

South Plains College

“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”

Course Syllabus for EDUC 1100 LEARNING FRAMEWORKS – Online

Course runs from Monday, August 24th – Monday, October 12, 2020 (final project due by Wednesday, October 14, 2020)

Instructor Contact and Office Hours

Instructor: Dr. Erika M. Warnick, Professor in College Literacy, English, and Education

Email: ewarnick@southplainscollege.edu

Phone: 806-716-2238 Please leave me a message if I am not available to answer your call

Office/Office Hours “Locations”

- Office hours will be hosted both virtually and in person (please see schedule, below).
- In-person office hours will take place in my classroom, LIB 313. All SPC/local protocol to help spread COVID-19 must be maintained during office hours (e.g., face masks and maintaining at least a 6-foot distance).

On Campus (in person) Office Hours:

Monday	Tuesday
2:00pm-3:00pm Room LIB 313 <i>All protocols must be met (mask/6 ft distance)</i>	10:00am-12:00pm Room LIB 313 <i>All protocols must be met (mask/6 ft distance)</i>

Virtual (Zoom) Office Hours:

Wednesday	Thursday
2:00pm-3:00pm <i>Zoom link in Blackboard</i>	10:00am-12:00pm <i>Zoom link in Blackboard</i>

Friday Office Hours:


Friday
9:00am-12:00pm <i>By appt only – please email me to schedule a time!</i>

Course Information

Required Access Code and Materials:

MindTap College Success Toolkit, 1 term (6 months) Printed Access Card 9781337275101

This access code may be purchased at the Campus bookstore OR through Mindtap directly. You will need this access code to complete digital homework and reading assignments.

***** Please ensure that you are getting access code if you attempt to purchase this  elsewhere to save money.

****Please be advised, Cengage now offers a program called Cengage Unlimited, a textbook subscription service allowing you access to as many textbooks as you need. Think Netflix for textbooks!

- \$120/semester or \$180/year.

Consistent and reliable access to a computer with internet access for daily online work related to this course. This is CRITICAL in an online class!

3-ring binder (or similar) to organize and retain all classroom materials.

*Word processing software (e.g., MS Word, WordPerfect, or Pages for Apple), and the ability to open and read PDF files (**please download the free Adobe software**).*

Course description: (1:1:0) This course is a study of the 1) research and theory in the psychology of 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.

Course purpose: The purpose of this course is to prepare students for college and life success, equipped with knowledge, skills, strategies and tools to apply to accomplish a variety of tasks in varying contexts.

Course location: Online at Blackboard. You can access Blackboard through your TexasnConnect page or by going to blackboard.southplanscollege.com

Course Frequency and Design: This course takes place online. Instructional methods to be used in this course will include discussion boards; PowerPoints; articles and other resources; and videos.

Course objectives: In this course, students will learn:

- To assume responsibility for choices made, decisions derived and actions taken, including ownership of their college education;
- To develop an attitude of success towards tasks and challenges in college and in life;
- To develop the behavior of regular classroom attendance and participation;
- To identify personal strengths and weaknesses;
- To create and implement a plan to transform weaknesses into areas of competence;
- To manage college stressors;
- To implement cognitive and metacognitive strategies that will lead to improved academic performance in college;
- To utilize campus resources including the library and the Teaching and Learning Center;
- How to contact their major advisor and develop a degree plan for achieving goals at South Plains College.

Course Evaluation:

Grades are determined by the following scale:

90----100 = A 60----69 = D
 80----89 = B 0----59 = F
 70----79 = C

Your grade will be based on the following percentages:

Online Discussion Board/Reflections	30%
Assignments	25%
MindTap Homework	30%
Career Assessment and Academic Plan Project	15%
TOTAL	100%

The grades you receive on your assignments, quizzes, discussion board, final paper, and final paper presentation are indicators of your progress in this class. It is each student's responsibility to continually monitor academic progress posted in each student's grade book on Blackboard.

INSTITUTIONAL POLICIES

COVID-19: It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Academic Integrity: It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments which he or she has not honestly performed is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, "Academic Integrity" and "Student Conduct."

Attendance: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. **It is the student's responsibility to complete work missed** within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Campus Carry and South Plains College: Important Information: Texas SB 11 (Campus Concealed Carry) went into effect for community colleges on August 1, 2017.

Campus Resources:

Tutoring: Please visit **Blackboard to access on-demand tutoring** for the Fall 2020 semester.

Health & Wellness Center: The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716-2529.

Advising & Testing: Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services.

Diversity statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Stan DeMerritt, Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Students with Disabilities: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical information, to the Director of Health & Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work

with the instructor to arrange accommodations. Contact the Director of Health & Wellness at 806-716-2362 for assistance.

Attendance, Grading, and Classroom/Online Behavior

Attendance

Students must *actively attend and participate in the online environment to reach a measure of success*. This is especially true given the basis of the class: academic strategies.

Absences - Going more than two days (48 hours + no communication with Dr. Warnick) will be counted as an absence.

You may be dropped from the course if I believe the objectives of the course cannot be met due to your lack of participation and attendance. If you have excessive absences, I will try to contact you. If you have excessive absences and you do not respond to my attempts to contact you, you will be withdrawn from the course.

- Students are expected to log in frequently in order to stay up-to-date with assignments, due dates, and email messages.
- If a student goes 48 hours (2 days; includes weekends but not school-sanctioned holidays) without logging in, this counts as an absence.
- After **five absences**, a student may be dropped from the course.

Grading Policy/Late Work/Attached Files Policy

- You are expected to submit quality, college-level work, free from errors and slang, on the date on which assignments are due (please see overview course schedule and Blackboard modules).
- You are expected to keep all material from the class during the course of the semester.
- Grades are updated weekly and entered into the Blackboard gradebook.
- It is the student's responsibility to monitor their grades and progress.
- Mindtap individual grades are located in Mindtap, but your Mindtap average will be in the Blackboard gradebook.
- Normal turnaround time for grading is two weeks (generally sooner).

Late Work:

Please do your best to submit work on time. In the event that you cannot submit an assignment on time, please email me ASAP. The first time this happens, it's OK!!! You will NOT be marked down for a late assignment. However, the second time this happens, there will be a point deduction in place.

- Homework (EXCLUDING essays and discussion posts) may be submitted up to two days (48-hours from the original due date) after the original deadline but with a point deduction

penalty. 15 points will be deducted for every day the assignment is late, up to 30 points off the score for the assignment. After the 48-hour deadline, a score of 0 will be entered into the gradebook for the missing work. The only exceptions to this are 1.) communication with the instructor before or right at the moment of a late assignment, or 2.) an unforeseen circumstance (please see policy, below).

Policy regarding attached files: In this class, you will need to type your assignments in a recognizable software program (Word, or Pages for Mac), unless otherwise noted in the weekly module.

- I **MUST** to be able to open, download, and save your assignments! If I can't, I will email you to submit an assignment in the correct format. After that, you will receive a 0 for any assignments submitted in a format other than a recognized software program (e.g., Word, or Pages for MAC).
- **Should you forget to attach an assignment**, you will have until noon (12:00pm) the next day to resubmit the email with the attached assignment.
 - I only do this once! After that, the assignment is subject to the late policy (see Grading Policies, above).
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Unforeseen Circumstances

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. *It is only at the instructor's discretion that a due date may be amended or extended.* If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments.

Online Behavior/Discussion Board "Netiquette"

It is expected that you will use professional language, free from slang or profanity, in the discussion board, journal prompts, collaborative exercises with students (e.g., Zoom groups, wiki's etc.), and with any correspondence with the professor. There may be times when you agree with some people or disagree with others; that is OK in a discussion!! The important thing is to communicate in a professional, respectful manner. Also, you are expected to keep all posts related to the topic being discussed that week. Any communication, whether written or verbal, that is discriminatory in nature will not be tolerated and will be dealt with immediately. This could result in being withdrawn from the course, and/or being reported to the Dean of Students' Office.

Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

What is Plagiarism?

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Turning in a paper/project/assignment that someone else completed for you;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.

What Constitutes Cheating?

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another and/or having someone else take an exam for you;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Assignment Information: Descriptions and Requirements

Your course is made up of FOUR distinct elements:

1. **Weekly Discussion Board and Journal Prompts**
2. **Career Assessment and Academic Plan Assignments**
3. **Mindtap**
4. **Homework Assignments**

Below is a snapshot of a typical week in this class (this is subject to change; please check Blackboard weekly modules for exact days, assignments, and deadlines):

- ❖ At the start of the week, you should plan on reading chapters in your book, as well as other readings selected to help clarify points in the book.
- ❖ By Wednesday (11:59p.m.), you will need to answer my initial discussion in your group

discussion board OR journal prompt in the journal area.

❖ You will have until Friday (11:59p.m.) to complete your Mindtap homework (based on that week's readings)

❖ You will have until Sunday (11:59p.m.) to complete your weekly assignments. You will also have until Sunday (11:59p.m.) to reply to three people in the discussion forum (this includes me and two other classmates). For journal weeks, you will have until this time to answer my follow-up question to you.

Discussion Board and Journal Posts – Worth 30% of Grade

A major component of this class are the weekly discussion and journal posts. Your discussion and journal posts are an indication of your reading and understanding the materials read and applying the information in a discussion and reflection format.

Discussion boards and journals occur every other week; you will not have a discussion board and journal due the same week!

Discussion Board Rules

Journal Post Rules

Initial post, 100 words, due by Wednesday, 11:59pm	Initial post, 100 words, due by Wednesday, 11:59pm
You will have until Sunday of that week (11:59pm) to post three replies (50 words each): 2 to other classmates; 1 to my follow-up question to you.	You will have until Sunday of that week (11:59pm) to post a 100-word reply to my follow-up question.
You will be in a small group; you will be interacting with the professor and other classmates.	This is a private journal area; your post is only read by the professor.
Grading: <u>Grade is based on length, quality, and timeliness.</u> Posts that add to discussion, question things, solve issues, apply concepts, answer every part of the question, and use examples from the book and other sources are considered "A" posts.	Grading: <u>Grade is based on length, quality, and timeliness.</u> Reflections that "dig deeper," apply concepts to academic and career aspects of life, solve issues, create questions, and use examples from the book are considered "A" reflections.

You will be graded on both the timeliness and thoroughness of your posts and the qualities listed above. Please note: If you only post a partial post (e.g., you reply to my initial question, but you don't post any other replies), then this will be reflected in your grade. IMPORTANT!!!!
Due to the "real-time" nature of the discussion board, which is designed to replace an in-class discussion in a face-to-face class, discussion board posts cannot be made up if missed. Missed and/or late posts will lower your discussion board grade for that week. If a student misses a discussion board completely (e.g., does not

reply to my initial post and does not reply to others), that will result in a grade of 0 for that week's discussion board. However, I do drop your lowest weekly discussion board grade at the very end of the class.

Career Assessment and Academic Plan Project Assignment – Worth 15% of Grade

You will complete a career and academic plan (resume, cover letter, job descriptions, and other pertinent career information) for your final project. This project will be explained in-depth in the course during the semester; please be sure to read the instructions carefully. Student success project cannot be submitted late. Late and/or missed success projects will receive a 0.

Mindtap – Worth 30% of Grade

Mindtap is a media rich learning experience that provides students with **videos, quizzes, journals, activities, and assessments**. The access code purchased with your textbook provides your permission to use the platform (all students will have a 14 day free trial starting on the first class day, but you must purchase the access code before the free trial expires). Mindtap assignments will be located in Blackboard weekly modules and in a link in the course titled Mindtap.

******IMPORTANT!!! It is a student's responsibility to:**

- Locate a working computer/laptop and Wifi
- File a tech support ticket within 2 days of any Mindtap issues, and email the tech ticket number to Dr. W. Please be prepared to take screenshots of the technical issues you are having.
- Failure to do this could result in a 0 for missed Mindtap assignments.

Homework Assignments – Worth 25% of Grade

You will complete a variety of assignments, such as assessments, schedules, note-taking, reading, and other assignments designed to help you apply the skills you are reading and learning about. **Please note: from time to time, we may discuss these items, as well as your own experiences with these items (e.g., your typology result) in the discussion board.**

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

I reserve the right to amend/delete/change/add/ and/or edit material and assignments as needed to meet learning goals for the course.

TENTATIVE Schedule for Online EDUC1100– Fall 2020 – Warnick – *Schedule Subject to Change*

Please Note: I reserve the right to change/amend/delete/add/edit materials, assignments, assessments, and dates as necessary to meet the learning outcomes of the course. Please check Blackboard for an updated schedule. It is a student’s responsibility to download the correct version and make all necessary changes to his/her personal/academic calendar.

REMINDER: Weeks in this class start on Monday and go through Sunday!!!

→→→→Please consult the weekly topics/modules in Blackboard for weekly assignments, weekly quizzes, and discussion board links/questions.

WEEK	Topic
Week 1: August 24-30	<p><i>Welcome!!! Getting Started, Syllabus Review, Introductions Learning Assessments Getting Set-up in MindTap</i></p> <p>***Please read the Overview of Class material in Blackboard!!!</p> <p>Please complete homework, MindTap, and Discussion Board. Homework is included in the Week 1 Module</p>
Week 2: August 31-September 6	<p><i>Time Management and Critical Thinking</i></p> <p>Please complete Module 2</p>
Week 3: September 7-13 September 7 – NO CLASS – Labor Day Holiday	<p>Reading and Note-taking</p> <p>Please complete Module 3</p>
Week 4: September 14-20	<p><i>Learning Styles and Memory</i></p> <p>Please complete Module 4</p>
Week 5: September 21-27	<p><i>Test Taking and Writing</i></p> <p>Please complete Module 5</p>
Week 6: September 28-October 4	<p><i>Communication Skills and Information Literacy</i></p> <p>Please complete Module 6</p>

Week 7: October 5-11	<i>Career and Money Management</i> Final Reflection Presentations Please complete Module 7
Week 8: October 12-14	Final Career Assessment Project due by 11:59p.m., Wednesday, October 14, 2020