COURSE SYLLABUS
EDUC 1300-73426 and 73427
Spring 2015

Liberal Arts Division Office: A-310
Phone: (972) 273-3480
Call the office for hours of operation.

This course syllabus is intended as a set of guidelines for EDUC 1300. Both North Lake College and your instructor reserve the right to make modifications to content, schedule and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Name: MaryAnn McGuirk
Email address: mmcguirk@dcccd.edu
Phone Number: (972) 273-3480 (office)
Office Location: A-310
Office Hours: Before or after class or by appointment

Course Information: EDUC 1300-73426/7
3 credit hours – this is an 8 week class
Class Access: classroom and through ecampus
Class Location: INET

Learning Framework - 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 the 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 the learning skills discussed. Students developing these skills should be able to continually draw from the theoretical models they have learned. Critical thinking serves as the foundation for different thematic approaches using a variety of academic disciplines. (Cross-listed as PSYC 1300)

ISBN: 1269894937
Learning Goals
Instructors intend that students will:

1. Become reflective, autonomous learners
2. Understand the factors that affect learning and use that knowledge to improve their own.
3. Set goals and align thought, behavior and emotion to achieve them; Reflect on their thinking in order to improve their performance and achieve their goals.
4. Use behavior management techniques to achieve personal, academic and career success.
5. Collect, select, reflect and connect artifacts of learning to outcomes
6. Develop habits of critical thinking.
7. Recognize when they need information and know how to find it, evaluate it, and use it appropriately.
8. Develop the capacity to make ethical judgments and take responsibility for their actions.

Learning Outcomes
At the completion of the course, Learning Framework students 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 behavior 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; Use a rational process to arrive at ethical decisions.

Course Outline
See appendix A

Means of Assessment
Your grade in EDUC 1300 will be based upon points earned for assignments, discussions, tests and an e-portolio project.
**Evaluation Procedures**

**Syllabus Quiz** worth up to 10 extra credit points

**Introduce yourself on the Discussion Board** worth up to 25 points

**Assignments (Information Literacy, Timeline, Quality World and eportfolio)** worth up to 100 pts each totaling 400 points.

**Three Discussion Board Questions** worth up to 25 points each totaling 75 points

**Three Tests**, one in each unit, totaling 300 points

*Bring your timeline assignment into the Academic Advising Office on any district campus and receive 50 extra credit points for having them review and sign it!* 

**Exams and Assignments**

- Four Unit Assignments – 100 points each 400 pts
- Three Exams 300 pts
- Four Discussion Board Assignments- 25 points each 100 pts 800 pts.

**Grading Scale**

- A = 720 points or above (90% or above possible points)
- B = 640-719 points (80-89% of total possible points)
- C = 560-639 points (70-79% of total possible points)
- D = 480-559 points (60-69% of total possible points)
- F = 479 points or lower (59% or lower of possible points)

**Discipline/Course/Department/Instructor Policies**

**Institutional Policies**

**ACADEMIC DISHONESTY**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

**NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)**

Students who will be absent from class for the observance of a religious holiday must notify the instructor within the first week of class of an expected absence due to religious reasons. Advance notice not provided may result in a denial of an excused absence request. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT**

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. [http://www.northlakecollege.edu/resources/disability.html](http://www.northlakecollege.edu/resources/disability.html)

**DROP POLICY**

If you are unable to complete this course, you must officially withdraw by February 28th. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

**THREE PEAT**

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**STOP BEFORE YOU DROP**

For students who enrolled 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 seven of the Dallas County Community Colleges. For more information, you may access:
FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

COUNSELING SERVICES
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by or supervised by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills.

To make an appointment call 972-273-3333 or go to A 311.

For additional information go to: [http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx](http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx)

The Academic Skills Center (ASC)
The ASC provides a variety of services designed to help students develop and improve their writing and language skills:

I. The Writing Center provides tutoring for any writing assignment for any class as well as personal writing projects, including college application essays, resumes, and letters. The tutors can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.

II. The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their skills for reading, studying, and test taking. Some information is also available via the eCampus community online.

III. The ESOL lab has 20 workstations with computers. It is an open lab for students to work on assignments, homework, lab activities, and any other ESOL-related task. An experienced lab attendant is on duty during business hours to assist students. The ESOL lab also offers free grammar tutoring for credit students.

IV. The Foreign Languages Lab offers free tutoring for students enrolled in foreign languages courses (i.e. Spanish and French). Students receive assistance with Rosetta Stone Software and other online languages resources.
V. The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.

- After logging on to eCampus, click on the Community Tab at the top.
- Type “Owl” in the search field and click “Go.”
- Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
- Once enrolled, students can receive services from the OWL.

VI. The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

**Office Hours**

- **Monday- Thursday**: 8:00AM-8:00PM
- **Friday**: 8:00AM-5:00PM
- **Saturday**: 9:00AM-1:00PM

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**Learning Activities, Outcomes, and Assessment**

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<tr>
<th>Learning Outcome</th>
<th>Learning Activity</th>
<th>Learning Assessment</th>
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<tr>
<td>Students in EDUC 1300 will understand the courses needed to reach their career goals and apply this knowledge to an educational plan of study to follow for the next two years at a 70% proficiency as measured by the departmental rubric.</td>
<td>Students will complete a timeline to use for the next two years that follows their educational plan, and meet one on one with an educational advisor to review and sign their plan of study, and if appropriate, file a degree plan. Questions prepared to ask the advisor as well as an overall reflection will be included.</td>
<td>Timeline, advisor questions and reflections as well as the advisor signature will be assessed by the instructor for a grade following the departmental rubric.</td>
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<td>Students in EDUC 1300 will demonstrate information literacy—ability to locate databases, evaluate their</td>
<td>Students will research a topic using the library’s online databases. They will locate and evaluate three</td>
<td>Three research organizer handouts evaluating sources as well as an annotated bibliography will</td>
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<td>relevance and accuracy, and incorporate digital resources in assignments—at a 75% proficiency as measured by the departmental rubric.</td>
<td>sources following the acronym CRAPP outlined in a research organizer form. They will choose one of the three sources to complete an annotated bibliography, and present their findings to their peers and instructor.</td>
<td>be assessed by the instructor for a grade following the department rubric.</td>
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<td>Course SLO’s: 5,6,7,8</td>
<td>Students will create an e-portfolio to reflect and showcase their learning that occurred throughout the semester on seven different required pages/tiles. Portfolios will be shared with their peers and instructor in the final weeks of the course.</td>
<td>Completed e-portfolio will be assessed by peers and the instructor for a grade following the department rubric.</td>
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<tr>
<td>Students in EDUC 1300 will create and showcase their learning through artifacts and reflection in a pre-built e-portfolio at a 70% proficiency as measured by the department rubric.</td>
<td>Course SLO’s: 3,5,6,8</td>
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### Appendix A – This Course Calendar is a guide for the next 8 weeks online.

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<tr>
<th>UNIT</th>
<th>Dates</th>
<th>Assignments</th>
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<tr>
<td>Unit 1</td>
<td>Weeks 1-3&lt;br&gt;Jan. 20- Feb. 6</td>
<td><strong>READ COURSE OVERVIEW AND ORIENTATION INFO</strong> – Take the Syllabus Quiz for 10 extra credit points.  &lt;br&gt;<strong>Unit One Responsibilities</strong> (250 possible points):  &lt;br&gt;<strong>Introduce Yourself on the Discussion Board</strong> (25 pts)  &lt;br&gt;<strong>Read:</strong> Chapters 0,1,13,14,15 to prepare for the test  &lt;br&gt;<strong>Take unit test</strong> (100 points) Use Your Book!  &lt;br&gt;<strong>Complete Information Literacy Assignment</strong> (100 points) and submit in assignment box  &lt;br&gt;<strong>Complete the unit Discussion Board Question</strong> (25 pts)  &lt;br&gt;Begin Your Portfolio – Although your portfolio is not due until the end of week 7, if you follow the portfolio suggestions in each unit, it will be just about done by week 7. Create your seven required pages in your portfolio and a button on each page. Complete a short INTRODUCTION page and attach a picture of yourself and a quote you live by.(see sample portfolio pages in ecampus)  &lt;br&gt;• Link your Information Literacy assignment to the RESEARCH page, and write a reflection about what you have learned about using the online databases.  &lt;br&gt;• Link your Strengthsquest “Top 5” to your LEARNING page and write a reflection about your findings.  &lt;br&gt;• See the button labeled EPORTFOLIO for a video, instructions, samples and more details!</td>
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<tr>
<td>Unit 2</td>
<td>Week 4-5&lt;br&gt;Feb 9-Feb 20</td>
<td><strong>Unit Responsibilities</strong> (225 possible points plus possible 25 extra credit points):  &lt;br&gt;<strong>Read:</strong> Chapters 2,3,5,6 to prepare for the test.  &lt;br&gt;<strong>Take unit Test</strong> (100 points) Use Your Book!  &lt;br&gt;<strong>Complete Timeline Assignment</strong> (100 points). 50 extra credit points if you meet with an advisor to review and sign your timeline.  &lt;br&gt;<strong>Complete the unit Discussion Board</strong> question and reply to two classmates postings.(25 points)  &lt;br&gt;<strong>Log into your eportfolio site</strong> –  &lt;br&gt;• Link your Timeline in the GOALS page button and reflect</td>
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*Campus is closed Feb 19-20th for professional dev. No Classes*
on your personal and career goals on the page.

- On the THINKING page, consider linking an assignment that you have completed in this class or other classes which highlight your critical thinking abilities. Write a reflection about your new thinking skills and how they can help you be successful in this and future classes.

| Unit 3 | Weeks 6-7  
Feb 23-March 6  

Last Day to drop a class and receive a “W” on your transcript is Feb 28th. Always discuss options with your instructor before you drop!  
Spring Break is March 9-13! |
|---|---|
| Unit Responsibilities (325 possible points):  
**Read:** Chapters 7,8,9,10 to be prepared for the test.  
**Take unit Test** (100 points) Use Your Book!  
**Complete Quality World essay** (100 points)  
**Complete Unit Discussion Board** question (25 points)  
**Log into your eportfolio site**-  
- Link your Quality World essay in your ABOUT ME page and highlight some of your interests and values in your reflection on this page.  
- Write an overall reflection of your semester on the REFLECTIONS page, sharing what you have learned that you will apply to your future classes and become part of your personal learning system.  
**Completed eportfolio** (100 points) due in the assignment box by March 15th |
| Wrap Up | Week 8  
March 16-19  
Late assignments and tests may be turned in for half the original points this week. Discussion questions DO NOT reopen.  
**Wrap up**. Plan for 2nd eight week classes. |