



NORTHEAST TEXAS
COMMUNITY COLLEGE

EDUC 1100 LEARNING FRAMEWORKS - ONLINE

Course Syllabus: Summer 2026

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

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Weekday	Office Hours
Monday	8:00 AM – 6:00 PM
Tuesday	8:00 AM – 6:00 PM
Wednesday	8:00 AM – 6:00 PM
Thursday	8:00 AM – 6:00 PM
Friday	8:00 AM – 12:00 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:

Included are concepts to help students acquire the strategies and the tenacity necessary to succeed in college coursework, and in 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. One hour credit.

Prerequisite(s): None

Student Learning Outcomes:

1. Implement strategies to manage your time, energy, finances, and personal responsibilities.
2. Locate and connect with various services at NTCC.
3. Examine and integrate strategies to increase learning, memory, test taking, notetaking and reading comprehension.
4. Demonstrate basic interpersonal communication skills for personal and professional success as it applies to context, audience, and purpose to the assigned task.
5. Recognize and employ essential skills of academic, career, and personal success.

Evaluation/Grading Policy:

Assignments will be evaluated using the following point values:

%	Requirement
10%	Course Pre and Post Surveys
25%	Discussion and Responses
25%	Achieve Smart Book Assignments
20%	Module Tests
20%	Resume Project

Semester grades will be earned as follows

Percentage	Letter Grade
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: Strategies for Success

Publisher: Bedford/St. Martin's

ISBN Number: 978-1-319-10743-7

Optional Instructional Materials:

None

Minimum Technology Requirements:

Students must have daily access to a computer with reliable internet service. You may not complete assignments on a smartphone, tablet, or Chromebook.

Required Computer Literacy Skills:

In order to be successful in this course, students should minimally possess the following technical skills:

1. The ability to properly use email, attach documents to email, and open, download and save attachments.
2. The ability to access Microsoft Office suite.
3. The ability to read, respond, and send messages via TEAMS.
4. The ability to use a word processing application.
5. The ability to save documents in a docx, rtf, or pdf format.
6. The ability to properly search for and locate information on the internet.

7. The ability to submit files in the Blackboard assignment windows.
8. The ability to utilize online help when needed.

Course Structure and Overview:

Course Assignments:

- This course is set up in modules. Each module is centered around the course learning objectives. Assignments in each module have due dates and are meant to be done in the order that they appear.
- The Achieve Smart Book reading assignments and questions are graded, and they count for part of your average for this course. The questions are based on your knowledge of the text, so it is best to read before you try to answer the questions to avoid receiving additional questions or a poor grade.
- You will have one discussion per module. You will submit an original post and two peer responses. The discussions are meant to be engaging and thought provoking.

Communications:

Conscientious and timely completion of assignments is essential for success in this course. The assignments and due dates are in the syllabus, in the printable assignment calendar and on the Blackboard Course Calendar link. You can also view assignments reminders under the Bulletins and Announcements link.

NTCC email and TEAMS are the primary forms of communication for this course and will be answered within 24 hours during the week and 48 hours on the weekend. Emails from personal accounts will not be answered. Assignments will not be accepted via email.

Institutional/Course Policy:

Late Work Policy: A core focus on this course is to prepare you for experiences in higher education and/or your future in the workplace. Completing work on time, by using good time-managements skills you will learn in this course, is considered highly desirable and an important habit to develop. 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.

All submitted work, including written assignments, are to be original to the current course. No previously written work, whether your own or someone else's will be considered for course credit.

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty,

staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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 Schedule:

Assignment Calendar Learning Frameworks – EDUC 1100 Summer 2026

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

06/08 – 06/14

- Review everything in the **Start Here** folder
- Introductions (Graded)
- Pre-Survey (Graded)
- Syllabus Acknowledgment due 06/11
- Complete Focus2 Assignments due 06/14
- Read Chapter 1 the following sections ONLY:
 - 1.1
 - 1.2
- Discussion Post Due (SMART Goals) Due 06/14
- Chapter 1 Case Study Quiz 06/14
- Video Activity: Student Voices: Goals
- Read Chapter 1 the following sections ONLY:
 - 1.3
 - 1.4
 - 1.5
- Review for Chapter 1 Test 06/14
- Learning Curve Test – Chapter 1 Due 06/14

06/15 – 06/21

- Read Chapter 3 the following sections ONLY:
 - 3.1
 - 3.2
 - 3.3
- Discussion Post Due 06/21
- Review for Ch 3 Case Study Quiz – Credit Cards 06/21
- Chapter 3 – Case Study Quiz – Credit Cards 06/21
- Student Voices – Time Management Strategies
- Learning Curve – Chapter 3 06/21
- Complete the VARK Survey and post your learning style results

06/22 – 06/28

- Read Chapter 4 the following sections ONLY:
 - Introduction
 - 4.1
 - 4.2
- Discussion Post Due 06/28
- Read Ch 7 the following sections ONLY:
 - Introduction

- 7.1
- 7.2
- 7.3
- 7.4
- Submit Ch 7 Case Study Quiz
- Complete Learning Curve Ch 7
- Complete Post Survey

06/29 – 07/08

- Complete Course Evaluation
- Read Ch 12
 - 12.3
 - 12.4
- Watch Resume Video Link
- Complete Student Voices: Exploring Major and Career Options
- Submit Final Project – Resume 07/08
- Submit Cover Letter (Turnitin) 07/08