcomes (CSLOs)

Upon completion of EDUC 1300, the student will be able to:

1. Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at HCCS.

2. Identify and use strategies to manage your time, energy, finances, and personal responsibilities.

3. Identify and use various services at HCCS.

4. Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.

5. Learn and practice essential skills of academic, career, and personal success.

### Learning Objectives

**SLO #1: Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at HCCS.**

1.1 Create and prioritize short-term and long-term goals related to your academic/personal/professional development at HCCS.

1.2 Use inventories or assessments to identify career interests, values, and abilities.

1.3 Examine various career options and use available resources (e.g. career center, college library, etc.) to research and analyze information pertaining to career options.

1.4 Select an academic/workforce pathway and select a degree plan.

1.5 Construct and use an academic plan to achieve career goals and select classes for subsequent semesters.

1.6 Learn and demonstrate etiquette appropriate for transitioning from college to sustained employment.

1.7 Practice the strategies of collaborative learning and team building.

**SLO #2: Identify and use strategies to manage your time, energy, finances, and personal responsibilities.**

2.1 Through careful time analysis, determine and practice strategies to manage your time.

2.2 Develop and follow a financial plan to support your academic goals.

2.3 Evaluate and use strategies to balance academic and personal responsibilities.

**SLO #3: Identify and use various services at HCCS.**

3.1 Discuss your educational/career plans with an advisor or appropriate personnel at HCCS.

3.2 Use HCCS websites and publications (especially the college catalog) to locate pertinent college information.

3.3 Identify and utilize tutoring services provided on-campus or online.

3.4 Identify and utilize campus resources.

**SLO #4: Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.**

4.1 Identify personal learning styles and develop effective study skills/learning strategies based on individual results.

4.2 Identify personal strengths and weaknesses to develop successful strategies.

4.3 Apply knowledge of learning to adapt to various classroom environments.

4.4 Attend a library orientation/instruction session to access resources and technologies available on campus and online.

4.5 Practice information literacy skill building by utilizing library sources and technology.

4.6 Participate in experiential learning activities such as those linked to career selection and/or community service.

4.7 Understand and apply strategies to improve memory.

4.8 Learn and use strategies for effective note-taking, reading, and test-taking.

4.9 Understand how grit, growth mindsets, and motivation impact learning.

**SLO #5: Learn and practice essential skills of academic, career, and personal success.**

5.1 Use oral, written, and visual communication (e.g. PowerPoint) to express oneself effectively.

5.2 Use social networking and electronic communications appropriately as defined by the rules of netiquette.

5.3 Learn what constitutes academic dishonesty and plagiarism.

5.4 Learn and practice critical thinking and problem solving.

5.5 Construct a plan to promote social and personal development (e.g. physical and mental wellness plans, volunteer/service learning, participate in participate in co-curricular activities).

## Departmental Practices and Procedures

## Department Specific Instructor and Student Responsibilities

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 learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* 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
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

**Program Specific Student Success Information**

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

# Instructional Materials

**Textbook Information**



The textbook listed below is ***required*** for this course.

**“Understanding Your College Experience, Strategies for Success 3rd** **Edition”**byJohn Gardner & Betsy Barefoot (2020)*.*

ISBN: 9781319385170

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

Houston Community College will bill you at the discounted price as a course charge for this course.

It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to [customercare.bncollege.com](https://customercare.bncollege.com/hc/en-us)

## Temporary Free Access to E-Book

You will not need a temporary free access to this course because the cost for your instructional materials have already been covered through your tuition. Your professor will explain to you how to register for your instructional materials on the first day of class.

# Course Requirements

# Assignments, Exams, and Activities

## Written Assignments

Assignments have been developed that will enhance your learning. You will be required to successfully complete these assignments. Please see the Course Calendar for due dates.

**Instructor’s Choice Class Assignments (excluding LaunchPad) (30%)**

**Assignment 1:** Campus Resources Scavenger Hunt—Students will utilize various strategies to identify resources available on campus.

**Assignment 2:** Goal Setting and Degree Planning Assignment– Students will create goals and action steps to guide them throughout their college careers.

**Assignment 3:** Note Taking Assignment: Students will apply annotation strategies to a selected reading and utilize strategic note taking methods to gather information.

**Assignment 4:** Time Management Assignment**:** Students will analyze their time to identify areas of improvement and develop a schedule that will allow them to succeed in college.

**Launchpad Assignments (15%)**

Students will access LaunchPad through EagleOnline and will be required to complete weekly assignments within the system.

**Career Research Essay (10%)**

Students will conduct research and prepare a Career Research Essay.

**Presentation Assignment (10%)**

Students will conduct research and deliver a group presentation over an assigned topic from the course.

### Publisher’s Digital Workbook (LaunchPad)

Launchpad is an online learning system that accompanies your textbook. Students will be required to complete weekly assignments within the system. Launchpad assignments will be accessible inside of EagleOnline.

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. HCC personnel provide tutoring in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

You will have one career research essay to write in this course, and I strongly recommend you take advantage of the time and the academic tutoring you will have to help you with your essay. I will, of course, provide Canvas resources in the form of an **essay outline**, **instructions**, AND an **essay template formatted in APA style** to assist you with the completion of your essay. I find each semester that students who enjoy the essay and score well on it are the ones who actually use their time and resources to their advantage, and the few who complain are those who waited until the last minute to complete their essay, so they do not give themselves time to use their resources effectively, which usually result in a grade they wish they had not earned on this major assignment.

## Exams

Knowledge checks are given in the form of quizzes. If you are taking a 16, 15, 14, or 12-week course you will complete two multiple-choice and true/false chapter tests that account for **(15%)** of your total grade. If you are taking an 8 Week class, you will have a multiple-choice and true/false midterm exam instead of two separate tests. These exams will be administered through Canvas/Eagle Online unless otherwise instructed.

## NO In-Class Activities

You will have NO in-class activities because we do not meet for lectures, so you will engage in multiple activities to enhance your understanding on your own, or you can create study groups or pairs with your classmates by using the Chat feature in Canvas to set up convenient chat/study sessions together. You are expected to have completed all required assignments by the due dates.

## Final Exam

All students will be required to take a comprehensive departmental final exam **(20%)** consisting of 50 multiple- choice and true and false questions. Students will be provided with a final exam study guide.

## Grading Formula

Grading Percentages:

15% Assessments

20% Final Exam

15% Launchpad Activities

30% Instructor’s Choice Assignments

20% Career Essay and Presentation

**100%Total**

A = 100- 90 4 points per semester hour

B = 89 - 80: 3 points per semester hour

C = 79 - 70: 2 points per semester hour

D = 69 - 60: 1 point per semester hour

F = 59 and below 0 points per semester hour

FX (Failing due to non-attendance) 0 points per semester hour

IP (In Progress) 0 points per semester hour

W(Withdrawn) 0 points per semester hour

I (Incomplete) 0 points per semester hour

AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses, not this class. 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.

### HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

### Instructor’s Practices and Procedures

### Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course.

Please note, the following reasons do NOT justify a grade of an (“I”):

“I was overwhelmed with too many classes and cannot finish my coursework.”

“I did not have time to finish all of my work in the course.”

“I need extra time to finish my assignments.”

“I need an incomplete because I was not as prepared for college as I thought.”

An (“I”) is for extreme situations. Should you have any questions or need clarification of what an (“I”) means, please contact me immediately. In most cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

## Missed Assignments

Okay, so this section is always a sore spot for some students; however, my job is to help students learn how to take accountability for their choices and decisions when it comes to college and life. Therefore, please note, I do NOT allow make up assignments for any assignment, except the exams you take. The reason why I do not allow make up work or extra credit is for two main reasons: 1. You have access to EVERY assignment from Day 1, so no one should have an issue with submitting work on time, unless you procrastinate and/or do not manage your time well. 2. You have several assignments already embedded in your course, so we have no need for extra credit, which is just more work on you and me. If you struggle with procrastination, time management, have a full course load, full time job, children, and other obligations, no worries! This course is designed to help you learn how to manage these obligations so that you can meet your deadlines, but the actual mindset you have about class work and college is what will determine how well you do in this course…not me, not extra credit, not hoping for an “understanding” professor, which I find is code for “just let me turn in my work late, please.” I assure you that you will get out of this course whatever you decide to put into it.

## Academic Integrity

All students are expected to submit original work that is free from collusion. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. Students who plagiarize work will receive a failing grade for the assignment and possibly the course. You will be subject to a Maxient Report filed for academic cheating. This report is an official document, so please do not make the mistake and/or choice to do something you know is wrong. Copying work from any source or from previous assignments (even your OWN) is cheating, and the penalty for such decisions is a harsh one that could affect your academic standing in college, so again…do not do it.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

It is imperative that you attend class in order to be successful. You are expected to attend all scheduled classes. 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 prior to the college drop deadline (see academic calendar) once you accumulate absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For a 3 credit hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after **6 hours of absence (after missing more than 3 classes)**. The 6 hours includes accumulated minutes for arriving late to class and leaving class early and lab time missed. In an online class, the equivalent would be failing to turn in assignments for two weeks.

## Student Conduct

Students are expected to maintain a cooperative and collaborative learning environment. Disrespect of others and unnecessary distractions in the learning environment will not be tolerated.

## Instructor’s Course-Specific Information (As Needed)

Because we will not be in an online virtual lecture environment, we will need to communicate using Canvas Cisco Webex and webcams, so please make sure you schedule online office hours, if you need. I just want us all to try our best to have a comfortable, welcoming, enjoyable online learning environment.

## Electronic Devices

Use of electronic devices will be necessary and permitted for academic purposes during class.

Everyone is responsible for monitoring the use of electronic devices in a respectful manner. Devices that prove to be distracting will not be permitted.

Everyone is responsibility for monitoring the use of electronic devices in a respectful manner. Devices that prove to be distracting will not be permitted.

# Faculty Statement about Student Success

Student success in achieving any goal in life starts and ends with YOUR persistence and willingness to adjust your lifestyle to accommodate your new journey as a college student! Set high expectations for yourselves; communicate your needs and circumstances professionally, regularly, and clearly with your professor(s), and manage your time wisely!

## Faculty Specific Information Regarding Canvas Learning Management System

Every section of EDUC 1300 uses Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. You will be required to submit assignments online. Please always be aware of the desired form of submission for each assignment. I will also help to be sure you are aware. You will discover that you have student examples for each major assignment. Please submit assignments using MS Word or PDF files only, as some uploads are faulty, especially if you have an Apple or Mac device.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE** [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) **OR** [CHROME](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER.**

**Social Justice Statement**

“Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate based on race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters.  I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.”

### HCC Grading System

HCC uses the following standard grading system:

| **Grade** | **Grade Interpretation** | **Grade Points** |
| --- | --- | --- |
| A | Excellent (90-100) | 4 |
| B | Good (80-89) | 3 |
| C | Fair (70-79) | 2 |
| D | Passing (60-69), except in developmental courses. | 1 |
| F | Failing (59 and below) | 0 |
| FX | Failing due to non-attendance | 0 |
| W | Withdrawn | 0 |
| I | Incomplete | 0 |
| AUD | Audit | 0 |
| IP | In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit. | 0 |
| COM | Completed. Given in non-credit and continuing education courses. | 0 |

### Link to Policies in Student Handbook

Here’s the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/>   In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

### Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>

### Campus Carry Link

Here’s the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy.  If you have not activated your HCC student email account, you can go [to HCC Eagle ID](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

### Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/>)

#### **Ability Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short-term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/>

#### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

#### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

### Canvas Learning Management System

Canvas is HCC’s Learning Management System (LMS), and can be accessed at the following URL: <https://eagleonline.hccs.edu>

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

#### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/>

#### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.  <https://eagleonline.hccs.edu/login/ldap>

### Instructor and Student Responsibilities

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 learner-centered instructional techniques
* Provide a description of any special projects or assignments
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As a student, your responsibility is to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* 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
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/)

### Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another’s varied experiences and values.

### EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### Student Resources

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate.  Visit the [HCC Tutoring Services](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

#### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [https://library.hccs.edu](https://library.hccs.edu/).

#### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

#### **Resources for Students:**

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

#### **Basic Needs Resources:**

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>

#### **Student Basic Needs Application:**

<https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH>

### COVID-19

Here’s the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

### Instructional Modalities

#### **In-Person (P)**

Safe, face-to-face course with scheduled dates and times

#### **Online on a Schedule (WS)**

Fully online course with virtual meetings at scheduled dates and times

#### **Online Anytime (WW)**

Traditional online course without scheduled meetings

#### **Hybrid (H)**

Course that meets safely 50% face-to-face and 50% virtually

#### **Hybrid Lab (HL)**

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

### Departmental/Program Information

Through research and experience, Houston Community College has determined that many life, college, and career management skills are necessary for students to make the most of their college investment. A Student Success course is designed to prepare students for the demands of college and for success in the world of work. The course emphasizes setting priorities, time management, note-taking, learning/concentration techniques, the psychology of learning, retention of information, book analysis, comprehension techniques, and test-taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, career exploration, planning and setting educational objectives, lifelong career assessment, decision-making, financial aid, financial planning, tutoring, and student support services enabling students to maximize the use of college resources.

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Professor Kendrick Donahoe M.Ed., [kendrick.donahoe@HCCS.EDU](mailto:kendrick.donahoe@HCCS.EDU), 832-718-0996.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>

16 Week Course Calendar

# Course Calendar

*\* Subject to Change*

Feel free to add any additional assignments and information you need.

***\*Most Launchpad Assignments are due weekly on Sunday nights.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Week**  **Number** | **Lecture Topic & Activities** | **Reference Chapters** | **Assignment Due Dates** |
| 1 | Introduction to the course  The Essentials for College Success | EagleOnline  Chapter 1 | Complete All LaunchPad Assignments  Assignment 1: Complete the Campus Resources Scavenger Hunt Assignment  Due: 8/28/ 2022 |
| 2 | Reading to Learn from College Textbooks | Chapter 6 | Complete All LaunchPad Assignments |
| 3 | Getting the Most Out of Class | Chapter 5 | Assignment 2: Complete the Note Taking Assignment  Due: 9/11/2022  Complete All LaunchPad Assignments |
| 4 | Managing Time, Energy, & Money | Chapter 3 | Test 1: Chapters 1, 6, 5 & 3  Due: 9/18/2022  Complete All LaunchPad Assignments |
| 5 | Discovering How You Learn | Chapter 4 | Complete All LaunchPad Assignments |
| 6 | Making the Right Career Choice | Chapter 12 | Assignment 3: Complete the Goal Setting & Degree Planning Assignment  Due: 10/2/2022  Complete All LaunchPad Assignments |
| 7 | Collecting, Evaluating, and Using Information | Chapter 9 | Complete All LaunchPad Assignments |
| 8 | Studying, Understanding, and Remembering | Chapter 7 | Test 2: Chapters 4, 12, 9, & 7  Due: 10/16/2022  Complete All LaunchPad Assignments |
| 9 | Career Research Essay, Midterm Check In, & Conferences |  | Career Research Essay  Due: 10/23/2022 |
| 10 | Cultivating Motivation, Resilience, and Emotional Intelligence | Chapter 2 | Complete All LaunchPad Assignments |
| 11 | Taking Tests Successfully | Chapter 8 | Assignment 4:  Complete the Time Management assignment  Due: 11/6/2022  Complete All LaunchPad Assignments |
| 12 | Thinking in College | Chapter 10 | Complete All LaunchPad Assignments |
| 13 | Maintaining Wellness and Relationships in a Diverse World | Chapter 11 | Complete All LaunchPad Assignments |
| 14 | Thanksgiving Week Holiday |  |  |
| 15 | Group Presentations |  | Presentations Due: Week of  November 28, 2022  See Schedule |
| 16 | Final Exam | Chapters 1-12 | Week of  December 4, 2022  See Schedule |

**Labor Day Holiday: September 5, 2022**

**Last day to withdraw: October 28, 2022**

**Thanksgiving Holiday: November 21-26, 2022**