



**TRINITY VALLEY COMMUNITY COLLEGE
LECTURE COURSE SYLLABUS**

Course Rubric & Title: EDUC 1300 or PSYC 1300 Learning Frameworks
Instructor Name:
Office Hours:
Campus:
Office Location:
Office Phone:
TVCC E-mail Address:

Course Description:

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and 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 across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Course Co- or Pre-Requisites: None

Proctored Testing is a required part of this course.

Electronic communication:

TVCC students are REQUIRED to use either their TVCC Blackboard account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty **will not** reply to student communication that is sent through an email account other than their TVCC issued email account or Blackboard account.

Expected instructor response time Monday through Friday:

Students should expect responses to student inquiries from the instructor within 24 hours.

Expected instructor response time Saturday, Sunday and holidays:

Students should expect responses to student inquiries from the instructor within 48 hours.

Textbook and Web Access Code: Please visit the [TVCC bookstore online](#)

TVCC's Quality Enhancement Plan (QEP):

The QEP is the component of the Southern Association of College and Schools Commission on Colleges (SACS COC) accreditation process that affirms an institution's commitment to the quality of student learning. As a member of this organization, TVCC is required to develop a QEP plan that focuses on improving student learning. The goals of our plan are:

Goal #1: Students will improve collegiate survival skills.

Goal #2: Students will develop a strong connection to TVCC.

Entitled "Step Out Onto the Pathway to Progress", a key component of this Institution's QEP, "improve collegiate survival skills" are connected to the student learning outcomes for EDUC/PSYC 1300 Learning Frameworks. This course is designed through structured, educational experiences to equip first-time-in-college students discover a clearly designed, pathway to succeed in college and careers to fulfill Goal 1 of the QEP.

Student Learning Outcomes for Goal 1 of TVCC's QEP plan:

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

- SLO 1.1: Create, schedule, and revise a semester course calendar that identifies due dates and schedules study time for course requirements.
- SLO 1.2: Develop note taking and study skills to improve academic performance.
- SLO 1.3: Identify and strengthen emotional intelligence skills.
- SLO 1.4: Retrieve, analyze, and synthesize data into information on careers and future college pathways;

Course Calendar:

Week 1 ~ Introduction to Course

Activities:

- Review course syllabus and course calendar
- Review TVCC technology resources (Reinforce **SLO 2.1**) including:
 - Cardinal ID
 - TVCC email
 - Blackboard (eCourse) online component
- Register for Pearson *MySuccessLab*
- Preview the format of the textbook and *MySuccessLab*: Videos, practices, activities

Homework:

- Outline and read Chapter 1: Rewards of College

Assessments:

- **Required QEP Assessment SLO 1.3:** Complete Pre-Course Assessment
- Complete Syllabus Quiz

Week 2 ~ Chapter 1: Rewards of College

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- Discussion

Assessments and Homework:

- **Reinforce QEP Assessment SLO 2.2:** Scavenger Hunt to locate college resources
 - **Required QEP Assessment SLO 1.1:** Calendar and goal assignment
 - Outline and read Chapter 2: Values, Goals, and Time
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Week 3 ~ Chapter 2: Values, Goals and Time

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- Discussion

Assessments and Homework:

- **Required QEP Assessment SLO 1.1:** Calendar and goal assignment review
 - **Required QEP Assessment SLO 1.4:** Introduction to capstone project “My Best Fit” Project
 - Outline and read Chapter 12: Career Success
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Week 4 ~ Chapter 12: Career Success

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice

Assessments:

- **Required QEP Assessment SLO 1.3:** Students will view a video case study to evaluate proper behavior in the workplace and work in teams to submit a one-page document regarding client interactions
 - **Required QEP Assessment SLO 1.1:** Calendar and goal assignment review
 - Outline and read Chapter 3: Learn How You Learn
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Week 5 ~ Chapter 3: Learn How You Learn

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice

Assessments and Homework:

- Activity:
 - **Required QEP Assessment SLO 1.4:** “My Best Fit Project” Step 1 completed
 - Outline and read Chapter 4: Critical, Creative, and Practical Thinking
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Weeks 6 and 7 ~ Chapter 4: Critical, Creative, and Practical Thinking

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- **Reinforce QEP Assessment 2.2:** TVCC Librarian guest lecture “Correct Search Techniques for Locating Credible and Reliable Information”

Assessments and Homework:

- **Required QEP Assessment SLO 1.3:** Chapter 4 modules skill 4 page 74 on critical thinking
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- **Required QEP Assessment SLO 1.4:** “My Best Fit Project” Step 2 completed
- Outline and read Chapter 5: Reading and Information Literacy

Week 8 ~ Chapter 5: Reading and Information Literacy

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- Students will complete the readings, videos, and practices for the “Note Taking and Listening Skills” unit and the “Memory and Studying” unit.

Assessments and Homework:

- Activity: Complete Practice 2 and 3 in *MyStudentSuccess Lab*
- **Required QEP Assessment SLO 1.2:** Using the Cornell note-taking template, students will take notes while watching the video “Randy Pausch, “Last Lecture: Achieving Your Childhood Dreams”.
- **Required QEP Assessment:** Proctored Mid-Course exam on Chapters 1-5 and 12
- Outline and read Chapter 6: Listening and Note Taking

Week 9 ~ Chapter 6: Listening and Note Taking

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- **Required QEP Assessment SLO 1.4:** “My Best Fit Project” Step 3 completed

Assessments and Homework:

- Outline and read Chapter 7: Memory and Studying

Weeks 10 and 11 ~ Chapter 7: Memory and Studying

Activities:

- *MyStudentLab* Chapter Overview and Video
- Activity: Practice 1 and 2

Assessments and Homework:

- **Required QEP Assessment SLO 1.4:** “My Best Fit Project” Step 4 completed
- Activity QEP Assessment **SLO 1.2:** Develop study guide for Mid-term Exam
- Outline and read Chapter 8: Test Taking

Weeks 12 and 13 ~ Chapter 8: Test Taking

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice
- Each students submits and discusses two questions that they anticipate being on the Mid-term Exam
- **Required QEP Assessment SLO 1.1:** Calendar and goal assignment review

Assessments and Homework:

- **Required QEP Assessment:** Proctored Mid-term Exam in Testing Center
- Outline and read Chapter 11: Financial Literacy
- **Required QEP Assessment SLO 1.4:** “My Best Fit Project” Step 5 completed

Week 14 ~ Chapter 11: Financial Literacy

Activities:

- *MyStudentLab* Chapter Overview, Video, and Practice

Assessments and Homework:

- Activity: Develop a personal budget
 - **Required QEP Assessment SLO 1.4:** *“My Best Fit Project” Step 6 completed*
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Week 15 ~ Final Project

Assessments and Homework:

- **Required QEP Assessment SLO 1.4:** “My Best Fit” Project Step 7 completed
 - **Required QEP Assessment SLO 1.4:** Final submission of “My Best Fit Project”
 - **Required QEP Assessment SLO 1.3:** Complete Post-Course Assessment
 - **Required:** Proctored Final Course exam on Chapters 6, 7, 8, and 11
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Course Grade Requirements Explained:

- 1) Chapter Assignments: This course is organized around Chapters. Activities from the textbook and website MyStudentSuccessLab are assigned for each chapter and to be submitted electronically. The assigned activities prepare students for college success and to successfully pass the exams and capstone project. Writing assignments and in-class participation and/or electronic discussions are required as part of this grade.
- 2) Mid-Term Exam: The proctored mid-term exam will cover concepts in chapters 1-5 and 12.
- 3) Final Exam: The proctored final exam will cover concepts in chapters 6, 7, 8, and 11.
- 4) Capstone Project “My Best Fit”: The objective of this project is to research careers, major/field of study, and two different colleges. Student evaluate each career and college according to the information gathered using the required worksheets and resources. By comparing careers and narrowing college choices, students are to choose one career and college that best fits the major/field of study, personality, career choice, budget, and interests. To manage the project, this assignment is divided into six steps. Each step has a due date and grading rubric.

Step 1 Choose a Career

Step 2 Choose a Major/Field of Study

Step 3 Compare Two Colleges/Universities

Step 4 Choose the College/University that Best Fits You!

Step 5 Educational Costs Associated with College/University of Choice

Step 6 Community Life

Step 7 Complete a Degree Completion Time-Line

Additionally Information:

- This course is not self-paced as there are published assignment due dates. Technology difficulties may occur but you will be notified via e-mail or text if you

sign up for TVCC alerts. If eCourses is temporarily down we will be alerted, so I will be aware of these rare occurrences. Computer issues are not an excuse for missing a deadline. Be responsible and manage your time effectively.

- All submitted assignments are made through Blackboard or MyStudentSuccess Lab website. Assignments sent by email are not graded.
- *Proctored Testing Information:*
You WILL be required to take proctored exams. You will be required to take a Mid-Term and Final exam at a TVCC testing center.
Athens – The Testing Center, located in the Administration Building, is open during regular business hours. In the event that the testing center is closed (visit <http://www.tvcc.edu/testing/> for scheduled closings), you can test at the LRC. Please visit the Athens testing site to determine the LRC hours of operation.

Grade Requirements:

Course Activities	Percentage of Grade
1) Chapter Assignments: Textbook and MyStudentSuccessLab Website Discussion/Participation	30%
2) Proctored Exam-Mid-Term	15%
3) Proctored Exam-Final	25%
4) Capstone Project	30%
Total	100%

Grading Scale	
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Computer and Homework Study Time Required:

Approximately eight to ten hours per week of study and computer lab work time outside of class attendance is recommended to successfully complete the course requirements.

Course Delivery and Methodology

In order to submit assignments in this course, you are required to have a reliable and stable Internet connection. It is frustrating to use a dial-up Internet connection to access the necessary Web sites needed for this course. Please be aware of the internet connection requirements before enrolling. TVCC provides student computer labs available in the Baugh Technology building in rooms 112 and 320, [Cardinal Success Center](#). Check the lab monitors for hours of operation. Weekend and weeknight hours are available.

The capability of your computer and Internet connection is your responsibility – not your instructor’s responsibility. A reliable computer and Internet connection is a weekly requirement. No exceptions.

- Logging on to E-Courses: For detailed instructions on how to access and log on to the E-Course system, visit:
<http://www.tvcc.edu/depts/dist.learning/>
- Online orientation to E-Courses: Visit the TVCC E-Course online orientation for detailed instructions on how to use the various aspects of the Blackboard system. It is located at: <http://www.tvcc.edu/depts/dist.learning/orientationver1/index.html>
- Technical support: General TVCC technical questions: helpdesk@tvcc.edu or ecoursehelp@tvcc.edu
- Pearson 24/7 Technical Support: Support: <http://247pearsoned.custhelp.com/>
- Remember to place your Email, Blackboard, and Pearson account passwords in a safe place. Your instructor is not able to reset your passwords.

The computer system requirements for this course are as follows:

- Window 98 or later operating system
- MyStudentSuccessLab runs best on the Google Chrome browser
- Easy access to a reliable Internet connection
- A word processing program such as Microsoft Word

Attendance Policy: All students are expected to attend all classes. Arriving late or leaving early is always counted as an absence. Any absences will not generate extra time for meeting deadlines and scheduled events. It is the students responsibility to find out what was missed when absent. Students must make every effort to schedule appointments and activities during a time that does not prevent him/her from attending class. You may miss two classes without any penalty to your grade. For each absence over two, you will lose points from your final grade average as follows:

- 3 absences – 2 points
- 4 or 5 absences – 5 points each absence

- 6 or 7 absences – 8 points each absence
- 8 or more absence result in an automatic final grade of F

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Classroom Policies

Classroom Behavior: Please be aware of the following class behavior requirements:

- When the instructor is lecturing and conducting in-class activities, student focus is to be on those activities and not on the computer, cell phone, or talking with other class members.
- Any student that causes a loud disruption of class is required to leave the class and may not return.
- Cell phone calls or texting is not permitted during class. All cell phones are to be turned off during class time.
- Obscene and profane language will not be tolerated and a referral is made to the Campus Judicial officer. To be readmitted to the course, the student must bring a signed note from the Campus Judicial officer. Upon the second offense, the student is withdrawn from the course.
- Food, drink, and tobacco products are not allowed in the classroom or any computer lab on the TVCC campus.
- Children are not allowed to visit the class or computer lab.
- Compliance with the Lab Agreement is mandatory. Use the TVCC computers solely for school-related work only.
- Students that attend class without their textbook and required materials will be counted absent and asked to leave the classroom.
- Vapor or e-cigarettes are NOT allowed.

Cheating, Plagiarism, and Collusion Policy: Scholastic dishonesty shall include, but not be limited to, cheating on a quiz, plagiarism, and collusion.

Cheating includes the following:

- (a) Copying from another student’s quiz paper or computer screen
- (b) Using quiz materials not authorized by the person administering the quiz
- (c) Collaborating with or seeking aid from another student during a quiz without permission from the quiz administrator

- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered quiz
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the administered quiz
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a quiz or course requirement
- (g) Bringing another person to obtain an administered quiz or information about an administered quiz.
- (h) Completing and/or submitting course requirements for another student. Students are to complete their own work. The submission of course requirements completed by another student or person and/or submitted by another student or person is cheating. This applies to inclass assignments and those submitted through the eCourse.

Plagiarism is defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

Collusion is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Consequences for Cheating: Students are withdrawn from the course by the instructor for Cheating, Plagiarism, and Collusion with a final grade of F. All students involved are withdrawn from the course with a final grade of F. Additionally, students are referred to the TVCC judicial officer for further disciplinary action.

Civility Requirement: The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. Rude correspondence (discourteous or impolite, especially, in a deliberate way) in emails, telephone calls, in person, or comments made to other class members, discussion boards, the instructor, or the office staff will reduce the student's semester grade by 10 points for the first offense and an F in the course for the second offense along with a referral to the appropriate College Administration. Please be considerate of other classmate's feelings, ethnic background, cultural differences, situation, and level of maturity. Students will be asked to leave the computer lab if distributive or inappropriate behavior is exhibited. If your instructor feels that you have not contributed appropriately on course requirements or that you have complained unnecessarily about assignments and grading policies, your final course grade may be reduced accordingly. Additionally, it is expected that every student to maintain a professional level with respecting opinions of the instructor, TVCC students, and the TVCC administrative staff. Understand that this factor is highly subjective. In extreme cases, the instructor reserves the right to withdraw students from the class.

Online Etiquette: If you are a newbie to online communication, review the following website that explains "Netiquette": <http://www.learnthenet.com/english/html/09netiq.htm>
Remember to:

- Use polite, understated, good language
- Do not type in ALL CAPS, which is perceived as shouting
- Think of your comments as being printed in a newspaper

Drop Policy: A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. It is the student’s responsibility to officially withdraw from a course.

Research Resources:

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Technology Resources/Access:

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Make-up Policy: All course requirements are to be completed and submitted when scheduled as no make-ups are given.

Student’s Responsibility:

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty:

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Affirmative Action:

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments:

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

Director of Human Resource/Title IX Coordinator

Office Phone: 903-675-6215

American with Disabilities Act (ADA)

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or

other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit:

<http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.