Course Syllabus
EDUC 1300   Learning Framework

Semester with Course Reference Number (CRN)  
Spring 2015 / F8B / Hybrid  
CRN: 46725

Instructor contact information (phone number and email address)  
Linda Jones, Ph.D.  
713-718-5583  
linda.jones@hccs.edu

Office Location and Hours  
Feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Office: HCC Southwest, Stafford Campus, HUB 3rd Floor  
Office meetings may take place in the HUB, Scarcella, or Missouri City  
Hours: M 11:00 AM– 12: 30 PM Missouri City / T 11:00 AM – 12: 30 PM Stafford /  
Or by appointment

Course Location/Times  
HCC Southwest / Stafford Campus / HUB Room 221  
T / Th  9:30 AM –11:00 AM

Course Semester Credit Hours (SCH) (lecture, lab, if applicable)  
Credit Hours 3.00  
Lecture Hours 3.00  
Laboratory Hours 0

Total Course Contact Hours  
48

Continuing Education Units (CEU), if applicable  
None

Course Length (# of weeks)  
8

Type of Instruction  
Lecture / Hybrid (50% in class and 50% computer-based)  
Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means. For this course, Eagle Online will be used for the online portion of the course. To log in to Eagle Online, go to “Student Sign-Ins” from the HCC Web site:  www.hccs.edu

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. 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.

**Course Prerequisite(s)**

Students must have the reading skills to place into GUST 0341 or INRW 0410.

**Academic Discipline/CTE Program Learning Outcomes**

**Course Student Learning Outcomes (SLO): 4 to 7**

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 their time at Houston Community College.
4.3 Explore career options incorporating the use of related assessments and search tools.

**SCANS and/or Core Curriculum Competencies (if applicable)**

(L) Student 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

<table>
<thead>
<tr>
<th>Week</th>
<th>Agenda (Eagle Online Topics are listed in bold print below.)</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>In-Class:</strong> Course Introduction / Eagle Online Access / Syllabus Overview / Chapters 1, 2 / STEM Emphasis Pre-Assessment</td>
<td>Sunday, Mar. 29, 11:55 PM, unless otherwise noted.</td>
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<td></td>
<td><strong>Out-of-Class (including online):</strong> Purchase materials. Bring one scantron to class on Thursday for a brief pre-test. There is no way to study for this test; your score will be based on completion. Access the Student Sign-Ins from the HCC Website; log into Eagle Online. Read the Welcome Letter on the first page of the course; begin coursework.</td>
<td>Weekly online assignments are due by Sunday evenings, 11:55 PM, unless otherwise noted. IMPORTANT: Notice that Weeks 1 and 2 are very detailed in order to direct your first steps in this course. Each bullet item represents something you need to do. Weeks 3-8 are less detailed. Note that “See other items posted” means that there are additional resources, assignments, and/or quizzes posted in those topic areas.</td>
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<td></td>
<td><strong>Start Here: Syllabus and More</strong></td>
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<td>• View/read all items posted.</td>
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<td>• Print Calendar and Note-Taking Guide. (Chapter notes are due by Week 5.)</td>
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<td></td>
<td>• Complete Student Information Sheet (save and upload for a grade).</td>
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<td>• View Quickmail tutorial (see links posted).</td>
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<td>• Complete the Syllabus Quiz (quiz opens on Thursday).</td>
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<td><strong>Week 1: Your Degree Plan / Advisor / Chapters 1, 2</strong></td>
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<td>• View/read all items posted.</td>
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<td>• Complete “Why are you here?” assignment (save and upload).</td>
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<td>• Note that Advisor Visit Log is DUE by Week 8.</td>
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<td>• Read/take notes on Chapter 1: Change and Chapter 2: Engage (see the Note-Taking Guide to direct you in taking your notes).</td>
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<td>• Complete the Chapter 1 and Chapter 2 assignments posted.</td>
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<td>2</td>
<td><strong>In Class:</strong> Chapters 3, 4 / STEM Emphasis Activity #1 Graphs</td>
<td>Monday, Apr. 6, 11:55 PM</td>
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<td><strong>Out-of-Class (including online):</strong></td>
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<td><strong>Week 2a: Your College Resources / HCC Student Photo ID / Chapter 3</strong></td>
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<td>• View/read all items posted.</td>
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<td>• Obtain an HCC Student Photo ID (scan and upload; due by Week 8).</td>
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<td></td>
<td>• Read/take notes on Chapter 3: Persist (no online assignment is posted).</td>
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<td><strong>Week 2b: Technology / Chapter 4</strong></td>
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<td>• View/read all items posted.</td>
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<td><strong>Note:</strong> April 3-5 (Fri. –Sun.) is a Spring Holiday for HCC and the offices will be closed. To accommodate the holiday closing, the Week 6 due date is</td>
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</table>
| Week | In Class: | Out-of-Class (including online): | |-
|------|-----------|---------------------------------|-------------|
| 3    | Chapters 5, 15 / Advisor Visit / Career Portfolio Intro / STEM Activity #2: Note taking | **Week 3a: Critical Thinking**  
- Read/take notes Chapter 5: Think / See other items posted.  
**Week 3b: Career Awareness / Type Focus**  
- Create a Type Focus account; complete Self-Awareness Assessments.  
**Week 3c: Career Portfolio (DUE in Week 6)**  
- Read/take notes on Chapter 15: Plan / Read Career Portfolio Guidelines | Sunday, April 6, 11:55 PM, unless otherwise noted. |
| 4    | Chapters 6, 7 / Library Orientation on Thurs., April 16 (meet in the library, room C-155) | **Week 4a: Visit the HCC Library**  
- Plagiarism Quiz / Library Basics / See other items posted.  
**Week 4b: Time Management and Stress Management / Chapter 6**  
- Read/take notes on Chapter 6: Prioritize / See other items posted.  
**Week 4c: How You Learn: Personal Learning Style / Chapter 7**  
- Read/take notes on Chapter 7: Learn / See other items posted. | Sunday, April 19, 11:55 PM, unless otherwise noted. |
| 5    | Chapters 8, 9 / STEM Activity #3: Flash Cards | **Week 5a: Midterm Exam** (taken online)  
- (Chapters 1-7, and 15, plus other content covered to this point)  
- Print Note-Taking Guide for Chapters 8-14 (Chapter notes are due by Week 8.)  
**Week 5b: How You Read and Study / Chapters 8, 9**  
- Read/take notes on Chapter 8: Read and Chapter 9: Record / See other items posted | Sunday, April 26, 11:55 PM, unless otherwise noted. |
| 6    | Chapters 10, 11 / STEM Activity #4: Concept Mapping | **Week 6a: How You Learn: Memory / Chapter 10**  
- Read/take notes on Chapter 10: Study / See other items posted.  
**Week 6b: How to Manage Your Finances / Chapter 11**  
- Read/take notes on Chapter 11: Prosper / See other items posted.  
**Week 6c: Take the EGLS3 Student Survey**  
*NOTE: Last Day to Withdraw, Monday, April 27, 2015, for F8B classes.* | Sunday, May 3, 11:55 PM, unless otherwise noted.  
**Career Portfolio DUE on Thursday of this Week.** |
| 7    | Chapters 12, 13 / STEM Activity # 5: Problem Solving | **Week 7a: Public Speaking and Presentations / Chapter 12**  
- Read/take notes on Chapter 12: Present / See other items posted.  
**Week 7b: Communication / Appreciating Diversity / Chapter 13**  
- Read/take notes on Chapter 13: Communicate / See other items posted. | Sunday, May 10, 11:55 PM, unless otherwise noted. |
| 8    | STEM Post-Assessment / Final Exam Review on Tuesday | | Friday, May 15, 11:55 PM. |
**Final Exam on Thursday, May 14 (Last day of class for F8B courses.)**

**Out-of-Class (including online):**

**Week 8a: Health and Wellness / Chapter 14**
- Read/take notes on Chapter 14: Live / See other items posted.

**Week 8b: Final Exam**
- See Final Exam Review Guide posted.

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**This calendar may change.** Updates will be posted in Eagle Online. You are responsible for obtaining/reading any updates.

**Quizzes/Exams:** Quizzes over assigned reading and/or other course content will be given on most days during the first 5-10 minutes of class. Students who arrive late on a quiz or exam day will not be given extra time to complete the quiz or exam. Students who arrive late and miss the quiz entirely will not be given an opportunity to make up the quiz.

**Textbook Note:** If you obtain a textbook edition other than those listed in the syllabus, the chapter numbers and titles may vary. Some older editions do not contain all of the assigned chapters. If you are unable to obtain a textbook at the beginning of the semester, you are still responsible for the assignments. As a resource for students, a *copy of the textbook is available in the Library on reserve*. Reserve means that you may read and/or copy pages while you are in the library, but you may not “check out” the textbook to take home. *No late work will be accepted due to your not having a textbook*; therefore, plan your time accordingly so that you may utilize the copy in the library, if needed.

**Holiday Closings:** HCC holiday closings are shown on this calendar. You may still access Eagle Online and online library resources during school holidays.

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**Instructional Methods**

A variety of instructional methods are used throughout the semester. Examples may include class discussions, lectures, readings, group projects, videos, Internet searches, and presentations.

**Student Assignments**

Assignments have been developed that will enhance your learning. You will be required to successfully complete the following assignments: discussions, quizzes, midterm and final exams, projects and exercises, career portfolio, and other assignments, as directed by your instructor. The specific format, required elements, due dates, and points possible for assignments and projects will be provided.

**Student Assessment(s)**

Assessments of your knowledge will take place throughout the semester and may occur in the format of quizzes, projects, discussions, text or other assignments. You are also required to complete the Learning and Study Skills Inventory (LASSI) within the semester. The LASSI will be used in the mandatory advising component of the class. The LASSI may be found in your Student Sign-In account in the “To Do” box.

**Instructor’s Requirements**

As your instructor, it is my responsibility to:
- Provide the grading scale and assignment grading criteria explaining how student grades are to be derived.
- Facilitate an effective learning environment through class activities, discussions, and lectures, or other forms of presenting materials.
- Provide the course outline/class calendar and descriptions of any special projects or assignments.
- Arrange to meet with individual students before and after class as needed.
- Inform students of policies, such as attendance, withdrawal, tardiness, and making up work or tests. This information may be explained in class and/or posted online.

To be successful in this class, it is your responsibility to:
- Attend, be on time for class, and stay for the entire class session.
• “Attend” the online portion of the course; log in regularly to ensure you are keeping up with posted announcements, assignments, and updates.
• Participate in class discussions and activities.
• Participate in online discussions; post your initial responses in a timely manner so that your classmates do not have to wait to make their replies.
• Complete assigned readings.
• Complete online assignments on time through Eagle Online dropboxes. (Assignments should be turned in through Eagle Online, not sent through email. If an assignment requires a document to be uploaded, save the document in the format specified per the assignment directions.)
• Seek help when there is a question or problem that would hinder your participation and successful completion of course requirements.
• Seek tutoring when applicable.
• Keep copies of all course documents and assignments.
• Respond promptly to my emails or other inquiries, when instructed to do so.
• Complete the course with a passing average.

Program/Discipline Requirements (if applicable)
You will be required to complete a Financial Literacy & Capabilities module, complete a career project, declare your major, populate your student planner with the appropriate courses, and meet with your assigned advisor during this course.

HCC Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Points per semester hour</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>59 and below = F</td>
<td>0</td>
</tr>
<tr>
<td>FX (Failed due to non-attendance)</td>
<td>0</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0</td>
</tr>
<tr>
<td>COM (Complete)</td>
<td>0</td>
</tr>
<tr>
<td>W(Withdrawn)</td>
<td>0</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0</td>
</tr>
<tr>
<td>AUD (Audit)</td>
<td>0</td>
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</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. 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. In the event of a W (Withdrawn), no grade is given; see Student Handbook for more details. Note that only six W’s are allowed. In the event of an I (Incomplete), 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.

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.

Instructor Grading Criteria
Weekly Assignments / Participation* = 400 points**
Career Portfolio = 200 points**
Group Activities / Assignments = 150 points**
Quizzes / Midterm Exam / Final Exam = 250 points**

TOTAL POINTS POSSIBLE = 1000 points**

A = 900 - 1000 (or 90-100% of points possible)
B = 800 - 899 (or 80-89% of points possible)
C = 700 - 799 (or 70-79% of points possible)
D = 600 - 699 (or 60-69% of points possible)
F = 599 or below (or 59% or less of points possible)
FX See notes above in HCC Grading Scale regarding the grade of FX.

Directions for each assignment, quiz, project, etc., will be provided. *Participation includes both in-class and online activities. In-class participation includes attendance, punctuality, contributions to discussions, etc. Online participation includes regularly logging in, completing assignments, timely posting to discussions, timely responses to group mates, and prompt replies to the professor’s e-mail or other inquiries.
**Changes may be made during the semester that may cause the course totals to change; however, the grading scale (90-100% of points possible = A, etc.) will remain the same.

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. I welcome a dialogue with you on what you discover, and I may be able to assist you in finding resources on campus that will improve your performance.

### Instructional Materials

Or


Or


### Additional Supplies:
- Three-ring binder or pocket folder for handouts
- One report cover or portfolio (for the career project)
- At least three GREEN scantrons (pencils are required for scantron use)
- **NOTICE**: You will be required to print a number of papers for this course.

### Recommendation:
It is suggested that you print and keep copies of course documents, handouts, and any completed assignments that you have uploaded (turned in). It is also advised that you save your completed work in some electronic form such as a flash drive.

### EGLS3 – Evaluation for Greater Learning Student
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to
Survey System
answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

HCC Policy Statements:

Access Student Services
http://digital.turn-page.com/title/7027

HCC Policies and specific instructor requirements related to academic honesty, attendance/punctuality, late/make-up work, and classroom behavior will be explained in class and/or distributed electronically.

Distance Education and/or Continuing Education Policies

Access Distance Education (DE) Policies on their Website
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: http://de.hccs.edu/student-services/

Advising
An HCC Senior Advisor is assigned to this class section and will meet with the class within the first two weeks of class. The Senior Advisor will review the advising syllabus and the ways in which you can communicate with him or her. Students are required to meet with their advisor at least twice within the semester. The class meeting will count as the first visit, but you will need to schedule the second visit. Students who do not fulfill this requirement will have a “hold” placed on their enrollment for the following semester. Participation in the advising session is required and will count toward your overall grade in this class.

Southwest College Writing Centers
The Southwest College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer convenient, personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays. In one-on-one consultations lasting about thirty minutes, tutors collaborate with students in understanding a writing assignment, developing ideas, shaping content, writing a thesis, drafting, revising, self-editing, and learning to proofread. Tutors will also assist students with learning about research and using sources. Furthermore, the Writing Centers offer access to computers and interactive websites for improving grammar skills. At the Southwest College Writing Centers, each tutoring session becomes a learning experience.

The Southwest College Writing Centers are located in Room LH 304 (Learning Hub) at the Stafford Campus, Room C-230 at the West Loop Campus, and Room 116 at the Missouri City Campus. A schedule of all Southwest College Writing Center locations, days, and hours will be made available during the second week of classes.

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

Dr. Jones