

# EDUC 1100 Learning Frameworks - Work4College

**Instructor:**

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**Course Syllabus:**

Summer 2026

## 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 of the assigned task.
5. Recognize and employ essential skills of academic, career, and personal success.

## Evaluation/Grading Policy

Assignments will be evaluated using a point value system that is tied to student learning objectives.

## Required Instructional Materials

Understanding Your College Experience: Strategies for Success

Publisher: Bedford/Macmillan Learning

ISBN: 978-1-319-10743-7

## Optional Instructional Materials

None

## Minimum Technology Requirements

Students must have daily access to a computer with reliable internet service. Students should use a computer capable of accessing NTCC email, Microsoft Office, TEAMS, Blackboard, and course materials.

## Office Hours

By appointment. Students may contact the instructor by NTCC email or telephone.

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

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.

## Institutional/Course Policy

Students are expected to attend class. Absences should be communicated to the professor ahead of time, if possible. Missed assignments should be completed by the date agreed upon by the professor.

## 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, the College may continue delivery of instruction through methods that include, but are not limited to, Blackboard, online conferencing, email messaging, and/or an alternate schedule. Students are responsible for monitoring NTCC communications, Blackboard,

and NTCC email for course and institutional information. If a course cannot continue in its original delivery format, every effort will be made to continue instruction in an alternative delivery format, and students will be informed of changes.

### **Statement Regarding the Use of Artificial Intelligence (AI) Technology**

Absent a clear statement from the course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses. Students who are unsure of policies regarding generative AI tools should ask the instructor for clarification.

### **Required Computer Literacy Skills**

6. Properly use email, attach documents, and open, download, and save attachments.
7. Access the Microsoft Office suite.
8. Read, respond to, and send messages via TEAMS.
9. Use a word processing application.
10. Save documents in DOCX, RTF, or PDF format.
11. Search for and locate information on the internet.
12. Submit files in Blackboard assignment windows.
13. Utilize online help when needed.

### **Course Structure and Overview**

This course is centered around the course learning objectives. Assignments are designed to reinforce college-success skills, Work4College expectations, career preparation, financial literacy, communication, and connections to NTCC resources.

### **Course Assignments**

- This course is centered around the course learning objectives.
- Assignments are to be completed as directed during class or by the stated deadline.
- Completion of writing assignments will heavily impact grades.

### **Communications**

Conscientious and timely completion of assignments is essential for success in this course. NTCC email is the primary form of communication for this course. Students should use their NTCC email account when communicating with the instructor. Course-specific communication may also be provided through Blackboard.

### **NTCC Academic Honesty/Ethics Statement**

NTCC upholds high standards of academic integrity. Students are expected to engage in academic pursuits honestly and to use only resources allowed by the course instructor. Academic dishonesty, including cheating, unauthorized use of artificial intelligence, 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.

### **ADA Statement**

It is the policy of NTCC to provide reasonable accommodations for qualified students with disabilities in accordance with applicable federal, state, and local laws and guidelines. It is the student's responsibility to request accommodations. Students may contact the Academic Advisor/Coordinator of Special Populations in Student Services at 903-434-8264 for additional information and assistance.

### **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. Rights that belong to parents generally transfer to the student when the student attends a postsecondary institution. In compliance with FERPA, educational record information is protected except as permitted by law, including information designated by the College as directory information.

### **Tentative Course Timeline**

The instructor reserves the right to make adjustments to this timeline at any point in the term. The Summer 2026 course will follow the Work4College summer schedule. Activities and assignments are based on the Summer 2025 course structure and may be adjusted to match the official 2026 Work4College calendar.

| <b>Week</b> | <b>Topics / Activities</b>                                                                                                          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Week 1      | Orientation; syllabus; program expectations; pre-course survey; virtual scavenger hunt; introduction to college-success strategies. |
| Week 2      | Writing assignment; career choices and Focus 2 assessment; college-success and career planning activities.                          |
| Week 3      | Career choices and Focus 2 assessment; resume building; writing assignment.                                                         |
| Week 4      | Cultural awareness; Work4College housekeeping; writing assignment.                                                                  |
| Week 5      | CPR and/or scheduled Work4College campus activities; community service requirements.                                                |
| Week 6      | Financial literacy; Financial Aid guest speaker; preparation for budgeting simulation.                                              |
| Week 7      | Table etiquette and social skills; professional and interpersonal communication.                                                    |
| Week 8      | Student loans, paying college tuition, and individual student follow-ups.                                                           |
| Week 9      | Mad City budgeting simulation and related financial-literacy activities.                                                            |
| Week 10     | Post-course survey; student recognition activities; course wrap-up.                                                                 |