**Learning Frameworks – EDUC 1300.003TR F2F**

**Course Syllabus:** Fall 2020



***“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”***

**Instructor: Susan Vaughn**

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| --- | --- | --- | --- | --- | --- | --- |
| **Office** **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| By appointment | By appointment | By appointment | By appointment | By appointment | Monday-Friday12pm-5pm |

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:**  This course is designed to be taken concurrently with MATH 0404. Included are concepts from the learning sciences to help students acquire the strategies and the tenacity necessary to succeed in mathematics, in other college coursework, and in the future careers. Course instruction focuses on four main content strands: developing and maintaining motivation for college success, developing and using strategies and skills, building community and connecting to campus resources, and developing a college completion plan. Three hours credit.

**Prerequisite(s):** TSI Not Complete Multiple Measures Placement: Developmental Mathematics

**Corequisite(s):** MATH 0404 Foundations of Mathematical Reasoning

# Student Learning Outcomes:

# 1300.DM1 Develop and use an academic/personal/professional action plan to include long-term detailed emphasis on time spent at NTCC.

# 1300.DM2 Identify and use strategies to manage your time, energy, finances, and personal responsibilities.

# 1300.DM3 Identify and use various services at NTCC.

# 1300.DM4 Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.

# 1300.DM5 Learn and practice essential skills of academic, career, and personal success.

# Program Student Learning Outcomes:

# Critical Thinking Skills

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# CT.1 Students will demonstrate the ability to 1) analyze complex issues, 2) synthesize information,

#  and 3) evaluate the logic, validity, and relevance of data.

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# Communication Skills

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# CS.1 Students will effectively develop, interpret and express ideas through written communication.

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Teamwork

TW.2Students will work with others to support and accomplish a shared goal.

Personal Responsibility

PR.1Students will evaluate choices and actions and relate consequences to ethical decision-making.

# Evaluation/Grading Policy: You are required to complete all assignments, participate in class discussions, and submit all written work according to the stated deadline.

# College instructors expect students to spend time outside of class reading, writing, and studying course material. Specifically, for every hour you are in class, you need to study for two to three hours. This means working on this class material for approximately100 hours outside of class. This is college!

# *The breakdown of the course requirements is as follows:*

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| --- | --- |
| 15% | Assignments |
| 5% | Participation |
| 20% | Midterm Exam |
|  | Final Exam |
| 50% | Career Project/Final Exam |
| 10% | Launchpad Points  |

# *Semester grades will be earned as follows*

|  |  |
| --- | --- |
| 90% and above | A |
| 80 %–89% | B |
| 70 %–79% | C |
| 60%–69% | D |
| 59.9% and below | F |

# Required Instructional Materials: Understanding Your College Experience

# Publisher: MacMillan ISBN Number: 978-1-319-10748-2

# Optional Instructional Materials: None

# Minimum Technology Requirements: Computer or Laptop

**Required Computer Literacy Skills**: Word, PowerPoint, Zoom

# Course Structure and Overview: This is a 16-week course where students are required to complete assigned work each week online or to be turned into the instructor. A typical week involves general participation by all students in discussion forums. Students are required to complete homework in addition to journal entries. In addition, students are expected to watch instructional videos, read course textbook, and complete assignments by due dates. To be successful, it is very important for students to keep up with course materials and assignments.

# Communications: The college’s official means of communication is via your campus email address. Your instructors will use your campus email and Blackboard to communicate with you outside of class. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

# Emails will be responded to within 24 hours.

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# Institutional/Course Policy: No late work will be accepted without prior approval by the instructor. It is the student’s responsibility to check Blackboard for important information/announcements regarding the course. Do not wait until the last minute to complete and submit assignments in case of technology issues.

# Career projects must be turned in on the last day of class. The career project is worth 50% of your final grade.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid).  Should this be the case, every effort will be made to continue instruction in an alternative delivery format.  Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

# NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

# ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

**Course Schedule: (Subject to Change)**

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| **Weeks** | **Topics**  | **Assignments** | **Due Dates** |
| **Week 1: 8/24/20 – 8/30/20** | **Course Introduction and Expectations****Proper Etiquette for Email, Text, and Video Chat****Discussion Board****Chapter 1** | **Syllabus Acknowledgement** **Tech Tip****Discussion Board** | **8/30/2020** |
| **Week 2: 8/31/20 –9/6/20** | **Making Connections****College Services****Goal Setting****Motivation and Attitude****Chapter 1 & 2** | **Personal Quote****Nine Box Goal Setting****Emotional Intelligence Quiz** | **9/6/2020** |
| **Week 3: 9/7/20 – 9/13/20** | **Citation Styles and Application (Handout)** **Managing Time, Money, and Energy****Chapter 3** | **Journal Entry #1****Time Management Assignment** | **9/13/2020** |
| **Week 4: 9/14/20 – 9/20/20** | **Neuroplasticity of the Brain****Chapter 4** | **Journal Entry #2****Strengths and Weaknesses Research** | **9/20/2020**  |
| **Week 5: 9/21/20 – 9/27/20** | **Active and Engaged Learning** **Effective Note Taking****Chapter 5** | **Journal Entry #3****Note Taking Assignment** | **9/27/2020** |
| **Week 6: 9/28/20 – 10/4/20** | **Effective Strategies for Succeeding in a College Class****Chapter 6** | **Journal Entry #4****Career Research** | **10/4/2020** |
| **Week 7: 10/5/20 – 10/11/20** | **Career Project Introduction****Preparing/Studying for Exams****Chapter 7** | **Journal Entry #5****Flash Cards** | **10/11/2020** |
| **Week 8: 10/12/20 – 10/18/20** | **Exam Strategies****Review for Mid-Term****Chapter 8** | **Mid-Term** | **10/18/2020** |

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| **Week 9: 10/19/20 –10/25/20** | **Developing Literacy and Communication Skills****FAFSA****Financial Aid****Chapter 9** | **Journal Entry #6****FAFSA** | **10/25/2020** |
| **Week 10: 10/26/20 – 11/1/20** | **Success in College and Beyond****Chapter 10** | **Journal Entry #7****Tech Tip** | **11/1/2020** |
| **Week 11: 11/2/20 – 11/8/20** | **Wellness and Thriving in College****Chapter 11** | **Journal Entry #8** | **11/8/2020** |
| **Week 12: 11/9/20 –11/15/20** | **Making the Right Career Choice****Chapter 12** | **Journal Entry #9****Career Interview** | **11/15/2020**  |
| **Week 13: 11/16/20 – 11/22/20** | **Making the Right Career Choice****Chapter 12** | **Career Interview** | **11/22/2020** |
| **Week 14: 11/23/20 – 11/29/20** | **Writing Resumes****Handout** | **Journal Entry #10****Career Project** | **11/29/2020** |
| **Week 15: 11/30/20 – 12/6/20** | **Types of Papers/Resources****Beyond the Semester****Handouts** | **Career Project** | **12/6/2020** |
| **Week 16: 12/7/20 – 12/9/20** | **Final Exams** | **Career Project Due** | **12/9/2020** |