



# EDUC 1100 Learning Frameworks

## Course Syllabus: Fall 2023

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

**Instructor:** Mrs. Diane Ramsay

**Office:** Health Science, 150

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online	8:55-9:10 a.m.	Online	8:55-9:10 a.m.	Online	TEAMS app

***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:

Course Pre and Post-surveys	10%
Discussions and Responses	25%
Achieve Smart Book Assignments	25%
Module Tests	20%
Resume Project	20%

**Required Instructional Materials:** Understanding. Your College Experience: Strategies for Success

**Publisher:** Bedford/Macmillan Learning

**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 three 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 assignment 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. Emails from personal accounts will not be answered. Assignments will not be accepted via email.

### **Institutional/Course Policy:**

#### **Attendance:**

Attendance is vital to your success as a student. An online class requires consistent engagement. All

your activity, including the links that you access and the amount of time spent on each activity, is tracked through Blackboard. You should plan to log on every day, check your grades, instructor comments, announcements, and participate fully in the course. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade or cause you to lose credit completely.

### **Late Work Policy:**

This course carries a no late policy. All assignments are due at 11:59 p.m. on the due date. Please submit assignments on time to receive full credit. "Assignments" refer to all work that is submitted to the instructor. Students are to submit assignments on or before the stated due date/time. Students must also retain a copy of all pieces of their assignments, which must be produced if requested. Writing assignments (any assignment that the student produces that is not a discussion or Smart Book assignment) submitted after the due date/time will only be accepted at the instructor's discretion and will incur a 10-point deduction (per day) for the first three days unless the student has been granted an extension due to extenuating circumstances (see explanation below). No course credit is allowed after the three-day period.

Please note that when submitting discussion posts, Blackboard only allows for one due date per assignment. The BB due date is set for the **SECOND** date when the peer responses are due. The due date for the initial post is posted on the assignment calendar, in the BB calendar, and in the assignment instructions. Failure to submit the initial post on time will result in half credit for the assignment.

Please note that the automated homework assignments have a window that closes once the due date has passed and this window will not reopen. In the case of extenuating circumstances (below), the instructor may reset the assignment if notice was given prior to the assignment due date.

All submitted work, including written assignments, discussion boards, journals, etc. 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. ChatGPT or any other AI software is not to be used for any assignments in the course.

### **Extenuating Circumstances:**

An extension for assignments is strictly given at the instructor's discretion. In order to receive an extension, students must submit a written request to the instructor **BEFORE** the original due date of the assignment. The request for the extension should include an acceptable reason that necessitates an extension. Standard acceptable reasons include severe illness or hospitalization, family tragedy, natural disasters, or extreme circumstances beyond the student's control. Emergency situations will be handled on an individual basis. Please note that being disorganized, WIFI problems, not planning ahead, out of town ballgames, UIL events, or extracurricular activities, not having the correct textbook or computer software, or procrastination are examples of nonacceptable excuses. Be aware that online technology is a very unpredictable tool and can disappoint at the most crucial times; therefore, waiting to submit an assignment within the hour it is due is typically not a wise choice.

### **Withdrawal Policy:**

Once you log in to the course, you are considered in attendance, and the instructor will certify that you are part of the class. If you decide that you cannot complete the course, it is your responsibility to drop or withdraw via the registrar's office. Failure to do so will result in receiving a poor performance grade, usually a grade of "F." You may drop the class prior to the official reporting day (twelfth day - regular semester; fourth day - summer term). In this case, the class will not appear anywhere on your transcript.

You can withdraw from the class after the official reporting date and before the last posted date of withdrawal, and a “W” will be recorded on your transcript. The instructor will not drop or withdraw you from this course, even if you are not actively participating or logging in regularly. It is your responsibility to drop a course or withdraw from the college.

### **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, the use of artificial intelligence to generate any portion of an assignment, 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/sport.

## Assignment Calendar

### Learning Frameworks – EDUC 1100

### Assignment Calendar Fall 2023

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term). \* All assignments in red font are graded assignments.**

**8/28 - 9/1**

**Monday**

- Read everything in the **Start Here** folder

**Tuesday**

- Begin **Introduction Module**
- **Post Introductory Discussion**

**Friday**

- **Post two Peer Responses to the Introductory Discussion**
- **Post Syllabus Acknowledgement**

**9/4 - 9/8**

**Monday**

- **Labor Day Holiday**

#### **Module One**

**Tuesday**

- **Begin Module 1**
- **Read Chapter 1 – Sections: Introduction, 1.1, and 1.2**

**Friday**

- **Post Module 1 – Initial Discussion Post (SMART Goals)**
- **Post Chapter 1 Case Study Quiz**

**9/11-9/15**

**Monday**

- **Post Video Activities: Student Voices: Goals**

**Tuesday**

- **Read Chapter 1 – Sections: 1.3, 1.4, and 1.5**
- **Post two peer responses to the Module 1 Discussion**

**Friday**

- **Learning Curve Test – Chapter 1**

## **Module 2**

**9/18 - 9/22**

### **Monday**

- Read Chapter 3 – Section 3.3 - Managing Your Money
- **Post Module 2 – Initial Discussion Post**

### **Tuesday**

- Read Chapter 3 – Sections 3.1 and 3.2

### **Friday**

- **Post two peer responses to the Module 2 Discussion**

**9/25 - 9/29**

### **Monday**

- **Chapter 3 – Case Study Quiz – Credit Cards**

### **Tuesday**

- **Student Voices – Time Management Strategies**

### **Friday**

- **Learning Curve – Chapter 3**

## **Module 3**

**10/2 -10/6**

### **Monday**

- **Post Module 3 – Initial Discussion**

### **Tuesday**

- Read Chapter 4 – Sections Intro, 4.1, 4.2
- **Complete the VARK survey and post your learning style results**

### **Friday**

- **Post two peer responses to the Module 3 Discussion**

## **Module 4**

**10/16 -10/20**

### **Monday**

- **Complete Course Evaluation**
- **Read Chapter 12 – Sections 12.3 and 12.4**

- **Watch Resume Video Link**

**Tuesday**

- **Complete Student Voices: Exploring Major and Career Options**

**Thursday**

- **Submit Final Project – Resume**
- **Submit Cover Letter - TurnItIn**