

Division of Social and Behavioral Sciences

Academic Student Success Department

# EDUC 1300: Learning Framework | Lecture | #20978

Fall 2021 | 8 Weeks 10.19.2021-12.12.2021

Tuesday/Thursday 5:30-8:20

Course Modality: This section of EDUC 1300 is to reflect In Person

Meeting Location: West Loop Campus Rm.004A

## Instructor Contact Information

Instructor: Sandra Jackson Office Phone: 713 581 4128

Office: Room 004A Office Hours: T/Th by appointment

HCC Email: Sandra.Jackson1@hccs.edu Office Location: West Loop

Rm.004A

## What’s Exciting About This Course

This course is about you! Through research and experience, Houston Community College has determined that many lives 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 can complete 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!

### Instructor’s Preferred Method of Contact

The best way to contact me is through email at [sandra.jackson1@hccs.edu](mailto:sandra.jackson1@hccs.edu). If you ae 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.

Please 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 the concerns and just to discuss course topics.

## Office Hours

Office Hours: By appointment only

## 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.

## Exams

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/EagleOnline unless otherwise instructed.

## 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. In class activities provide extra points toward your final grade.

## 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. 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

## Makeups on a case-by-case basis. Please understand that a make-up exam is not a retake. Make-up exams are allowed only for missed exams. If you miss your Mid-term, it is your responsibility to contact me to schedule a make-up. I do not give make-up exams for the Final Exam.

## 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 Procédures

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)

You should expect a response from me when you contact me, within 24 hours. You can expect to receive your graded assignment no later than the following Sunday after submission. Always save a copy of any submitted assignments.

## Electronic Devices

It is everyone’s responsibility to monitor the use of electronic devices in a respectful manner. Devices that prove to be distracting will not be permitted.

# Faculty Statement about Student Success

# 8 Week B

# Course Calendar

*\* Subject to Change*

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

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| --- | --- | --- | --- |
| **Week**  **Number** | **Lecture Topic & Activities** | **Reference Chapters** | **Assignment Due Dates** |
| 1 | Introduction to the course  The Essentials for College Success | EagleOnline  Chapter 1 | Assignment 1: Complete the Campus Resources Scavenger Hunt Assignment  Due: 10/24/2021  Complete All LaunchPad Assignments |
| 2 | Reading to Learn from College Textbooks  Getting the Most Out of Class | Chapter 6  Chapter 5 | Assignment 2: Complete Note Taking Assignment  Due: 10/31/2021  Complete All LaunchPad Assignments |
| 3 | Managing Time, Energy, & Money  Discovering How You Learn | Chapter 3  Chapter 4 | Complete All LaunchPad Assignments |
| 4 | Making the Right Career Choice  Collecting, Evaluating, and Using Information | Chapter 12  Chapter 9 | Complete the Midterm Exam Due: 11/14/2021  Assignment 3: Complete the Goal Setting & Degree Planning Assignment  Due: 11/14/2021  Complete All LaunchPad Assignments |
| 5 | Studying, Understanding, and Remembering | Chapter 7 | Career Research Essay  Due: 11/21/2021  Complete All LaunchPad Assignments |
| 6 | Cultivating Motivation, Resilience, and Emotional Intelligence  Taking Tests Successfully | Chapter 2  Chapter 8 | Work on Presentations  Assignment 4: Complete the Time Management Assignment  Due: 11/28/2021  Complete All LaunchPad Assignments |
| 7 | Thinking in College  Maintaining Wellness and Relationships in a Diverse World | Chapter 10  Chapter 11 | Complete All LaunchPad Assignments |
| 8 | Group Presentations  Final Exam | Chapters 1-12 | Group Presentations & Final Exam Due: Week of December 5, 2021 |

### 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.

### 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](mailto:Nicole.Lewis@HCCS.EDU), 713.718.5925

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