



## EDUC 1300.004 **HY-FL** & 1300.006 **Face 2 Face**

Course Syllabus: Fall 2020

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

**Instructor: Althea Carling**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
		9:00-9:30 11:20-11:40		9:00-9:30 11:20-11:40		By appointment

***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

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.

### Communication Skills

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

### Teamwork

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

### Personal Responsibility

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

### **Evaluation/Grading Policy:** *The grade for this course will be based on the following:*

You are required to complete all weekly assignments, quizzes, and participation in class discussions (discussions will take place in the Zoom classroom and in the Blackboard Discussion platform following the weekly Zoom lecture). To obtain full credit for assignments you must submit assignments according to stated deadlines. College instructors expect students to spend time outside of class reading, writing, and spending time studying course material. Specifically, for every hour you spend in class, you should spend two to three hours outside of class engaging with your course and course materials.

25%	Assignments
10%	Participation
35%	Career Project/Final Exam
10%	Bad Habit Journal
20%	Mid-term and Final Exam

A = 90-100%, B = 80 – 89%, C = 70 – 79%, F = 69% or lower

### **Late work policy**

Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time, in accordance with the good time-management skills you will learn in this course, is considered highly desirable and an important habit to develop. For this reason, points can be deducted for late work. If you are having trouble completing an assignment on time, please contact me as soon as possible before the due date. If possible, I want to work with you so you may submit the assignment without losing points.

### **Withdrawals**

If for any reason you need to drop the course, it is your responsibility to inform me officially (i.e., in writing or via school email only) in a timely manner. If you are considering dropping, please try to meet with me to discuss your options. I may be able to **help you find solutions to some of the challenges that may be affecting your progress in class**. If I can help, I would like to! Ultimately the decision is yours; therefore, I will not drop students for any reason. All students who remain in the course will receive a grade based on their performance.

**Required Instructional Materials:** Understanding your College Experience: Strategies for Success

**Publisher:** Bedford/St. Martin's Macmillan Learning

**ISBN Number:** 978-319-10743-7

Note: The NTCC Bookstore link is at [www.ntcc.edu](http://www.ntcc.edu)

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** Due to the nature of the course being offered in HYFL and possible future changes in format you will need to have a computer and access to zoom connectivity.

**Required Computer Literacy Skills:** This course does require you to have basic computer skills in order to be successful.

- Make sure you complete the Blackboard Computer check in the Start Here Folder.

**Course Structure and Overview:**

This is a 16-week online course where students are required to access activities in the Blackboard Learning Management System and access the textbook software Launchpad. A typical week involves general participation by all students in Learning Curve for the chapter reading (this will not be available until Week 2) discussion forums and assignments to improve your chances for success in college. Students are required to complete online homework in addition to weekly drop-box assignments. In addition, students are expected to watch instructional videos, instructional videos, read course textbook, and complete online assignments located in the Learning Management System, Blackboard and Launchpad, by due dates. To be successful, it is *very important* for students to keep up with course materials and assignments.

**Communications:** Emails will be responded to within 24 hours. I will allow text messages using the Remind app for class concerns and questions. Posts in the Discussion Forum, “Questions, Comments, and/or Concerns?” will be monitored by the instructor. Responses by the instructor will be within 72 hours following the post. Students are expected to abide by Netiquette rules when communicating online. See this link for details: [www. https://coursedesign.colostate.edu/obj/corerulesnet.html](http://www.https://coursedesign.colostate.edu/obj/corerulesnet.html).

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. Email that is not **.ntcc.edu** will not be received. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

Zoom meetings and recordings will be available. Please keep a few things in mind to maintain “respect” when attending a Zoom meeting outside of the school. Sit somewhere that is quiet and still (do not walk around), do not eat or sleep or other activities that you would not do in the classroom. Use the “chat” feature as needed.

Institutional/Course Policy: **Attendance is mandatory.** You are expected to attend every class, to arrive on time, and to remain the entire period. You need to be here in order to participate in in-class activities! It is your responsibility to find out what you missed in the case of an absence. In college there is no such thing as an “excused absence.” You may miss two classes without any penalty to your grade. For each absence over two, you will lose points off your final grade as follows:

3 absences– 2 points

4 or 5 absences– 5 points

6 or 7 absences– 8 points

**8 or more absences – Failed class**

You will complete one mid-term and one final exam plus an individual career project. More details about each project will be given in class at the appropriate time.

Exams may not be taken or submitted late—no exceptions.

In-class assignments must be completed in blue or black ink – work completed in any other color or in pencil will not be graded. Written class work must also follow standard English usage – including complete sentences and punctuation. 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. Students

should be working on course material via Blackboard every week. Do not wait until the last minute to complete and submit assignments in case of technology issues.

### **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.

### **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):**

<u>Weeks</u>	<u>Topics</u>	<u>EDUC 1300 Tentative Assignments</u> *Subject to change.
<b>Week 1: Chapter 1 8/24-8/30/2020</b>	<b>Start Here &amp; The Essentials for College Success</b>	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 2: Chapter 2 8/31-9/6/2020</b>	<b>Cultivating Motivation, Resilience, and Emotional Intelligence</b> *Motivation, Attitude and Mindset *Resilience and Grit *Emotional Intelligence	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 3: Chapter 3 9/7-9/13/2020</b>	<b>Managing Time, Energy and Money</b> *Managing Time *Managing Money *Managing Energy	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 4: Chapter 4 9/14-9/20/2020</b>	<b>Discovering How You Learn</b> *The VARK Inventory *The Myers Brigg Type Indicator *When Learning Preference and Teaching Methods Conflict	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 5: Chapter 5 9/21-9/27/2020</b>	<b>Getting the Most out Of Class</b> *Become Engaged in Learning * Prepare for Class * Participate in Class Take Effective Notes	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 6: Chapter 6 9/28-10/4/2020</b>	<b>*Midterm Assessment</b> <b>Reading to Learn from College Textbooks</b> *Plan for Active Reading *Strategies for Reading Different Textbooks *Improving Your Reading	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 7: Chapter 7 10/5-10/11/2020</b>	<b>Studying, Understanding and Remembering</b> *How Memory Works *Improving Your Memory	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 8: Chapter 8 10/12-10/18/2020</b>	<b>Taking Test Successfully</b> *Getting Ready *Taking the Test *Types of test *Types of Questions *Test Anxiety	*Zoom or Face 2 Face Lecture Launchpad assignments

<b>Week 9: Chapter 9 10/19-10/25/2020</b>	Developing Information Literacy and Communication Skills *Information Literacy *Choosing, Narrowing and Researching a Topic *Using the Library *Evaluating Resources *The Writing Process	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 10: Chapter 10 10/26-11/1/2020</b>	<b>Thinking in College</b> *College-Level Thinking *Developing Strong thinking Skills *Applying Your Critical Thinking Skills *Blooms Taxonomy and the First Year of College	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 11: Chapter 11 11/2-11/8/2020</b>	<b>Maintaining Wellness and Relationships in a Diverse World</b> *Understanding Wellness *Managing Relationships *Thriving in Diverse Environments	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 12: Chapter 12 11/9-11/15/2020</b>	<b>Making the Right Career Choice</b> *Careers and the New Economy *Planning your Career *Job Search Strategies *Skills Employers Seek *Staying on the Path to Success	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 13: Chapter 13 11/16-11/22/2020</b>	<b>Career Project</b> * <b>Career Project Check List</b>	*Zoom or Face 2 Face Lecture Launchpad assignments  Explanation and instructions for Career Project will be explained in the Zoom Lecture this week.
<b>Week 14-15: Career Project</b>	<b>Career Project</b> Comprehensive Final Exam Review	*Zoom or Face 2 Face Lecture Launchpad assignments
<b>Week 16:</b>	<b>Final Exam</b>	