LEARNING FRAMEWORK – Internet Course
EDUC 1300.83433 Credit Hours = 3

Instructor: Ron Stout
Office: L243
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Office Hours: 3:30-4:30pm Tuesdays
10:00-11:00am Wednesdays
4:30-5:30pm Thursdays

Semester: Spring 2017
Time: Online class 24/7
Day: Online class 24/7


School of Learning Enrichment & Academic Development
Office: C243, Phone (972) 238-6230
Summer Semester 2015

Course Description:

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 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 is cross-listed as PSYC 1300. The student may register for either EDUC 1300 or PSYC 1300, but may receive credit for only one of the two. (3 Lec.) Coordinating Board Academic Approval Number 4203015125

Prerequisite:

One of the following must be met: (1) Developmental reading 0093; (2) English as a Second Language (ESOL) 0044; or (3) have met Texas Success Initiative (TSI) standard in Reading.

Purpose of the Course:

The purpose of this course is to assist students in the development of skills and attitudes necessary for success in a learning environment. It is proposed to assist individuals in the successful transition to student life, and to better prepare them for future success in the work world. In order to be successful in college, and in life, individuals need to be able to manage their time, stress, study and work habits, and social life. It is important to be able to set and achieve goals, and to maintain the proper motivation to assure a successful transition from high school or college, into gainful employment.

Methods:
The objectives of this course will be achieved through online group discussions, individual and group exercises, video presentations, virtual class lectures, reading of the text book, quizzes, exams, peer teaching, and other assignments. Students will play an active role in determining exactly what we do, and how we go about accomplishing our mission this semester. This is an online class and it is up to each student to be self-responsible and autonomous as they engage in the learning process.

**Key Learning Outcomes:**

As a result of, and congruent to, meeting the course objectives listed below, students will achieve the following eight key learning outcomes:

1. To construct a personal learning system appropriate to academic tasks by analyzing and evaluating theories, concepts, and strategies learned in the course.
2. To use critical thinking to develop and interpret ideas and express different perspectives through written, oral, or visual communications.
3. To use a variety of library tools and resources to find, analyze, and evaluate empirical data in relation to the need.
4. To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. To introduce intercultural competence, knowledge of civic responsibility, and ways to effectively engage with various communities.
6. To identify and weigh relevant factors which connect choices and actions to ethical decision-making.
7. To apply and assess metacognitive strategies as well as behavior-management techniques in order to build constructive habits for success in college.
8. To use shared eportfolio resources to reflect on and showcase selected artifacts, making thinking and learning visible.
9. To explore academic and career choices and opportunities informed by self-assessment.

**Course Objectives:**

Upon completion of this course, the successful student will be able to:

1. Identify personal and interpersonal skills and learning strategies appropriate to tasks.
2. Apply meta-cognition to support rather than sabotage learning efforts.
3. Set personal and academic goals and determine and utilize personal means of motivation.
4. Develop more effective study skills, including reading, note-taking, and test-taking strategies.
5. Apply behavior management techniques to build constructive habits/eliminate unproductive ones.
6. Identify and weigh relevant factors that influence ethical choices, and improve decision-making and problem-solving skills.
7. Develop critical thinking skills to analyze/understand one’s own and others’ positions on issues.
8. Improve stress and time management skills.
9. Develop information literacy skills to optimize use of library resources to access/evaluate information and its relevance and quality in relation to the need.
10. Write quality, cogent, college-level research papers with academic integrity and no plagiarism.

**Class requirements:**

The successful student is evaluated in the following categories:
1. Attendance: As this is an online course, students are expected to attend and participate in all class activities within the “virtual” environment of the eCampus online classroom as required. In the event of illness or unavoidable absence that causes a student to fall behind, the student will be expected to contact the professor or consult with a fellow student to discuss work that was missed. If a student is unable to complete the course, she/he is strongly encouraged to meet with the professor virtually or personally to discuss possible options which may be available to the student. A student who stops attending and does not withdraw officially will receive a grade of “F” in the course.

2. Assignments: The following are required for completion of the course:
   - Chapter readings from the textbook
   - Four (4) Exams
   - Seven (7) Discussion Boards
   - Successful completion of the Information Literacy Assignment
   - Successful creation and presentation of an ePortfolio
   - Other written assignments as may be required

3. Assignments handed in after the due date receive a grade of half-credit (50% of possible total points). Pay close attention to all due dates so as to complete all work in a timely manner. Scheduled exams must be completed during the week in which they were assigned, and if missed, may not be made up. Any exams not completed during the week they are assigned will receive a grade of zero.

4. Grading Turn-Around time: All assignments will be graded and earned grades posted under the ‘My Grades’ button in eCampus within seventy-two (72) hours following the official assignment due dates. This means that you may turn in your work prior to the due date, and I may grade it sooner, but my commitment to you is to have everything graded within seventy-two (72) hours after the official due date of the assignment. By clicking on the grade in eCampus you can read my comments. All quizzes and exams are graded automatically as you take them and your grades will appear under the ‘My Grades’ button in eCampus.

Grading Criteria:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>4 @ 50 points each</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>6 @ 25 &amp; /1 @ 50 points each</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Cengage Learning assignments</td>
<td>7 @ 30 points each (10 bonus points)</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Chapter and other assignments</td>
<td>8 @ 25 points</td>
<td>20% of grade</td>
</tr>
<tr>
<td>ePortfolio</td>
<td>5 @ 40 points each</td>
<td>20% of grade</td>
</tr>
</tbody>
</table>

Materials Required:


eCampus Blackboard – Network Outage/Server Failure Contingency Plan

The eCampus Blackboard servers rarely experience unscheduled down time. As with any type of
technology, sometimes problems occur. Avoid Trouble Before It Starts! The following guidelines can help you to prepare for any Blackboard problems:

- Make sure your file is really attached to an assignment upload, e-mail message, or discussion posting first so that you can rule out user error and know that your work is properly archived.
- To help prevent a traffic jam, submit your work an hour or more before the deadline.
- Check your e-mail after 24-48 hours for a message saying your work was not received. Otherwise, assume it was received.
- If you can't submit your assignment via eCampus, stay calm.
- Check for announcements about eCampus problems on the DCCCD website, http://www.dcccd.edu/, or TeleCollege http://dallastelecollege.dcccd.edu/.
- Notify the help desk via email at Helpdesk@dcccd.edu and copy me at rstout@dcccd.edu if you are having difficulties with eCampus. If you can't get into eCampus or DCCCD mail, try to use your Internet or Internet Provider (IP) e-mail. If you can't access the Internet, check for local problems such as problems with your IP and try again later. You can also call or text me on my cell phone at (972) 948-1877 at any time you are experiencing an emergency.
- Call the help desk at (972) 669-6402 or toll free at 1-866-374-7169 if e-mail does not work.
- Contact me to discuss submitting your assignment using an alternative method. We will mutually agree upon a method of delivery for your work.
- If your email is not working, call or text me at the number above or call the division office (the number is printed at the top of the first page of your syllabus) and ask them to email me with your telephone number, so that I can call you.

Quality Enhancement Plan (QEP) – Learning to Learn: Developing Learning Power

Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep/.

Withdrawal Policy and Withdrawal Date:

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Saturday April 29th 2017. Failure to do so will result in a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current online Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunder Duck Hall, T170), or contact the division office.

Repeating a Course:

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate.
Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester.  See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Obtaining Final Course Grades:

Final Grade Reports are not mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone at (972) 613-1818. Just use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

ADA Statement:

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services office at 972-238-6180 (Voice/TTY), visit Thunder Duck Hall, suite T120, or go to http://www.richlandcollege.edu/dso/.

Religious Holidays:

Absences for observance of a religious holy day are excused if you inform your instructor at the beginning of the course. A student whose absence is excused to observe a religious holy day is allowed to contract with the professor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Food, Drink, and Cell Phones in Classroom Statement of Responsibility:

Students who intend to bring drinks or food into the classroom must agree to take full responsibility to remove cans, bottles, trash, etc. from the learning environment and to deposit trash in appropriate receptacles outside the classroom. This right does not extend to classrooms/areas with or near computers, lab materials, equipment, and/or college-owned books – these are restricted from food and drink. Cell phones may be left on but must be in the silent or vibrate mode at all times while in the classroom.

Financial Aid:

Failure to attend classes could result in loss of Financial Aid (FA). If you are receiving any form of financial aid, you 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 after the drop date are also subject to this policy.

Academic Honesty:

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct http://www.richlandcollege.edu/conduct .
Stop Before You Drop!! 6Drop

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: https://www1.dcccd.edu/6drop.

The Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm.

Inclement Weather:

In case of inclement weather, you may call (972) 238-6196 or visit the Richland College website to learn if the campus is closed. Call before coming to campus on days in question.

Children on Campus:

Minors should not be brought to campus in lieu of appropriate childcare. A student will not be allowed to attend class when minors are accompanying the student. Minors should not be brought into classrooms, laboratories, the Test Center, Center for Tutoring and Learning Connections, Library, or Academic Computing areas because of disruption of instruction or study, exposure to material unsuitable for minors, and possible danger to minors.

Campus Emergency Operation Plan and Contingency Plan

Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.

- To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv.
• The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.richlandcollege.edu/emergency.

If you have questions or concerns, please contact the Richland College Office of Emergency management. This office can be reached by phone at (972) 238-3794 or by e-mail at rlcoem@dcccd.edu.

Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

Privacy Restrictions: Posting of Grades/Distribution of Papers  
(Family Educational Right and Privacy Act of 1974)

In compliance with the Family Education Rights and Privacy Act of 1974, the college may release information classified only as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received. Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar’s Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

Academic Progress:

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

Institution Policies:

For Institution Policies, please go to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.

Disclaimer Reserving Right to Change Syllabus:

The instructor reserves the right to amend this syllabus as necessary. It is the student’s responsibility to stay up to date and aware of any such changes made once the professor indicates that amendments have been made.

Email Response Time:
I typically check my email every four (4) hours Monday through Friday up until 9:00pm, twice on Saturday (once in the morning and once in the afternoon), and once on Sunday afternoon. When emailing me **be sure to include your name, course and section number** as I cannot always know who it is from with an email address only. My commitment to you is that I will return your emails as soon as possible but within twenty-four hours at the latest. Should you send me an email after 9:00pm expect to hear back from me the following morning.

**Contacting Ron Stout:**

Feel free to contact me individually if I can be of further help. If you cannot see or contact me during my office hours (listed on page one of this syllabus) you may arrange a specific appointment with me by calling my office at (972) 761-6748, calling/texting me on my cell phone at (972) 948-1877, or e-mail me at rstout@dcccd.edu. Always know that I am here to help you in any way I can. I truly love my students and look for ways to help you succeed as a part of my personal mission and commitment.
The total number of points you can earn in this course is 1,000. Below is the list of required work you must complete by the assigned due dates, along with additional spaces for you to fill in the elective assignments you choose to do. There is space for seven elective assignments but you may do more or less than that as you choose. Use this as a way to track your scores and always be aware of how you’re doing in the course. You can always monitor how you’re doing by clicking on the ‘My Grades’ button in eCampus as well. Good luck!

The scoring of your grades will be as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Number of Assignments</th>
<th>Possible Total Points per Assignment</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards 6 @ 25 points each + 1 @ 50 points</td>
<td>6</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Exams 4 @ 50 points each</td>
<td>4</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Chapter assignments 8 @ 25 points each</td>
<td>8</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Cengage Learning assignments 7 @ 30 points each*</td>
<td>7</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>ePortfolio assignments 5 @ 40 points each</td>
<td>5</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1,000 points</strong></td>
<td><strong>100% of grade</strong></td>
</tr>
</tbody>
</table>

**Grading Legend:**

900-1,000 total points X .10 equates to 90-100 = A  
800-899 total points X .10 equates to 80-89.9 = B  
700-799 total points X .10 equates to 70-79.9 = C  
600-699 total points X .10 equates to 60-69.9 = D  
0-599 total points X .10 equates to 0-59.9 = F

To determine your final course grade take your total number of points and multiply it by .10 and convert that number to a letter grade. For example, 840 total points earned X .10 = 84, which is a letter grade of ‘B’ for the course.

*Cengage Learning assignments are actually 7 @30 points each = 210 points so a bonus of 10 points is included.