



EDUC1300 088 TR – Learning Framework ONLINE
Course Syllabus: Fall 2020

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

Instructor: Jean Ann Pruitt

Online Office: Zoom Office Hours by Appointment. I am also available on weekends for appointments.

Phone: (903-573-4020) Please text me to schedule an appointment.

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	10am-10 pm	10am-10 pm	10am-10 pm	10am-10 pm	1am0-10 pm	10am-10 pm

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:

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

Other Course Requirements

Assignments (20% of semester grade)

The biggest single percentage of points for this course comes from completing regular assignments. These assignments will vary—they include, for example, journal entries, time management plans, exam debriefs, and goal-setting outlines—and they will offer many opportunities for you to apply what we are studying in class immediately. Completing these assignments on time and thoroughly will earn you full credit.

Participation (10% of your final semester grade)

Your participation grade will be based on your informed contributions to classroom discussions and exercises. You will participate in graded activities in every lesson. Some of these might take place outside of the designated classroom (e.g., in the computer lab or the library). Participation grades will be based on the following:

- **Level of engagement/listening skills:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) engage with course lectures, discussions, and activities with eye contact, taking notes, and makes thoughtful contributions.
- **Behavior:** You (almost always, sometimes, rarely, almost never, OR never or very, very

rarely behave appropriately (e.g., demonstrate active listening during lectures; show respect to the differing view of group members, etc.) in the classroom.

- **Preparation:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) come to class with a pen, paper to take notes, and having read any necessary information to provide informed comments to course discussions and activities.
- **Collaboration:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) collaborate (or work in groups) in appropriate and fair ways.

Points will be earned as follows:

4 points, almost always (80-100% of the time)

3 points, sometimes (60-79% of the time)

2 points, rarely (40-59% of the time)

1 point, almost never (20-39% of the time)

0 points, never or very, very rarely (0-19% of the time)

If you interact with me outside of class—coming to in-person or virtual office hours and/or communicating via email and demonstrate interest in doing well in this course, you can earn up to four additional points.

Student Responsibilities/Expectations:

A special note about attendance:

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

3 absences/5 points

6-8 points

8 or more absences you will fail the course.

Students who have eight or more absences will automatically receive an F for the semester! In an online format your participation in the weekly scheduled Zoom lecture, completion of weekly assignments and participation in Discussion Board is how attendance will be tracked. Your communication with me via email, text or requesting a Zoom face to face is also considered a way of tracking course attendance and participation.

Attendance is so crucial for success that if you miss no more than one class, you will receive an extra 5% on your final grade. This means that if your final course average is 85% (B), your final grade could be increased to 90% (A).

Project and exam (project and exam combined are worth 50% of your final semester grade)

You will complete a Career Project this semester: this is an individual career project not a group

project. More details about the project will be given in class at the appropriate time.

Exam (exam is worth 20% of your final semester grade)

You will complete one exam this semester, a midterm. The essay portions of this exam will be completed outside of class and submitted on Blackboard the same day as your midterm exam. More details will be given in class, including how to prepare for these exams. The exam may not be taken or submitted late—no exceptions.

All written assignments must be completed in the suggested online format—work completed in any other will not be graded. All essays and written assignments must also follow standard English usage—including complete sentences.

Written assignments must have one-inch margins on all four sides, be double spaced, and be completed in Times New Roman font, size 12. Please note that correct spelling, grammar and a clear, easy-to-read writing style all count toward your grade. Use professional, formal, college English (i.e., no text-message language, contractions, clichés, or slang, for example).

After graded work is handed back, take some time to review my feedback. Letting the feedback soak in for 24 hours before approaching me with questions and comments gives you an opportunity to reflect and come into the conversation with an open mind, rather than being emotionally fired up about your grade. You should prepare clear and specific questions before inquiring about why a certain grade was assigned to your work. Grades will be changed only if I made mistakes.

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. If possible, I want to work with you so you can 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) 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

Publisher: Macmillan

ISBN Number: etext (Included with Launchpad) The etext can be downloaded to your computer or or ipad. I will discuss this our first Zoom meeting.

Optional Instructional Materials: None

Minimum Technology Requirements: Must learn to navigate Blackboard and Launchpad. I am available to assist you via Zoom during the first two weeks of the semester. Staff on campus can assist you as well if

you are having technology issues. Take care of these issues immediately **DO NOT WAIT UNTIL THE LAST MINUTE TO ASK FOR HELP!** If you have a technology problem ask for help that day!!!

Required Computer Literacy Skills: Must have basic computer literacy skills to navigate Blackboard.

Course Structure and Overview: Students required to attend Monday night Zoom Lecture 7:00-8:00pm (subject to change after first class meeting due to class schedules.)

Communications: Turnaround time for email or text responses (usually 30 minutes or less but never more than 4 hours),

*Reminder: NTCC email is the official form of communication used by the college.

Institutional/Course Policy:

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.
Week 1: Chapter 1 8/24-8/30/2020	Start Here & The Essentials for College Success	*Zoom Lecture Launchpad assignments
Week 2: Chapter 2 8/31-9/6/2020	Cultivating Motivation, Resilience, and Emotional Intelligence *Motivation, Attitude and Mindset *Resilience and Grit *Emotional Intelligence	*Zoom Lecture Launchpad assignments
Week 3: Chapter 3 9/7-9/13/2020	Managing Time, Energy and Money *Managing Time *Managing Money *Managing Energy	*Zoom Lecture Launchpad assignments
Week 4: Chapter 4 9/14-9/20/2020	Discovering How You Learn *The VARK Inventory *The Myers Brigg Type Indicator *When Learning Preference and Teaching Methods Conflict	*Zoom Lecture Launchpad assignments
Week 5: Chapter 5 9/21-9/27/2020	Getting the Most out Of Class *Become Engaged in Learning * Prepare for Class * Participate in Class Take Effective Notes	*Zoom Lecture Launchpad assignments
Week 6:	*Midterm Assessment	*Zoom Lecture

Chapter 6 9/28-10/4/2020	Reading to Learn from College Textbooks *Plan for Active Reading *Strategies for Reading Different Textbooks *Improving Your Reading	Launchpad assignments
Week 7: Chapter 7 10/5-10/11/2020	Studying, Understanding and Remembering *How Memory Works *Improving Your Memory	*Zoom Lecture Launchpad assignments
Week 8: Chapter 8 10/12-10/18/2020	Taking Test Successfully *Getting Ready *Taking the Test *Types of test *Types of Questions *Test Anxiety	*Zoom Lecture Launchpad assignments

Week 9: Chapter 9 10/19-10/25/2020	Developing Information Literacy and Communication Skills *Information Literacy *Choosing, Narrowing and Researching a Topic *Using the Library *Evaluating Resources *The Writing Process	*Zoom Lecture Launchpad assignments
Week 10: Chapter 10 10/26-11/1/2020	Thinking in College *College-Level Thinking *Developing Strong thinking Skills *Applying Your Critical Thinking Skills *Blooms Taxonomy and the First Year of College	*Zoom Lecture Launchpad assignments
Week 11: Chapter 11 11/2-11/8/2020	Maintaining Wellness and Relationships in a Diverse World *Understanding Wellness *Managing Relationships *Thriving in Diverse Environments	*Zoom Lecture Launchpad assignments

Week 12: Chapter 12 11/9-11/15/2020	Making the Right Career Choice *Careers and the New Economy *Planning your Career *Job Search Strategies *Skills Employers Seek *Staying on the Path to Success	*Zoom Lecture Launchpad assignments
Week 13: Chapter 13 11/16-11/22/2020	Career Project * Career Project Check List	*Zoom Lecture Launchpad assignments Explanation and instructions for Career Project will be explained in the Zoom Lecture this week.
Week 14-15: Career Project	Career Project Comprehensive Final Exam Review	*Zoom Lecture Launchpad assignments
Week 16:	Final Exam	