



Learning Frameworks – EDUC 1100.322 TR; Face to Face

Course Syllabus: Fall 2024

“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
	9-4pm	11-4pm	9-4pm	11-4pm	9-11am	24 hours

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 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): If none, state none.

Student Learning Outcomes:

- 1300.1** Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at NTCC.
- 1300.2** Identify and use strategies to manage your time, energy, finances, and personal responsibilities.
- 1300.3** Identify and use various services at NTCC.
- 1300.4** Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.
- 1300.5** Learn and practice essential skills of academic, career, and personal success.

Program 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: You are required to complete all assignments, participate in class discussions (including those online), and submit all written work according to the stated deadline.

Hidden Truth: College instructors expect students to spend time outside of class reading, writing, and studying course material. Specifically, for every hour you are in class, you can expect to study for two to three hours. This means you will be working on this class material for approximately 100 hours outside of class. This is college!

The breakdown of the course requirements is as follows:

30%	Discussions
25%	Participation
15%	Final Exam
30%	Assignments

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

Participation:

Your participation grade will be based on your ability to show up to class and contribute to the overall classroom learning environment. Students will have opportunities to participate in graded activities almost every lesson. Some of these might take place outside of the designated classroom (e.g., in the computer lab or the library). There will be weekly quizzes in Blackboard and the occasional writing assignment in Blackboard. These writing assignments are critical to your passing the course.

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.

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. **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).**

Exams: (worth 15% of your final semester grade)

You will complete one major exam this semester, a comprehensive final exam. These exams will be administered in Blackboard. You will be provided a comprehensive review prior to the exam by your instructor as well as in class to assure you have the resources to be successful on these exams.

Late Work Policy:

All written assignments must be completed in the suggested online format. All essays and written assignments must also follow standard English usage—including complete sentences with appropriate grammar and punctuation. You are a college student now and it's important to practice for your future place of employment. Margins are to be one inch, 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).

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 is an important habit to develop and must be practiced. 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.

Required Instructional Materials: Understanding Your College Experience.

Publisher: Macmillan **ISBN Number:** 978-1-319-10748-2

Optional Instructional Materials: None.

Minimum Technology Requirements: Students must learn to navigate Blackboard and Achieve. I am available to assist you via TEAMS during 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!**

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

Course Structure and Overview: This is an 8-week Hybrid course designed to introduce students to psychological theories of learning, cognition and motivation to serve as a conceptual basis for academic strategies for success. This course will provide students with proven learning and study skill strategies that will make you a much more efficient worker in the educational process. Activities are designed to help the student promote and apply newly learned study strategies and skills to prior knowledge skills to create a platform for academic achievement. The class will deal with subject such as Learning Styles, Time Management, Memory Improvement, Mind Mapping, Study Skills, and Note-taking.

Communications: Emails will be responded to within 24 hours. Students are expected to abide by Netiquette rules when communicating online.

The college's official means of communication is via your campus email address. Your instructors will use your campus email and Blackboard to communicate with you outside of class. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

Institutional/Course Policy: Your enrollment in this class acknowledges that you intend to learn the course material. Behaviors that would impede the learning process will not be permitted.

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, 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 adjust this timeline at any point in the term):

Module:	Week:	Content:
Introduction	8/26/2024 - 9/1/2024	
Module 1	9/2/2024 – 9/8/2024	Chapter 1, 4, 10
Module 2	9/9/2024 – 9/15/2024	Chapter 2, 11
Module 3	9/16/2024 – 9/22/2024	Chapter 3
Module 4	9/23/2024 – 10/6/2024	Chapter 5, 6, 7, and 8
Module 5	10/7/2024 – 10/13/2024	Chapter 9 and 12