Contact Information:
Instructor: Tracy Payne, MS.
Office: Meet upon request
E-Mail: tracypay7@aim.com
tpayne@dcccd.edu

Course Prerequisites:
This course does not have a prerequisite, but you must be TSI Reading Met or the equivalent.

Course Description:
From the DCCCD Catalog:
This interdisciplinary course addresses (1) research and theory in learning, cognition, and motivation; (2) factors that impact learning; and (3) application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as a conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply learning skills discussed in the course. Students developing these skills should be able to continually draw from the theoretical models. Critical thinking serves as the foundation for different thematic approaches using a variety of academic disciplines.
This course will help you learn about yourself, what is expected of you in college, how to help yourself when you are struggling, how to solve problems, how to ensure that your academic future is successful!

Learning Outcomes:
Upon successful completion of this course, you will be able to:
1. Construct a personal learning system informed by the concepts, theories, strategies and techniques learned in the course,
2. Select and use learning strategies appropriate to tasks.
3. Apply metacognition to support rather than sabotage learning.
4. Apply behavioral management techniques to build constructive habits and eliminate unproductive habits.
5. Articulate why an artifact matters and how it demonstrates learning in two or more contexts.
6. Use the elements of critical thinking to analyze a position on an issue, whether their own or someone else’s.
7. Use a variety of library tools and resources to find information and evaluate its relevance and quality in relation to the need
8. Identify and weigh relevant factors that influence ethical choices.
Textbook and Materials:
You are required to have:

1. **Academic Transformation: The Road to College Success, Second Ed. for Dallas County Community College District**, by Sellers, Dochen and Hodges, Published by Pearson. This is a custom book published especially for the DCCCD and is **not** available on-line at places like Amazon or at general commercial bookstores such as Barnes and Noble.

2. FolioTek Access Control Card. This is not a book; it’s a card with codes that will let you use an on-line computer system we need in the course.

Both of these materials can be purchased in a reduced-price bundle together from the Brookhaven College Bookstore (or another college style bookstore close by.) There are NOT available from commercial bookstores like Barnes and Noble or Amazon. You will also need a computer with word processing and Internet access. These are available in open labs on campus or you may use your own computer if you wish.

**You will need access to a computer** at home, in your office or here in a lab on campus with:
- Microsoft Windows XP, Vista or 7
- Microsoft Internet Explorer 7.0 or higher
- An Internet connection and E-mail account
- A word processor such as Microsoft Word

**In general, you should have the following computer skills, at a minimum:**
- The ability to start up your computer and get to a Windows desktop
- Knowledge of basic mouse operations such as clicking and double clicking
- The ability to start a program by double-clicking on its’ desk icon
- The ability to browse to and within web pages
- The ability to compose and send an E-mail and word processing

**Important Contacts:**
Technical Support—http://dallastelecollege.dcccd.edu/techSupport.html or Call: 972-669-6402

**Attendance:** There is a strong correlation between class attendance and college success. There will be in-class discussion and activities that cannot be made up. You must be present to complete these.

**Late Policy:** I will not accept any late assignments since this is a fast-track course. Please talk to me if an emergency happens.

**Assignments:**

1. **5 Guided Reflections**
   These are short writings of at least 200 words covering various course topics assigned by your instructor. These should be word-processed and turned in on the date due. An important element of this writing is your personal reflection on the given topic. Each reflection is worth 40 pts. (200 pts.)
2. **In-class activities:**
There will be in-class activities each week. These will be small group and individual exercises that will take place each morning and afternoon of class. These learning activities will be based on your text as well as in-class lectures. **You must be present to complete them.** Each activity/class is worth 35 pts. (175 pts.)

3. **Career Assessment:**
The purpose of this assignment is for you to choose a possible career for yourself. You will research this career, take the Myers-Briggs and Strong Career Assessments and write a 3-5 pg. paper (typed, double spaced) on your career choice. (Further instructions provided by your instructor) (100 pts).

4. **Group Presentation:**
The purpose of this assignment is to consider an ethical dilemma by using the principles of critical thinking and decision making as outlined in the text and discussed in class. Each group will choose a topic, get instructor approval and research the topic using peer-reviewed resources (at least 2) as well as reputable lay sources. The group will then present to the class giving all sides of the topic. Further directions will be provided by your instructor (150 points)

5. **E-portfolio:**
The e-portfolio allows you to develop an electronic version of your college experiences and leanings. You will attend an orientation in the LRC as well as learn more in class about how to complete this e-portfolio. (100 pts.)

**GRADES:**

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<thead>
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<th>Score Range</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>775-698</td>
<td>90%</td>
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<tr>
<td>697-620</td>
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<tr>
<td>619-543</td>
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<tr>
<td>464-388</td>
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</tbody>
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**General Information**

Turn all cell phones to silent mode and other electronic devices (such as laptops, notebook PC, monitors, etc.) off during class sessions. **Regular and punctual attendance is expected of all students. Roll will be taken during each class session. You should always arrive on time and stay for the entire class.**
Withdrawal with a “W”:

If you are unable to complete this course YOU must withdraw from it by the official drop date as noted on the Course Calendar If you stop attending class and do not withdraw, you will receive a performance grade, usually an “F.” Remember, though this is a required course and failure to pass may result in your having trouble registering for other classes later on. Students often drop classes when help is available which would allow them to continue. Please discuss your plans to drop with your instructor at any time. **May 2, 2013 is the last day to drop a class with a “W”**

STOP BEFORE YOU DROP

For students who enroll in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all 7 of the Dallas County Community Colleges. For more information you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

American with Disabilities Policy Statement:

If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847. On-line at [http://www.brookhavencollege.edu/studentsvcs/special=services](http://www.brookhavencollege.edu/studentsvcs/special=services) This office will give you advice and counseling regarding your needs.

Notice for students on financial aid

If you are receiving Financial Aid grants or loans, be aware that:

- Your participation in this course must begin on or before the official certification date
- If you are failing the course, you must participate after the drop date
- You must check with the Financial Aid Office prior to dropping/withdrawal from the course

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Academic Integrity:

All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior at Brookhaven College. Further, it is understood that the instructor sets the standards of academic honesty in the classroom, determines when those standards have been violated and determines the
consequences of that behavior by the student. Practices such as cheating, collusion, unauthorized collaboration, fabrication and plagiarism will not be tolerated. 

A grade of “0” will be given for the work in question for the first offense. If there is a second offense, you will receive an “F” in the course.

Receiving your grades:

The college will not mail end-of-semester grades; you will receive your grade through the Internet by doing the following:

1. Browse to the DCCCD eConnect web site (http://eConnect.dcccd.edu)
2. Click the Current Credit Student Menu link
3. Click the Log In link
4. Enter your seven digit student ID (not your Social Security number)
5. Enter your password or, if this is your first time using eConnect, enter your date of birth (Example: Feb 16, 1965 should be entered as 021665)
6. Click on Check My Grades
7. Now select the term you wish to review
8. Next, select the grade type (CR-Credit Grades)
9. Click on submit, your grade (s) should then be displayed

Finally...

You will be given a class calendar during the first day of class. The instructor reserves the right to modify the course requirements, grading procedures and other related policies as circumstance dictate.

All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct and the DCCCD Rules for Responsible Computing. Failure to comply may result in legal and/or disciplinary action.