

# LEARNING FRAMEWORKS EDUC 1300.2

## Online Course Syllabus

*"Preparation is the key to success." - Alexander Graham Bell*

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**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.

**PREREQUISITE:** INRW 0300/0301 or acceptable placement scores/exemptions.

**TEXT:** *On Course: Strategies for Creating Success in College and in Life*, Downing, 8<sup>th</sup> Ed 2016, Cengage Learning, ISBN 9781305397477 (Bound) OR 9781305647114 (Looseleaf) No code needed.

**STUDENT LEARNING OBJECTIVES:** Students will be able to demonstrate the following:

- Construct a personal learning system informed by the research and theory in the psychology of learning, cognition, and motivation.
- Identify factors that impact learning and apply techniques and strategies to achieve personal, financial, academic, and career success.
- Use technological tools and library resources to acquire information, solve problems and communicate effectively.
- Develop an educational and career plan based on individual assessments and exploration.

### **COURSE TOPICS:**

- Getting on Course to Success
- Study Skills
- Accepting Personal Responsibility
- Discovering Self-Motivation
- Mastering Self-Management
- Employing Interdependence
- Gaining Self-Awareness
- Adopting Lifelong Learning
- Developing Emotional Intelligence
- Staying on Course to Success

**COURSE PHILOSOPHY:** As an instructor at Jacksonville College, I embrace the doctrinal distinctive recognized by the college. In upholding this philosophy, I will provide a distinctly Christian environment in my classroom, demonstrate high standards of ethics and morality, pursue academic excellent, emphasize the Bible in my curriculum, and accept all regardless of their race, gender, national origin, or disability, while promoting both social and personal responsibility.

# GRADING PROCEDURES

## COURSE EVALUATION FOR STUDENT GRADE:

EXAMS (2)	20%
JOURNAL (32 ENTRIES—Online Discussions)	32%
CLASS PARTICIPATION & ATTENDANCE	8%
CAREER PROJECT & PRESENTATION	15%
VIDEO REVIEWS (2)	10%
LIFE PLAN	5%
SERVICE HOURS	5%
SELF-ASSESSMENTS	5%

## GRADED ELEMENTS:

Exams (20%): There will be two exams during the semester. Tests may contain multiple choice, true/false, matching, fill in the blank, and/or short essay questions. All test material comes from the textbook and provided review sheet.

Journal Entries (32%): A total of 32 journal entries are required from each student (some of these are combined). These entries will be entered online in a discussion forum format. These entries have specific due dates as outlined in the course calendar and are due on the date noted. Each entry is worth 1% of your final grade to make a total of 32% of your final grade—this is a major portion of your grade so make sure to not get behind!

Class Participation & Attendance (8%): Attendance is taken by your online posts and participation. Interaction with others on the discussion boards will serve as the participation portion of your grade.

Career Project/ Presentation (15%): All students will complete a project about a selected career. This project will consist of 3 parts: research (questions provided), a field interview, and a Power Point presentation. Full instructions will be given at the assigned time.

Video Reviews (10%): Students will watch two videos during the semester and participate in an online discussion about them using provided questions.

Life Plan (5%): Students will complete a Life Plan that will be emailed to the instructor.

Service Hours (5%): Students are required to obtain three service hours during the semester. Opportunities and suggestions for earning service hours will be given during the semester.

Self-Assessments (5%): Students will complete both a Soft Skills and Study Skills Pre-Assessment and Post-Assessment. These assessments are found in the textbook.

\*\*\* Specific instructions for each assignment will be uploaded to Moodle throughout the semester. \*\*\*

## **COURSE INSTRUCTOR POLICIES & PROCEDURES:**

- **Online Classes:** Online classes are unique and require a lot of self-discipline and responsibility on the part of the student. It is important that you completely read this syllabus and keep up with the course calendar. Check Moodle (including the Resources folder) and your school email frequently. Please do not wait to begin participating or post to the discussion late; it is easy to fall behind in an online class.
- **Online Student Support Services:** Support services and resources are available to all online students and may help you success in this course. Find out what services are available and how to access them by visiting our Online Student Support Services page.
- **Library Course On Moodle:** The Norman Library provides many online resources to students. To access these resources, or to request assistance with using these resources, you may visit the Library course on Moodle. Just sign into Moodle and then in the navigation block on the left side of the page click the current term and then the link to the Library course.
- **504 Accommodations Statement:** *Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable accommodations for students with a disability. In accordance with Section 504 and ADA guidelines, Jacksonville College strives to provide reasonable accommodations to students who request and require them.* The Federal regulations implementing Section 504 and the ADA establish that reasonable and appropriate academic accommodations must be provided to students with disabilities to allow equal access to educational opportunities. While providing accommodation, however, institutions of higher education are not required to lower academic standards or compromise the integrity of the school, department, or program. The Office of Disability Services recommends accommodations for students with disabilities in compliance with these Federal and State mandates. *If you believe that you have a disability requiring accommodations, please contact the Office of Disability Services. (counselor.504@jacksonville-college.edu; 903 586 2518 ext. 7103)*
- **Email:** Please use your JC issued JAG Mail account for all class-related correspondence and identify yourself and class in your email. All student inquiries will be responded to within 24 hours, with the exception of weekends and holidays. Please note: if you receive a Moodle news update or post as an email, please DO NOT reply to that email and expect an answer. Those replies do not go to me but only to a general Moodle account. If you reply in email form to a Moodle posting notification, I will not receive that email. Please always ONLY use my college email address when contacting me: mkearney@jacksonville-college.edu.
- **Participation & Attendance:** Attendance is recorded for online classes. Participation in online discussions is your required attendance and how you earn your participation grade. There are no excused absences in college, except school-sponsored activities; however, in an online format, you should have ample time to complete all assignments even when you have school-sponsored activities and events. **Please plan ahead.**
- **Student Conduct:** You are expected to follow all guidelines as stated in the Jacksonville College Student Handbook. As college students, you should be mature enough to act responsibly and respectfully during online discussions and posts (this includes not using inappropriate language).
- **Academic Honesty:** Plagiarism is not only immoral but also a crime. It is illegal to purchase/copy material off the internet to pass off as your own research and a violation of copyright laws to quote or reference someone's ideas or conclusions without giving proper credit. Plagiarism and other forms of cheating will not be tolerated and will result in the disciplinary actions outlined in the Jacksonville College Honor Code.
- **Late Work:** Assignments are expected on the assigned due date and it is the discretion of the instructor whether to take late work. If accepted, late work will be subject to a deduction of twenty points. *Late work will not be accepted after two weeks from the due date.*
- **Technical Support:** If you experience any technical problems with your Moodle accounts, Jagmail, or other technology needs, please send an email to help@jacksonville-college.edu.

# Jacksonville College Honor Code

Each person of the Jacksonville College community is expected to uphold The Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student.

Therefore, "And whatever you do, do it heartily, as to the Lord and not to men" Colossians 3:23 (NKJV).

A violation of the Honor Code consists of but is not limited to the following defined actions:

A. **Lying:** making a false statement made with the deliberate intent to deceive. Lying includes but is not limited to the following:

1. Misrepresenting yourself by having another individual substitute for you in the taking of a quiz or test.
2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)
3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.

B. **Stealing:** taking the property of another, including College property, without permission or right.

C. **Cheating:** dishonest behavior including but not limited to the following acts:

1. **Plagiarism:** the act of taking or closely imitating another individual's thoughts or words and using them as your own, whether by paraphrase or direct quotation, without giving credit through proper documentation and/or the submission of an assignment written by another student, commercial organization or anyone other than the student.
2. **Unauthorized assistance or collaboration:** students working together on any tests, quizzes, assignments or exams without the instructor's permission.
3. **Use of Unauthorized Materials:** using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without the instructor's permission.
4. **Unauthorized Dual Submission of Previous Academic Work:** using any work from a previous or other course for an assignment unless a student has received prior permission from an instructor.
5. **Other Academic Misconduct:** including, but is not limited to: stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student's electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.

## DISCIPLINARY CONSEQUENCES of ACADEMIC VIOLATIONS:

- **FIRST OFFENSE:** The student will be given a zero or “F” on the test, exam, course paper, or class assignment.
- **SECOND OFFENSE:** (whether in same class or another class) The student will receive an “F” in the course in which the second offense occurred.
- **THIRD OFFENSE:** (whether in same class or another class) The student is subject to being withdrawn from the College by the Academic Dean.

## REPORTING ACADEMIC VIOLATIONS:

- The instructor and student will sign the Academic Violation Report Form. The Instructor will send copies of the Report Form to the Academic Dean and the Dean of Students.
- The Dean of Students may talk with the student regarding the academic violation. (See Student Handbook pp. 20 and 23.)
- The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.
- For a second offense, the Academic Dean will notify the student regarding an “F” in the course in which the second and subsequent violation occurred.
- For a third offense, the Academic Dean will notify the student of their due process in the withdrawal procedures from the College.

## APPEALS:

- Student may see *Course Catalog* under “Student Grievance Procedure.”

## JACKSONVILLE COLLEGE HONOR CODE STUDENT PLEDGE:

As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students.

Having read and understood the contents and purpose of this document, my signature indicates my commitment to abide by the Jacksonville College Honor Code. By signing this document, I am also acknowledging I have read and understood the syllabus for Learning Frameworks 1300.2.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_