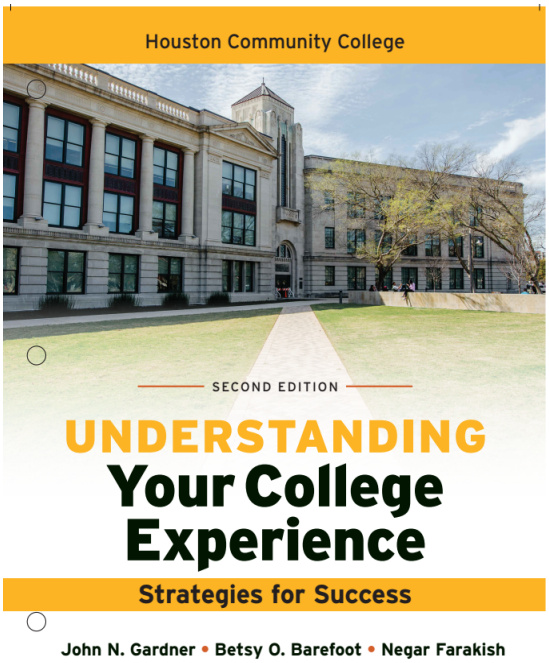
Houston Community College
EDUC 1300: Learning Framework
Faculty Guidebook



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(Curriculum, assessment, reporting, training, EagleOnline, Launchpad)

Thank you for teaching at Houston Community College! Our students are better because dedicated instructors like you work here. Please feel free to contact any of your fellow professors or department leads for any help you may need. Let's have a great semester!

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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.

Who is required to take EDUC 1300: Learning Framework?

All new semester hour HCC students, who have earned less than 12 semester hours of college level credit, are required to take a Student Success course in their first term at HCC. This requirement applies to students who are seeking a Level 2 certificate or associate degree at HCC. Level 1 certificate students are waived from this requirement unless the course is in their degree plan.

Prerequisites

TSIA testing (no specific scores are required)

How should the course be taught?

The goal of this course is to prepare students to succeed in their remaining college courses. All activities, assignments, and assessments should reflect this goal and align with the student learning outcomes/objectives of the course. Instructors should take a constructivist approach to teaching this course.

Characteristics Of Constructive Learning and Teaching

1. Multiple perspectives and representations of concepts and content are presented and encouraged.

2. Teachers serve in the role of guides, monitors, coaches, tutors and facilitators.

3. Activities, opportunities, tools and environments are provided to encourage meta-cognition, self-analysis, self-regulation, self-reflection & self-awareness.

4. Learning situations, environments, skills, content and tasks are relevant, realistic, and authentic and represent the natural complexities of the 'real world'.

Student Learning Outcomes

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).

Syllabus

The syllabus template for the course will be available prior to the start of class. You may find the syllabus within the EDUC 1300 EagleOnline course and on the Student Success Program Learning Web Page. You may change any items that appear in red. The course calendar is completed for you. However, you may choose to rearrange dates or assignments. Whatever changes you make, must also be made in your EagleOnline course.

Required Course Components

EDUC 1300 Learning Framework
Fall 2017 Required Components

1. Administer the TypeFocus surveys.
   http://Typefocus.com

2. Either arrange to take your class to an HCC library for orientation **or** use the online library orientation http://library.hccs.edu/brtutorial (within the EagleOnline template) with your class. Visit the library to schedule a visit.

3. Use the department EagleOnline/Canvas template in your course.

4. Use LaunchPad in your course.

5. Allow your assigned HCC advisor to meet with your class for 30 minutes during the first weeks of class (the advisor will contact you and set-up an appointment). Each student is required to meet with this advisor at least once during the semester (outside of class time).

6. Assign and require students to complete the 5 department assignments located in EagleOnline (you may add a maximum of 5 additional assignments).

7. Assign and require students to complete the Career Research Essay and Group Presentation.
8. Give the final exam and other assessments.
9. Incorporate active learning strategies and activities.
10. Conduct midterm grade conferences.

Grading Percentages

15%	Midterm Exam and Assessments
20%	Final Exam
15%	Launchpad Activities
30%	Instructor's Choice Assignments
20%	Career Essay and Oral Group Presentation

Required Department Assignments (Available in EagleOnline):

Assignment 1: Campus Resources Scavenger Hunt – Students will utilize various strategies to identify resources available on campus (allow two weeks to complete).

Assignment 2: 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.

Assignment 3: Goal Setting Assignment – Students will create goals and action steps to guide them throughout their collegiate careers.

Assignment 4: Financial Planning Assignment: – Students will analyze spending and develop a budget that will allow them to be successful in college.

Assignment 5: Annotating and Note Taking Assignment – Students will apply annotation strategies to a selected reading and utilize strategic note taking methods to gather information.

A maximum of 5 additional assignments may be added to your course.

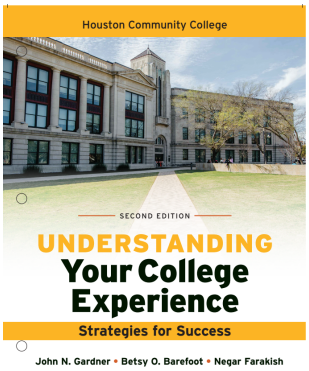
Launchpad- Weekly assignments are given to review content and analyze student challenges. You may **thoughtfully** add additional activities in LaunchPad.

Career Essay Research: Students will use 6 steps to research and write an essay about a chosen career.

Group Presentation: Students will use a step-by-step process to complete activities and give a group presentation on an assigned topic.

Instructional Materials

Textbook:



Understanding Your College Experience, Strategies for Success 2nd Gardner, Barefoot and Farakish. (2017) *Edition.* Boston: Bedford/St. Martin's
The **custom textbook** for this class may **ONLY** be purchased at any HCC bookstore. Temporary access to LaunchPad is permitted for a limited time (up to 21 days).

Textbook Resources (Accessible in EagleOnline in the Modules section):
Instructor's Manual
Active Learning Strategies Guide
Chapter Test Banks (Create assessments in EagleOnline or create paper assessments)
Chapter PowerPoint Slides
Midterm & final exams

Department EagleOnline Course (Required Usage)

The EDUC 1300 Department EagleOnline course is a complete course for student use and the repository for all instructor materials. All required assignments and assessments can be found within the class. Each semester, you will copy the department course into your courses.
Components:

In Student View
Student orientation to your course (**Add your personal information**)
Syllabus
Weekly materials- PowerPoint notes, LaunchPad assignments, Department assignments
Exams (Midterm & Final)
Career Research Essay
Group Presentation Assignment
MLA/APA Resources

Instructor View (Located in the Modules)
Textbook Resources
Instructor's Manual
HCC Insider's Guide (College resources printed in student textbooks)
Active Learning Strategies Guide by Chapter
Discussion Questions *(Unassigned-you may choose to assign them).*
Additional Case Studies
Chapter Test Banks (Create assessments in EagleOnline or create paper assessments)
Chapter PowerPoint Slides
Midterm & final exams
Suggested Daily Activities by Chapter
Group Activities by Chapter

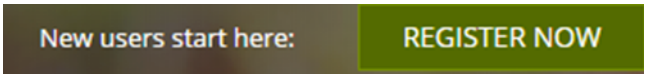
Tips for Teaching

- Vary the instruction (activities, short lectures, collaborative work)
- Grade assignments as they are submitted
- Work with students who are having trouble
- Add no more than 5 additional assignments
- Use LaunchPad
- Work collaboratively with advisors
- Be consistent
- Be timely with email responses
- Be flexible
- Have fun with students
- Reach out if you need help

Typefocus 2017

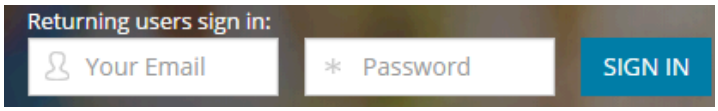
TypeFocus™
Success Through Self Awareness

GETTING STARTED WITH TYPEFOCUS

1. Start at www.typefocus.com – click on: 

2. Complete the required information
3. Enter your access code: **HCCS55**

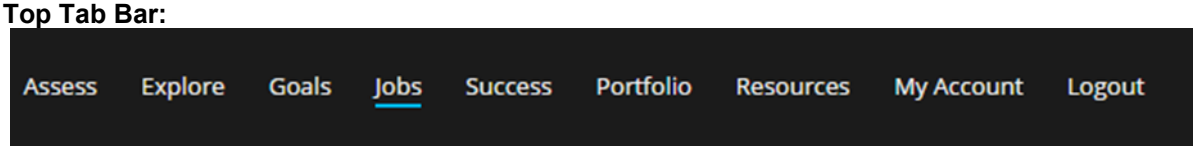
   Note: no spaces in access code; not case sensitive.

4. After clicking on **Submit**, you can re-enter with just your email address and password.
5. To login again - click on: 

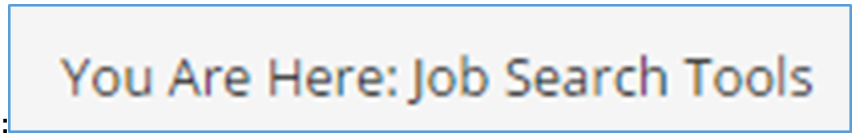
6. When you leave the program, make sure to use the Logout button at the top right.
7. If you want to change your Name or Password, login and then click into **My Account.**

There are three types of Navigation Aids – they all work together so you will always know where you are.

Top Tab Bar:



Bread crumbs:



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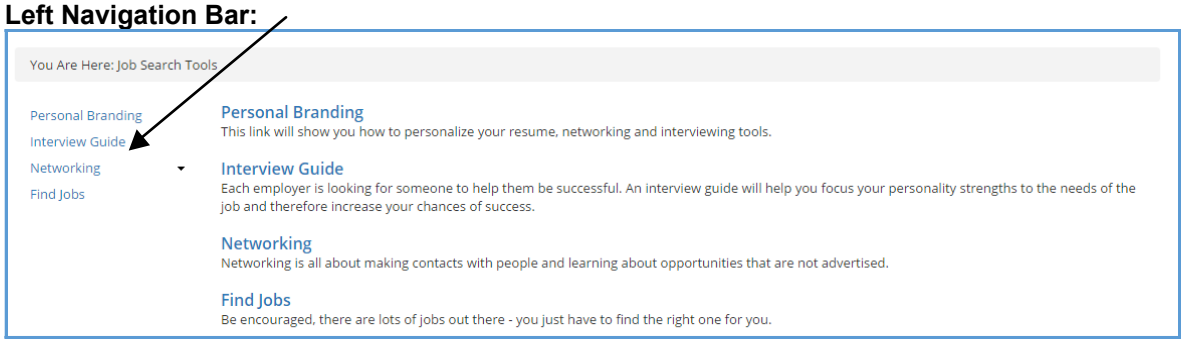
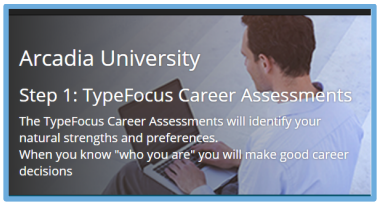
Left Navigation Bar:



***TypeFocus™ Careers* is the most advanced Internet-based career program available.**

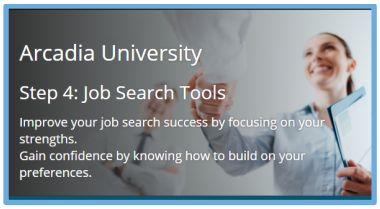
The reports, tools and features will help you achieve your educational and career planning goals. Follow the easy step-by-step approach seen below to get started. Other features include a portfolio where all your reports are kept automatically and a resources section that provides additional support customized to your needs. Access it at: https://v6.typefocus.com/ Access code: HCCS55



Assess your strengths: *Who am I?*
Multiple career assessments such as personality, interests, values and skills will help you understand yourself better. Why? Because you will make good decisions about your future when you know what jobs will motivate and appeal to you.

Explore occupations: *Where am I going?*
Based on your assessment results you will discover which occupations suit you best. Why? Because you don't have the time to research a thousand occupations for a good fit. Let the TypeFocus Careers program create your shortlist.

Set goals: *How will I get there?*
Decide where you want to go and create a plan on how to get there. Why? Because without a written plan most dreams of a wonderful future job remain just a dream. Goals help focus your time and energy into a fruitful outcome.



Search for jobs: *How will I find a job in today's market?*
Improve your success and gain confidence the smart way - by focusing on your strengths. Why? Because in today's market there is tremendous competition for good jobs so you need to put your best foot forward at all times.

Succeed in any job: *What skills are needed to impress my boss?*
Make any employer glad they hired you by developing your key employability skills. Why? Because getting a job is only the first step in your long-range success. Bringing advanced employability skills to your workplace ensures your success.

Portfolio: ***How can I find any of my reports instantly?*** Everything you do is automatically saved into this one file. Why? Because you will never have to worry about losing any of your work – includes all your assessments, saved careers and networking contacts.

Resources: ***How can I connect to additional support?*** A good feature to check out. Why? Because here you will find hundreds of videos on a variety of topics, website links your career counselors deem important and valuable links related to job search tools.

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Success Through Self Awa

Link Your LaunchPad Course with Canvas

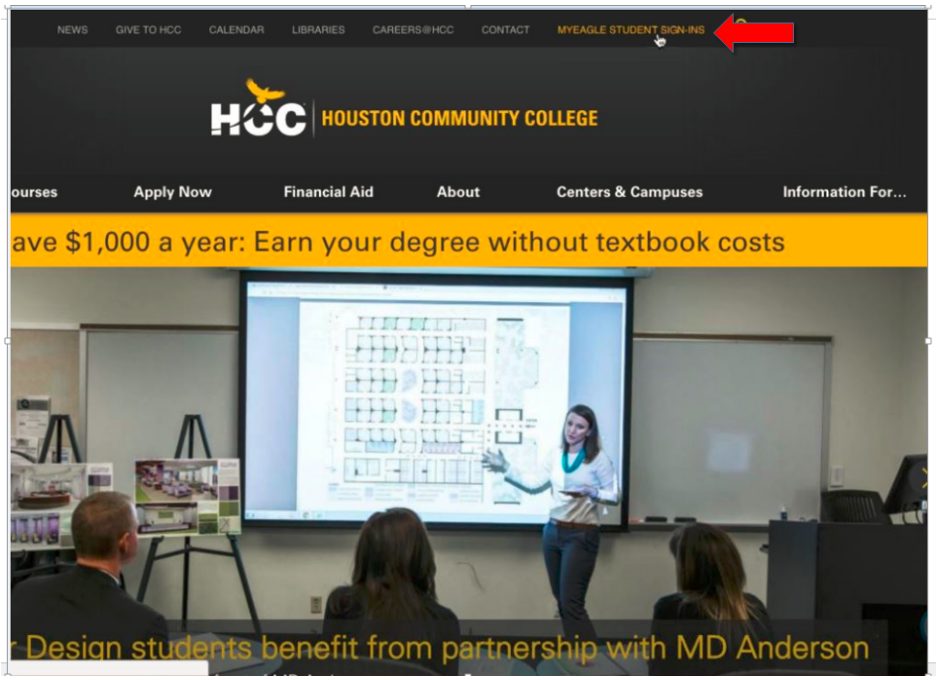
Linking Your LaunchPad Course with Canvas

- Follow the instructions and screenshots below to link your **Macmillan LaunchPad Course** with your **Eagle Online Canvas Course**.
- Recommended web browser is **Google Chrome**
- **Check Browser Settings** and **Disable Pop-Up Blockers** if you experience any difficulty connecting your LaunchPad Course with Canvas
- **Macmillan Technical Support** can be reached by phone: **800-936-6899**

Macmillan Technical Support Hours (Central Time)

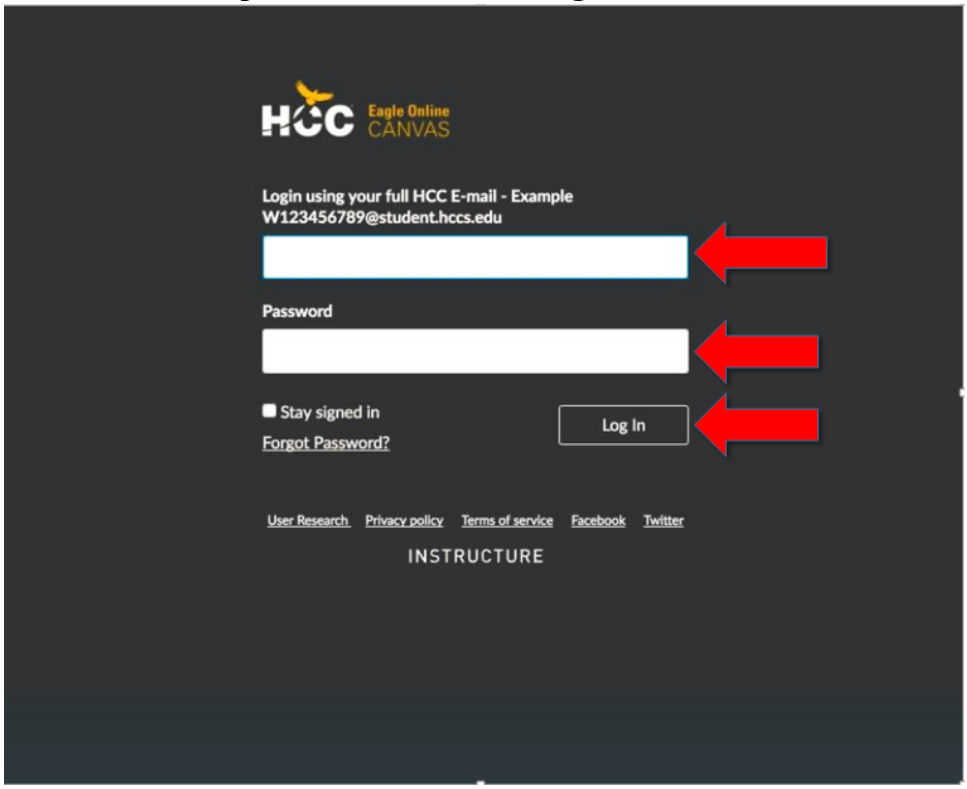
- Monday - Thursday: 7:00 a.m. - 2:00 a.m.
- Friday: 7:00 a.m. - 11:00 a.m.
- Saturday: 11:00 a.m. - 7:00 p.m.
- Sunday: 11:00 a.m. – 2:00 a.m.

1) **Access the MYEAGLE SIGN IN PAGE**

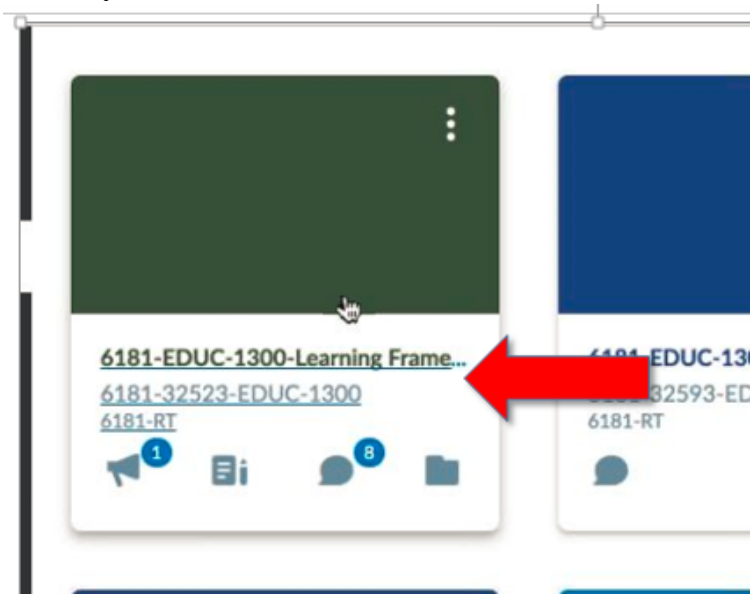


2) **Click on Eagle Online**

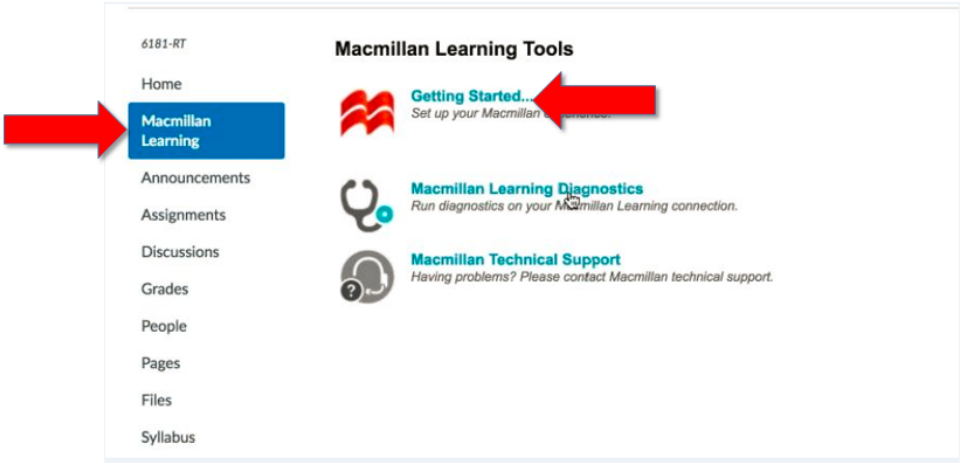
3) **Enter username, password, and click "Login"**



4) **Access your EDUC 1300 course**

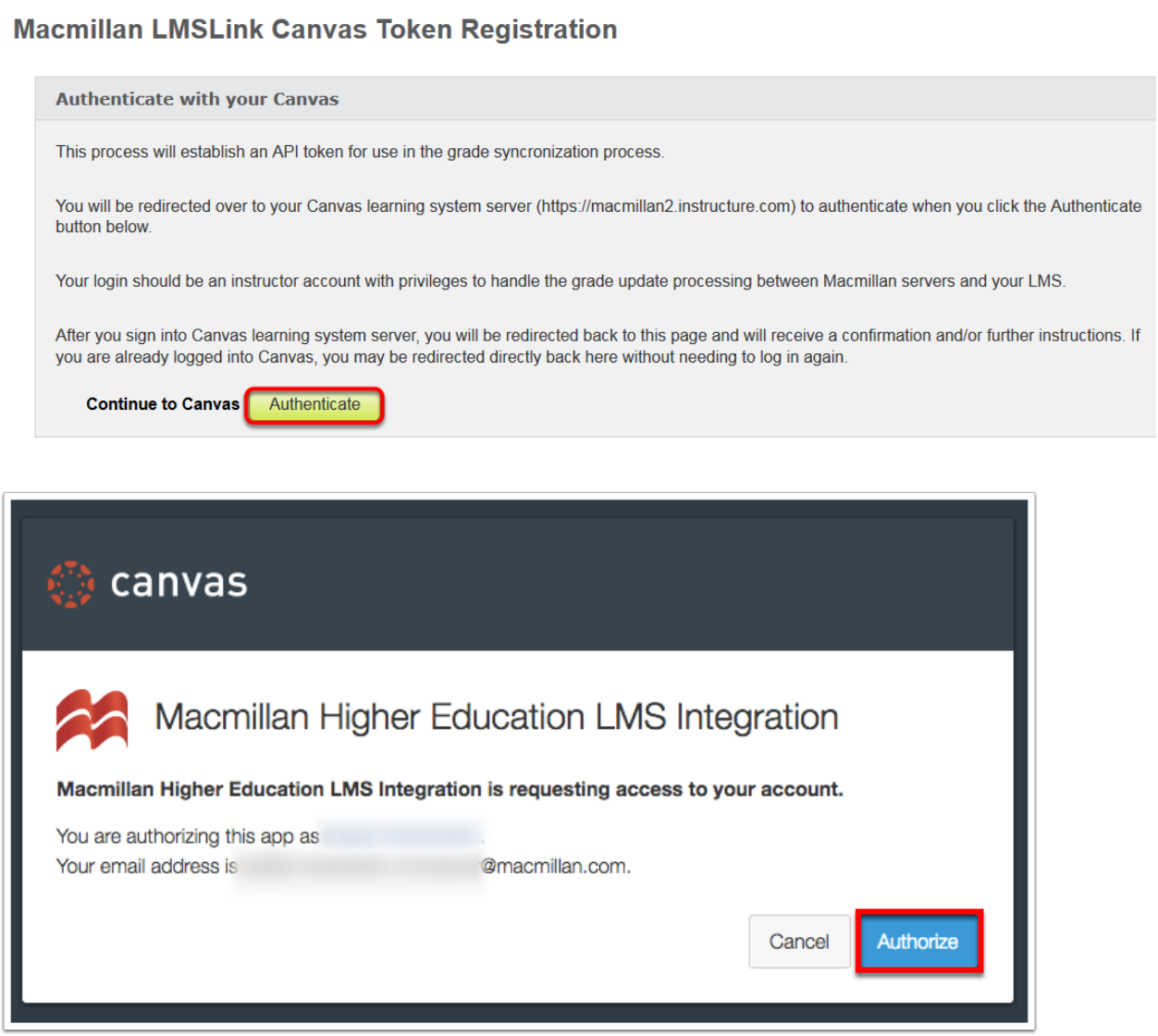


5) **Click "Macmillan Learning" on the left of your Canvas Course and click "Getting Started."**

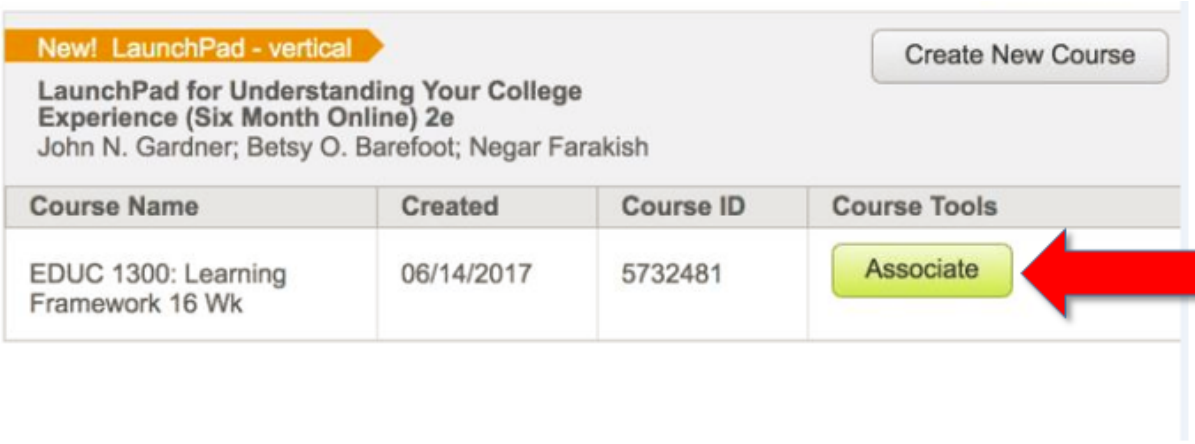


6) **Enter LaunchPad email address, password, and click "Log In."**

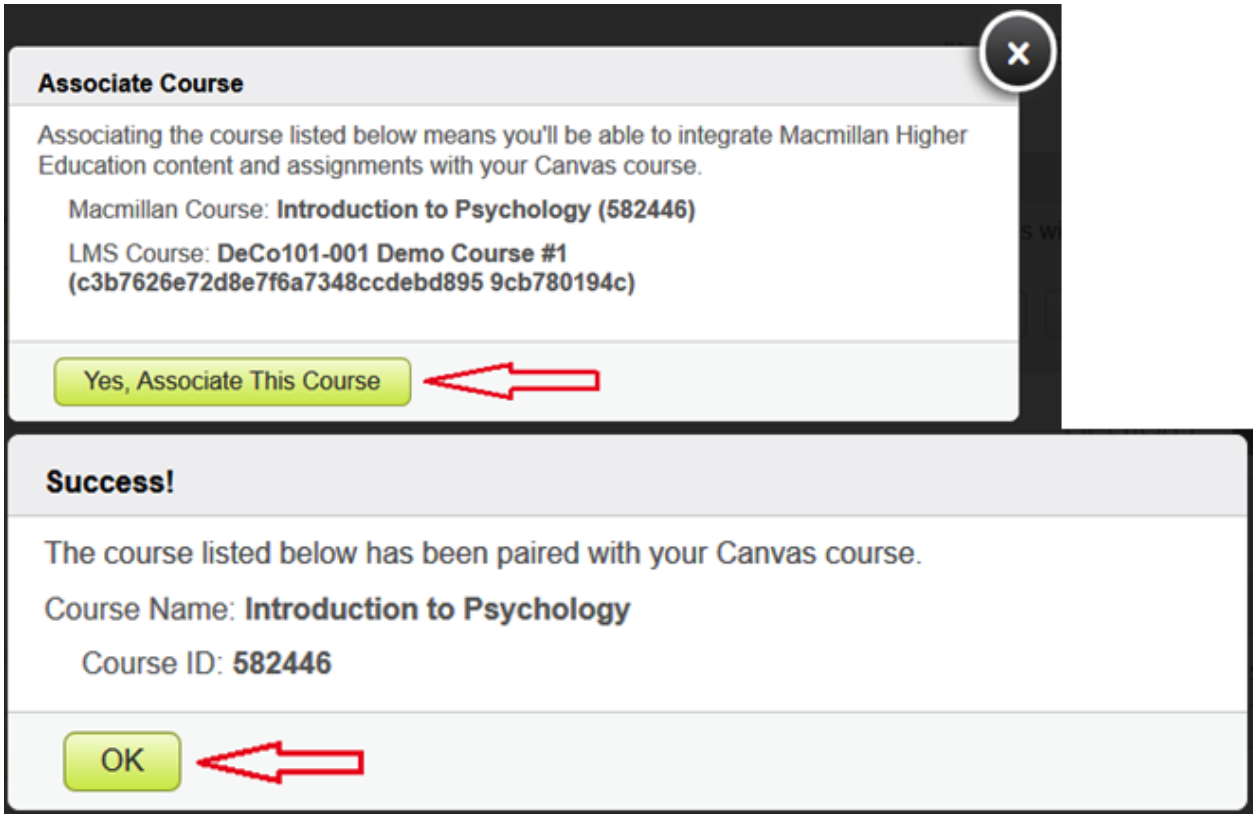
7) **Click Authenticate > Authorize > and Continue:**



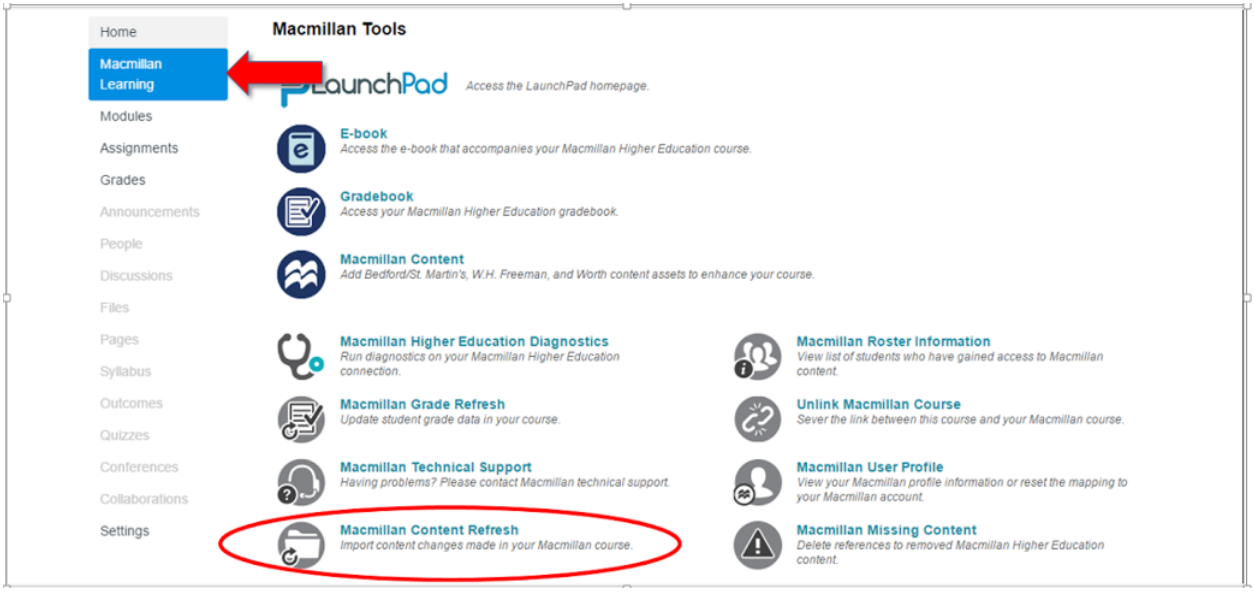
8) Locate your EDUC 1300 section and click the green "Associate button."

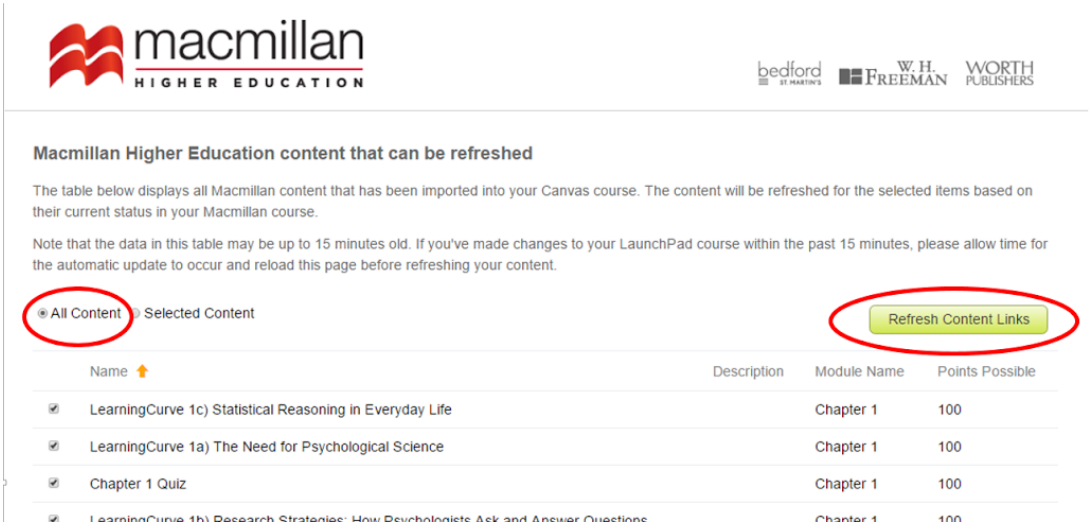


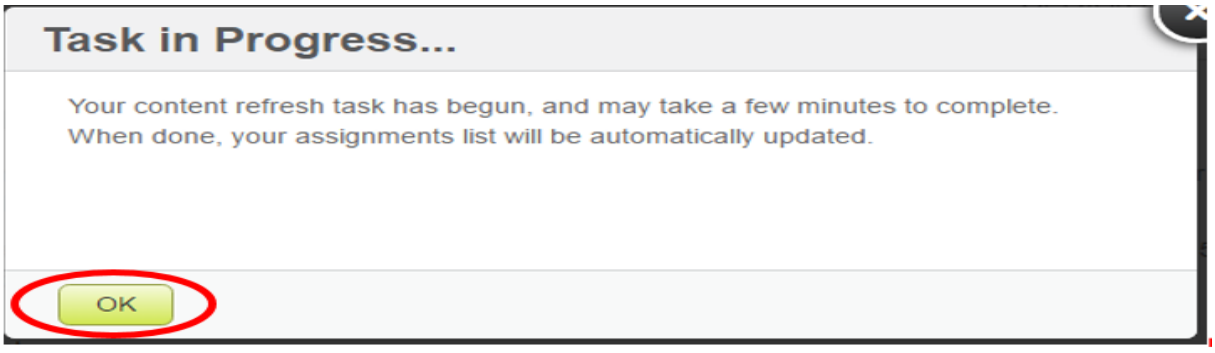
9) Click "Yes, Associate this Course" and "OK"



10) Run a Content Refresh:


Home
Macmillan Learning
Modules
Assignments
Grades
Announcements
People
Discussions
Files
Pages
Syllabus
Outcomes
Quizzes
Conferences
Collaborations
Settings
Macmillan Tools
LaunchPad
Access the LaunchPad homepage.
E-book
Access the e-book that accompanies your Macmillan Higher Education course.
Gradebook
Access your Macmillan Higher Education gradebook.
Macmillan Content
Add Bedford/St. Martin's, W.H. Freeman, and Worth content assets to enhance your course.
Macmillan Higher Education Diagnostics
Run diagnostics on your Macmillan Higher Education connection.
Macmillan Roster Information
View list of students who have gained access to Macmillan content.
Macmillan Grade Refresh
Update student grade data in your course.
Unlink Macmillan Course
Sever the link between this course and your Macmillan course.
Macmillan Technical Support
Having problems? Please contact Macmillan technical support.
Macmillan User Profile
View your Macmillan profile information or reset the mapping to your Macmillan account.
Macmillan Content Refresh
Import content changes made in your Macmillan course.
Macmillan Missing Content
Delete references to removed Macmillan Higher Education content.


macmillan
HIGHER EDUCATION
bedford
W. H. FREEMAN
WORTH PUBLISHERS
Macmillan Higher Education content that can be refreshed
The table below displays all Macmillan content that has been imported into your Canvas course. The content will be refreshed for the selected items based on their current status in your Macmillan course.
Note that the data in this table may be up to 15 minutes old. If you've made changes to your LaunchPad course within the past 15 minutes, please allow time for the automatic update to occur and reload this page before refreshing your content.
All Content
Selected Content
Refresh Content Links
Name
Description
Module Name
Points Possible
LearningCurve 1c) Statistical Reasoning in Everyday Life
Chapter 1
100
LearningCurve 1a) The Need for Psychological Science
Chapter 1
100
Chapter 1 Quiz
Chapter 1
100


Task in Progress...
Your content refresh task has begun, and may take a few minutes to complete.
When done, your assignments list will be automatically updated.
OK