HOUSTON COMMUNITY COLLEGE

Course Syllabus
Learning Framework
EDUC 1300

Semester with Course Reference Number (CRN)	**Fall, 2016** **13434**
Instructor contact information (phone number and email address)	**Professor Montez Hines, *MEd*** **713-718-5433** **montez.hines@hccs.edu**
Office Location and Hours	**Spring Branch 900E** **Tuesdays – 12:30 pm to 1:30 pm and 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 just to discuss course topics. Feel free to come by my office anytime during these hours*:
Course Location/Times	EDUC 1300 Spring Branch RC 3 (Library) MW 2:00 pm. – 3:30 pm.
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 (number of weeks)	16
Type of Instruction	The instruction in this course is **Lecture/Web-enhanced.**

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.
Course Prerequisite(s)	**PREREQUISITE(S):** Must have the reading skills to place into INRW 0410.
Academic Discipline/CTE Program Learning Outcomes	
Course Student Learning Outcomes (SLO)	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 (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**(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.

Texas Core Curriculum Competencies:

Statement of Purpose: Students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. A variety of academic experiences are used to develop these competencies.

Core Objectives: Students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

Critical Thinking Skills: These include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Communication Skills: These include effective development, interpretation and expression of ideas through written, oral and visual communication.

Empirical and Quantitative Skills: These include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Teamwork: These include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Personal Responsibility: These include the ability to connect choices, actions and consequences to ethical decision-making.

Social Responsibility: These include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Calendar

Listed pages 9 - 10

Instructional Methods

Face to Face
Web-enhanced (49% or less)
A variety of instructional methods are used throughout the semester. Examples may include class discussions, lectures, readings, group projects, 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 discussion forums 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 these assignments. Please see page six for more information.

Student Assessment(s)

Knowledge checks are given in most of the online topics sections.(Student Success Lab) Knowledge checks are given in most of the online topics sections. In addition, a mid-term and final exam will be administered.

Instructor's 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 or other forms of presenting materials.
- 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 required.
- Inform students of policies, such as attendance, withdrawal, tardiness and make up.

To be successful in this class, it is the student's responsibility to:
- Attend class and participate in class discussions and activities.
- 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.
- Complete the course with a passing score.

Program/Discipline Requirements: If applicable

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.

HCC Grading Scale

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
59 and below = F	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
FX(Failing due to non-attendance)	0 points per semester hour

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.
http://www.hccs.edu/district/students/student-handbook/

Instructor 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 discover and may be able to assist you in finding resources on campus that will improve your performance.

Grading Percentages

10%	Online Activities
15%	Class Requirements (Listed – Handout)
15%	Midterm Exam
20%	Career Research Essay and Oral Presentation
20%	Instructor's Choice – Group/Diversity/Portfolio/Attendance
20%	Final Exam

Instructional Materials

This Textbook maybe purchased at any of the HCC Bookstores or Online

HCCS Bookstore: http://hccs.bncollege.com
713-528-0872
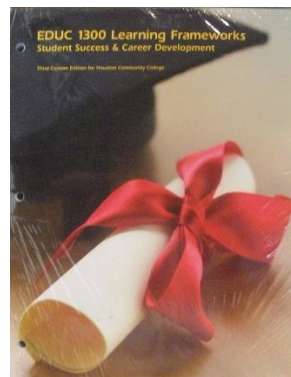
Sherfield & Moody (2015) EDUC 1300 Learning Frameworks Student Success and Career   Development: A Custom Edition for Houston Community College Second Custom Edition **ISBN:** 9781323243855

EGLS3 – Evaluation for Greater Learning Student Survey System

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 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 Statement:

Access Student Services Policies on their Web site:

http://www.hccs.edu/district/about-us/policies/d-student-services/

Attendance Policy: Although it is your responsibility to drop a course for non-attendance, 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 a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. The 6 hours includes accumulated minutes for arriving late to class and leaving class early.
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Distance Education and/or Continuing Education Policies

Access 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/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

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

Advising A Senior 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.

Discrimination Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oie@hccs.edu. Additional information may be obtained online. Visit http://www.hccs.edu/district/departments/institutionalequity/
Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or renee.mack@hccs.edu

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA

Counselors for assistance.It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

HCC is committed to providing a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

Abilities   http://www.hccs.edu/district/students/disability-services/ada-counselors/

Central College
713.718.6164
Coleman College
713-718-7376
Northeast College
713-718-8322
Northwest College
713-718-5667
713-718-5408
Southeast College
713-718-7053
Southwest College
713-718-7909
Adaptive Equipment/Assistive Technology
713-718-6629
713-718-5604
Interpreting and CART services
713-718-6333

Useful Websites

Information:www.hccs.eduhttp://learning.hccs.edu
Tutoring & Support: https://hccs.upswing.io/
Eagle Online: https://hccs.instructure.com
Purdue OWL: http://owl.english.purdue.edu/owl/resource/747/01/
Career Information http://bls.gov/OCO ; www.acinet.org ;
www.careerbuilder.com www.monster.com ; www.careerpath.com
Career Assessment: www.typefocus.com
http://mystudentsuccesslab.com

Fall Semester – Important Dates 2016

Holidays –   Labor Day 9/5
**   Thanksgiving 11/24**

Last of Withdrawals from 16 Week Classes - October 28 by 4:30 pm.

Final Exam - December 5 – 8, 2016

WEEK	TEXT CHAPTER	TOPICS	ASSIGNMENTS, DISCUSSIONS, AND QUIZZES	POINTS	DUE DATES
1	**Change**	*Start Here: Syllabus and More (Important!)*	Introductions, Student info Profile, E-mail Syllabus Overview/Quiz, Type Focus, Online textbook/Learning Web, Chapter discussion - sample review/notes		8/22/ to 8/25
2	**Engage**	*Your College Resources – It's All About You!*	Library Orientation Student Handbook (quiz) Senior Advisor's Visit, Online Assignment Create effective Goals, Statement of Philosophy, Monitor Assignment/due dates, Discussion Type Focus		8/29 - 9/01
3	**Persist**	*College Culture*	Senior Advisor's Visit/Log/Planner Why are you here?/Chapter review College Web-hunt Activity, GPA iAAR (Degree Plan), Online Activities		9/5-9/8
4	**Read**	*How to Build Successful Reading Strategies*	Scan and Question, Finding the Main Idea Reading Online Material/other textbooks used, Guess the Meaning/Reading Rate Discussion of Group Assignment/Topics		9/12– 9/15
5	**Prosper**	*How to Manage Your Finances*	Your Financial History/decisions Financial Aid and Credit Quizzes College Finances Discussion Scholarship Qualifications/Research		9/19- 9/22
6	**Present**	*How to Improve Communication Skills*	Developing outlines Create introductions/Conclusions Create Power Point Presentations Prepare for Group Presentations		9/26 9/29
7	**Plan**	*Career Awareness*	Resumes, Career Research/Checklist What Would You Do? Review/Mid Term		10/03 10/ 06

8		*Change, Engage, Persist, Read, Prosper, Present, Plan*	Mid-Term Exam Prepare for Group Presentations		10/10 10/13
9	**Selected Topics**	*Learn, Think, Study, Record, Prioritize, Connect*	Group Presentations Online Assignment Work on Career Research		10/17 – 10/20
10	**Live**	*Wellness and Personal Responsibility*	What is your Responsibility to ensure Wellness? Discussion Making Successful Decisions Activity – The Wellness Plan		10/24– 10/27
11	**Communicate**	*Appreciating Diversity and Managing Conflict*	Diversity and Appreciating Differences Collaborative Discussion on the Role Of Communication Diversity Research Project/Online		10/31- 11/03
12	**Selected Careers**	*Organizing Researched Information Presentations*	Creating Visual Aids – Power Points Career Presentations - Individually		11/07– 11/10
13	**Selected Careers**	*Presentations*	Career Presentations – Individually Complete Advisor's Visit (Mandatory)		11/14 – 11/17
14	**Careers**	*Presentations* *Assigned Portfolio Activities – Portfolios Due*	Individual Presentations Complete Activities for Portfolio Complete Online Assignment		11/21 11/24
15		*Pack It In - Course Ending*	Successful College Student Activity Collaborative Discussion - Course Final Exam Review		11/28 – 12/1
16	*Comprehensive Exam*		Final Exam Scantrons and Pencils		12/5– 12/8

*<u>December 1</u> is the last date that assignments will be accepted towards grades. Final Examinations December 5 – 8**
Good Luck for a Successful Semester