



EDUC 1100 Learning Frameworks-Work 4 College

Course Syllabus: Summer 2024 F2F

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	2:00pm – 4:00pm	2:00pm – 4:00pm	2:00pm – 4:00pm	2:00pm – 4:00pm		Anytime

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 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 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 centered around the course learning objectives.
- Assignments are to be completed in class.
- Completion of writing assignments will heavily impact grades.

Communications:

Conscientious and timely completion of assignments is essential for success in this course. The assignments and due dates are in the syllabus. 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.

Institutional/Course Policy:

Students are expected to attend class. Absences should be communicated to the professor ahead of time (if possible). Missed assignment(s) 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, 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:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). 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, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

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/sports.

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

EDUC 1100 Summer 2024 Schedule

Week 1

Tuesday, June 4th
Units 1, 5, & 10

Orientation
Syllabus
Program Expectations
Pre-Course Survey
Virtual Scavenger Hunt

Week 2

Tuesday, June 11th
Units 2, 5, & 12

Writing Assignment #1
Career Choices (Focus 2 Assessment)

Week 3

Tuesday June 18th
Units 2, 5, & 12

Career Choices (Focus 2 Assessment)
Resume Building
Writing Assignment #2

Week 4

Tuesday, June 25th
Unit 1, 3, & 12

Financial Literacy (Financial Aid Guest Speaker)
Prep for Mad City budgeting simulation
Student Loans and Paying College Tuition

Week 5

~~Tuesday, July 2nd~~
Wednesday, July 3rd
Unit 3

No class during regular time. We will meet on Wednesday.
Mad City from 11am-1pm on **NTCC's campus**

Week 6

Tuesday, July 9th
Units 9 & 11

Cultural Awareness
Pictures/Housekeeping
Writing Assignment #3

Week 7

~~Tuesday, July 16th~~
Thursday, July 20th
Unit 12

No class during regular time. We will meet on Thursday.
Table Etiquette/ Social Skills at noon on **NTCC's campus**

Week 8

July 22nd-26th
Unit 5

CPR on **NTCC's campus** throughout the week
Community Service Due

Week 9

~~Tuesday, July 30th~~
Wednesday, July 31st
Unit 11

No class during regular time. We will meet on Wednesday.
Student Recognition **Banquet** on **NTCC's campus**

Week 10

August 5th-9th
Unit 4

Individual Student Follow-ups throughout the week
Post Course Survey