



Learning Framework-12820

EDUC-1300

RT 2022 Section 0042 3 Credits 01/18/2022 to 05/15/2022 Modified 01/12/2022

Course Meetings

Course Modality

This semester, there are five modalities of courses and they are as follows:

1. In-Person (P)

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

2. Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

3. Online Anytime (WW)

Traditional online course without scheduled meetings

4. Hybrid (H)

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

5. Hybrid Lab (HL)

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

This section CRN 12800 EDUC 1300 is held as an **Online Anytime (WW) - Traditional online course without scheduled meetings**. This EDCU 1300 Student Success course is an online anytime class and ALL the coursework is online, and there are no meetings at specific times. Attendance will be taken through completion of online assignments as of the first day of class. If you fail to log into CANVAS as of the first day of class and complete the required assignment prior to the deadline, you will be mark absent and the likelihood of possible being dropped from the course.

Meeting Days

Online Anytime

Meeting Times

Online Anytime

Meeting Location

All Coursework is in CANVAS.

Welcome and Instructor Information

Professor: Mrs Montez Hines

Email: montez.hines@hccs.edu

Office: 7137185433

Phone: 7137185433

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 courses 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

Welcome to EDUC 1300: Learning Framework! It is my distinct pleasure to be your instructor this semester! This course will provide you with the tools to help you be successful in college and after. Take this course seriously because it could be one of the most important courses you take throughout your collegiate career. One of my goals this semester is to help you feel confident as you embark upon the rest of your studies. I will guide you, cheer for you, coach you, and hold you accountable. This class as well as your other courses will require time management, dedication, and motivation. You are capable of completing this course successfully, and it is my greatest desire that you do! Please work hard to avoid falling behind, keep up with the due dates, complete your assignments as they are assigned, and always know that you can ask me for help. I look forward to working with you this semester!

Preferred Method of Contact

The best way to contact me is through my CANVAS email or my hccs email at montezhines@hccs.edu. If you are unable to reach me and need immediate assistance, please contact our department administrative assistant, Ms. Debbie Hussmann by email at Debbie.Hussmann@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

Office Hours

Monday, Wednesday, 1:00 PM to 2:00 PM

Meeting with any students is conducted by appointment via Zoom. No in-person meeting will be allowed.

Course Overview

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](#).

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.

Student Learning Outcomes and Objectives

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 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](#)

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 and Resources

Instructional Materials

The textbook listed below is *required* for this course. “Understanding Your College Experience, Strategies for Success 3rd Edition” by John 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

Understanding Your College Experience, Strategies for Success

Author: John Gardner & Betsy Barefoot (2020)

Publisher: MacMillian

Edition: 3rd Edition

ISBN: 9781319385170

✓ Course Requirements

Assignments, Exams, and Activities

15% Assessments

20% Final Exam

15% Launchpad Activities

30% Instructor's Choice Assignments

20% Career Essay and Presentation

100%Total

Type	Weight	Topic	Notes
Instructors Choice Assignment	30%		<p>Assignment 1: Campus Resources Scavenger Hunt—Students will utilize various strategies to identify resources available on campus.</p> <p>Assignment 2: Goal Setting and Degree Planning Assignment – Students will create goals and action steps to guide them throughout their college careers.</p> <p>Assignment 3: Note Taking Assignment: Students will apply annotation strategies to a selected reading and utilize strategic note taking methods to gather information.</p> <p>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.</p>
Exams/Quizzes	15%		Knowledge checks are given in the form of quizzes. If you are taking a 16, 15, 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.
Launchpad Assignments	15%		Students will access LaunchPad through Eagle Online and will be required to complete weekly assignments within the system.
Final Exam	20%		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.
Career Research Project	10%		Students will conduct research and prepare a Career Research Essay
Group Presentation	10%		Students will conduct research and deliver a group presentation over an assigned topic from the course.

Type	Weight	Topic	Notes
In-Class Activities			During class you will engage in multiple activities to enhance your understanding. You are expected to participate and to have completed the necessary pre-class activities to adequately participate in all activities.
Extra Credit			Extra Credit Assignments will be assigned throughout the semester. It is highly recommended that students complete the extra credit activities that will be given.

Grading Formula

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/>

Grade	Range	Notes
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

* 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. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

No make of exam for Chapter Test, Mid-Term, or the Final Exam. If a student is sick and did not complete an exam, please note you are required to produce a doctor's excuse which will be on a case-by-case basis.

Submission of Late Assignments

Please note that I will accept the submission of "SOME INSTRUCTOR'S ASSIGNMENTS LATE" which will be based on the following criteria's: This only applies to submission of some instructor's choice assignments which is done through CANVAS.

Students will not submit any paper copy assignments to me in person since "ALL" assignments are submitted in the "Submission Box" in CANVAS.

Late submission will not apply to any "Launch Pad Assignments" therefore; Launch Pad assignments will not be re-opened. This means you are required to complete all Launchpad assignments prior to the deadline.

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.

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. This class is Online on a Schedule (WS) and all students are required to log on to the session prior to the beginning of class. Late admission will not be acceptable.

Instructor's Course-Specific Information

Students will submit ALL assignments, test, out of class activity or in class activity via CANVAS. Students can expect to receive feedback after they submit the assignments within one to two weeks or sometimes less than a week depending on the situation.

Devices

It is everyone's responsibility to monitor the use of electronic devices in a respectful manner. The use of cell phones is not permitted when attending in person or online class. Recording of the class is only permitted with the authorized approval from the ADA Counselor. Recording of the class is only approved for taking notes. If the class is having a discussion recording is not permitted. If a student is using a computer to write class notes, please ensure the keys are soundproof. Devices that prove to be distracting will not be permitted.

Faculty Statement about Student Success

1) Please click on the link below and watch this video which will demonstrate how to log on to your hccs email.

1. https://edutube.hccs.edu/media/How+to+Access+Your+HCC+Student+Email/1_0vvg288l

- 2) Each student is to download "CANVAS APP" on his/her cell phone – As a reminder once students download the "APP" they cannot do any assignments or submit the assignments from the cellphone APP. The main purpose of downloading the "CANVAS APP" is to check your email in CANVAS and for assignment reminders.

- 3) Each student is required to read his/her email via CANVAS on a regular basis and if any and when screen-o-matic videos are email it is each students responsibility to watch the videos that are attached.

- 4) You do not need to purchase a separate textbook for this class because the cost is covered in your tuition. On the first day of class, you will learn how to access your online textbook and resources in CANVAS.

- 5) Be sure to have a flash drive/cloud service, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel on your computer. You will need all these applications throughout the course. You can download a free copy at <https://products.office.com/en-us/student/office-in-education>

- 6) If you are using a MacBook, be sure to convert your files appropriately prior to submitting them in the assignment box via CANVAS. If you are not able to convert your MacBook file, please see the attached file below. You may NOT use Google Docs to submit any assignment in this class.

- 7) Some Launchpad and Instructors Choice assignments are due during class and on some Sunday evenings of the semester by 11:55 p.m. except for the final week of classes.

- 8) All other assignments will be due on schedule days during the week and on some Sundays and other alternative days.

- 9) Please communicate with me through the message system/Inbox in Eagle online/CANVAS and not my hccs email.

- 10) Use your syllabus as a guide and calendar of assignments; each student is notified when there is a change for the submission of the assignments.

- 11) Print your assignment calendar and keep it handy. It matches exactly with what you will see in Eagle online. If the date for the Instructors Choice assignment is extended students will be notified via CANVAS email and the instructors assignment box.

- 12) Login to your class several times a week and ask for help from the professor when needed! Please ensure you communicate with me your professor for any problems within this class.

- 13) Please activate your HCCS email before classes begin. You will receive emails throughout the semester to guide you. Please go to <http://outlook.com/owa/HouComCol.onmicrosoft.com> to activate your email.

- 14) Complete the Student Information Sheet and upload it in CANVAS on the first day of class.

- 15) On or before the first official day of class upload a profile picture of yourself in CANVAS. The picture you upload cannot be in a facial mask or it cannot be a picture of anything else except you.

- 16) Register for Launch Pad so you will gain access to the online textbook in CANVAS. This will be done in class on the first day.
- 17) Read the Chapters and make your own notes prior to the Zoom Session for each class session.
- 18) Once you are given access to the Zoom class session, please ensure your camera is on and you are visible throughout the entire class session. If you fail to be present on screen, then you will be marked absent from class.
- 19) Mute your microphone once you are in the Zoom session and each student is required to behave in a professional and cordial manner.
- 20) It is important that each student fully comprehends as of the first day of class the importance of adhering to deadlines for each assignment.

Faculty-Specific Information Regarding Canvas

Every section of EDUC 1300 uses Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. In all cases, you will be required to submit all assignments only 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. Review these examples to ensure you are submitting your assignments correctly and that you are meeting the expectations for each assignment. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME 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 on the basis of 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 Policies and Information

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

Grade	Grade Interpretation	Grade Points
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 Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

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/accessibility> (<https://www.hccs.edu/accessibility>)

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>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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/> (<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> (<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/> (<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/> (<https://eagleonline.hccs.edu/>)

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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- 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/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

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/egls3) (<https://www.hccs.edu/egls3>)) 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/egls3> (<https://www.hccs.edu/egls3>)

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/tutoring) (<https://www.hccs.edu/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/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

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

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

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

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

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

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

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.

When	Topic	Notes				
Course Calendar 16 Weeks	EDUC Course Calendar	<p style="text-align: center;">Spring 2022 Course Calendar 16 Week Course Calendar <i>* Subject to Change</i> <i>*Most Launchpad Assignments are due weekly on Sunday nights.</i></p> <table border="1"><thead><tr><th>Week Number</th><th>Lecture Topic & Activities</th><th>Reference Chapters</th><th>Assignment Due Dates</th></tr></thead><tbody></tbody></table>	Week Number	Lecture Topic & Activities	Reference Chapters	Assignment Due Dates
Week Number	Lecture Topic & Activities	Reference Chapters	Assignment Due Dates			

When	Topic	Notes	Introduction to the course	Eagle Online	Complete All LaunchPad Assignments
			The Essentials for College Success	Chapter 1	Complete Student Information by the end of the first week!
		2	Reading to Learn from College Textbooks	Chapter 6	Assignment 1: Complete the Campus Resources Scavenger Hunt Assignment Due: 1/30/ 2022 Complete All LaunchPad Assignments
		3	Getting the Most Out of Class	Chapter 5	Assignment 2: Complete Note Taking Assignment Due: 2/6/2022 Complete All LaunchPad Assignments
		4	Managing Time, Energy, & Money	Chapter 3	Test 1: Chapters 1, 6, 5 & 3 Due: 2/13/2022 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: 2/27/2022 Complete All LaunchPad Assignments
		7	Collecting, Evaluating, and Using Information	Chapter 9	Complete All LaunchPad Assignments

When	Topic	Notes	Studying, Understanding, and Remembering	Chapter 7	Test 2: Chapters 4, 12, 9, & 7
					Due: 3/13/2022 Complete All LaunchPad Assignments
		9	Career Research Essay, Midterm Check In & Conferences		Career Research Essay Due: 3/27/2022
		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: 4/10/2022 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	Study for final exams, Catch-up on assignments, Prepare group presentations	Various Resources	
		15	Group Presentations		Presentations Due: Week of May 1, 2022 See Schedule
		16	Final Exam	Chapters 1-12	Week of May 8, 2022 See Schedule

When	Topic	Notes
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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.

Dr. Nicole Lewis, Nicole.Lewis@hccs.edu, 713.718.5925