EDUC 1300 Syllabus
Richland College

Instructor Information
Name:
DCCCD Email: rstout@dcccd.edu
Office Phone: 972-761-6748
Office Location: L-243
Office Hours: Mon/Wed 9:00-10:00am; Tues/Thur 11:00am-12:00pm
Division Office and Phone: C-243 972-238-6230

Course Information
Course Title: Learning Framework
Course Number: EDUC 1300
Section Number: 89420
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: MTWTFS online
Certification Date: 1/27/2020
Last Day to Withdraw: Wednesday February 26th, 2020

Course Prerequisites
There are no course prerequisites.

Course Description
This interdisciplinary course is both informative and fun. In fact, *if you believe you can have fun and still learn, then my course is the right one for you!* This 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 expected to integrate and apply various scientifically-grounded learning theories and skills discussed in the course using advanced intellectual and metacognitive methods. Students will be expected to continually draw from the theoretical models presented. Critical thinking serves as the foundation for different thematic approaches using a variety of academic disciplines. It’s more than an academic course; it’s a life-skills course too! (3 Lec.)  

Coordinating Board Academic Approval Number 4203015125

Student Learning Outcomes

Upon completion of this course, the successful student will be able to understand and engage in:

1. **Critical Thinking** – Practice a systematic method of inquiry and analysis to evaluate a position on an issue before forming an opinion or drawing a conclusion.
2. **Learning Theories** – Apply the most current research on the science of learning to select and use learning strategies appropriate to academic tasks.
3. **Information Literacy** – Use a variety of library tools and resources to find, analyze, and evaluate scholarly information relative to the need.
4. **Self-Management** – Apply behavior management techniques to build constructive habits and eliminate unproductive ones.
5. **Self-Discovery** – Identify and connect personal values to career and life decisions, as well as to healthy relationships.

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.

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials

   ISBN:9780357423028
2. Access code only if you don’t want a printed textbook ISBN 9780357421291
3. Note-taking materials

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Graded Work

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>9 @ 25 points each</td>
<td>225 points</td>
</tr>
<tr>
<td>Exams</td>
<td>4 @ 50 points each</td>
<td>200 points</td>
</tr>
<tr>
<td>Chapter Assignments</td>
<td>15 @ 25 points each</td>
<td>375 points</td>
</tr>
<tr>
<td>MindTap Chapter Quizzes (15 required)</td>
<td>15 @ 10 points each</td>
<td>150 points</td>
</tr>
<tr>
<td>MindTap Video Quizzes (4 required)</td>
<td>4 @ 10 points each</td>
<td>40 points</td>
</tr>
<tr>
<td>MindTap Video Reflections (4 required)</td>
<td>4 @ 10 points each</td>
<td>40 points</td>
</tr>
<tr>
<td>ePortfolio Assignment</td>
<td>1 @ 50 points</td>
<td>50 points</td>
</tr>
<tr>
<td>Information Literacy Assignment</td>
<td>1 @ 50 points</td>
<td>50 points</td>
</tr>
</tbody>
</table>

**TOTAL Possible Points: 1,130 points**

Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Description of Graded Work

**Discussion Boards**: Students will participate and post their individual comments in nine (9) online discussion board assignments.

**Exams**: Students will complete four (4) module exams, each worth 50 points.

**Chapter Assignments**: Students will complete and submit their work for fifteen (15) chapter assignments from the textbook, each one worth 25 points.

**MindTap Chapter Quizzes**: Students select and are required to complete any fifteen (15) of the thirty (30) textbook chapter quizzes online/ worth 10 points each.
MindTap Video Quizzes: Students select and are required to complete any four (4) of the seven (7) topic-specific video quizzes online/worth 10 points each.

MindTap Video Reflections: Students select and are required to complete any four (4) of the seven (7) topic-specific video reflections online/worth 10 points each.

ePortfolio: Students will log into portfolium.com and create/submit an electronic portfolio worth 50 points.

Information Literacy Assignment: Students will access and use scholarly data bases to locate and provide the proper MLA formatted annotated citation for three (3) selected sources/worth 100 points.

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.

Attendance and Your Final Grade

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.

Late Work Policy

Assignments handed in after the due date: are awarded a grade of half-credit (50%) of the total possible points. Use your syllabus as an action plan to complete all work in a timely manner. Scheduled quizzes and exams may not be made up. Any quizzes or exams missed receive a grade of zero.
Other Course Policies

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 me via email 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. Before you call me though, try using a different browser first.
- Call the help desk at 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.

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 Wednesday February 26th, 2020. 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](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](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](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_dccc.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](http://www.richlandcollege.edu/admissions/process.php) for more details.

**Institutional Policies**
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Richland Institutional Policies](http://www.richlandcollege.edu/syllabipolicies)

**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 Policy**
I typically check my emails every four (4) hours during the week and twice a day on weekends. I will respond to your emails as soon as possible the same day or within twenty-four (24) hours. Make sure when you email me you include your name and course number so that I know who you are. Often email addresses don’t clearly identify the sender.

**Contacting Ron Stout:**
Feel free to contact me individually if I can be of further help. If you cannot see me during my office hours (listed on page one of this syllabus) you may arrange a specific appointment with me by calling me at my office (972) 761-6748, by texting me on my wireless phone at (972) 948-1877, or e-mail me at rstout@dccc.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 them succeed as a part of my personal mission and commitment.
Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self-Regulation/Learning</td>
<td>Chapters 0, 1, &amp; 2</td>
</tr>
<tr>
<td>2</td>
<td>Goal Setting/Time Management</td>
<td>Chapters 3 &amp; 4</td>
</tr>
<tr>
<td>3</td>
<td>Critical Thinking</td>
<td>Chapters 5 &amp; 6 Assignments TBD*</td>
</tr>
<tr>
<td>4</td>
<td>Learning Theories</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>5</td>
<td>Note-Taking Skills</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>6</td>
<td>Marketable Skills/Teamwork</td>
<td>Chapters 9 &amp; 10 Assignments TBD*</td>
</tr>
<tr>
<td>7</td>
<td>Information Literacy</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>8</td>
<td>Problem Solving/Decision Making</td>
<td>Chapters 12, 13 &amp; 14</td>
</tr>
<tr>
<td>9</td>
<td>Writing Research Papers</td>
<td>Chapter 15 Assignments TBD*</td>
</tr>
<tr>
<td>10</td>
<td>Mindset and Intelligence</td>
<td>Chapters 16 &amp; 17</td>
</tr>
<tr>
<td>11</td>
<td>Multiple Intelligences</td>
<td>Chapter 18 Assignments TBD*</td>
</tr>
<tr>
<td>12</td>
<td>Neuroscience and Memory</td>
<td>Chapters 19 &amp; 20</td>
</tr>
<tr>
<td>13</td>
<td>Cognition and Motivation</td>
<td>Chapters 21 &amp; 22 Assignments TBD*</td>
</tr>
<tr>
<td>14</td>
<td>Communication Skills</td>
<td>Chapters 23 &amp; 24</td>
</tr>
<tr>
<td>15</td>
<td>Conflict Management/Personality</td>
<td>Chapters 25 &amp; 26 Assignments TBD*</td>
</tr>
<tr>
<td>16</td>
<td>Personal Health and Well-Being</td>
<td>Chapters 27, 28 &amp; 29</td>
</tr>
</tbody>
</table>

*Assignments and due dates are to be determined (TBD).