Learning Frameworks  
Fall 2018  
Brazosport College

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Adjunct Office, E211 in the Student Success Center

WELCOME:  
Well done! By enrolling in this course you are showing that you take your college experience seriously and intend to become a learner who takes responsibility for his/her academic success. I hope you will not only learn a lot in this course but you will find it fun and engaging. Each lesson is made up of a series of different activities so you won’t be expected to listen to me lecture the whole time! In fact, I hope we will co-create the experience by fully participating in the discussions, being an active member of the various peer-group activities, and communicating to me your thoughts and suggestions about the material I am about to share with you. This course will only be challenging for anyone who refuses to bring 100% commitment to each lesson. That’s not you...so let us look forward to you earning an A!

COURSE DESCRIPTION:  
This course has been designed to expose students to a very different experience to what they may have had in other courses - in terms of:  
- A welcoming environment  
- Strong community-building component - including establishing trust with the instructor and clarifying course expectations in a fun, inclusive way  
- Stimulating motivation for attendance and participation  
- Connecting the purpose of this course for overall success in college with the student’s personal interests and future direction.

The various topics being covered include: goal-setting, effective time management, note-taking strategies, how to undo “bad” academic habits, test-taking strategies, how to read a textbook, and much, much more.

NO TEXTBOOK REQUIRED:  
In lieu of a textbook, students will be required to print copies of course handouts, articles, and materials before class. Instruction will be given and made available to enrolled students on how to access course materials.

REQUIRED READINGS/SUPPLIES:  
The instructor will occasionally distribute reading assignments. Students are required to read all assigned material. The reading load is not designed to be heavy. As with any lecture or discussion material, any reading material is fair game for exams, quizzes, or in-class discussions.
Other Supplies:
- Computer for word processing/e-mails/internet/MyBC-Online/D2L
- USB Flash Drive
- Paper, pen, pencil, binder

Binder should be 2-2 1/2” thick
Please have 4 tabs: syllabus, journals, notes, assignments/quizzes. Keep all assignments and quizzes in your binder until you receive your final grade.

LEARNING ENVIRONMENT:
A student’s enrollment in this class acknowledges he/she intends to learn course material. To that extent, certain behaviors that would impede this process will not be permitted. These include, but are not limited to, reading newspapers or books, text-messaging, surfing the web, answering cell phones, talking out of turn, having headphones/ear buds in both or one ear, etc. If you are not sure what is appropriate, please ask me. Students are responsible for knowing and following common sense rules of behavior. I am committed to creating and maintaining an open and productive intellectually engaging learning environment. Disruptive students will be instructed to leave the classroom – this is college, warnings will not be issued. Please also read the RESPECTFUL CLASSROOM BEHAVIOR document (Appendix A) for more information about appropriate behaviors and classroom expectations.

As a college student, you are expected to conduct yourself as a responsible adult. This includes, but is not limited to, attending class, seeking academic help, and addressing any problems you may have directly with your instructors. Rights and responsibilities of BC students are outlined in the BC Student Handbook and Calendar.

OBJECTIONABLE MATERIAL WARNING:
This is a college course and students should know that anything is fair game. The college classroom is a unique place in society where any ideas, opinions, and perspectives are welcomed and should be shared—respectfully. Students may find some of the material offensive. No inappropriate language should be used in class.

By the end of this semester, through class lectures, videos, discussions, in-class activities, and a variety of written and other assignments, you will increase your written and oral communication skills, critical thinking abilities, and toolbox of study strategies.

LEARNING OUTCOMES:

HIGH LEVEL COURSE OBJECTIVES:
COURSE REQUIREMENTS:

Course Learning Outcomes:
1. Students will determine their mindset about learning and how the awareness of such can maintain their motivation (drive).
2. Students will explore alternative skills that will allow them to change their negative self-defeating and ineffective counter-productive habits.
3. Students will be made aware of the opportunities to interact with classmates, instructors, and other college personnel (example via Scavenger Hunt, Library Instruction & Academic Support Services).
4. Students develop and pursue useful goals.
5. Students demonstrate organization of time and study materials.
6. Students describe how to store and retrieve information from their memory.
7. Students demonstrate effective reading and note-taking strategies that enhance retention and comprehension.
8. Students distinguish effective test-taking strategies to be used before, during, and after taking a test.
9. Students demonstrate critical thinking skills when approaching decisions and tasks.
10. Students demonstrate written and oral communication that is appropriate to content and that effectively conveys meaning and logic.
11. Students will gather research, analyze data, and apply knowledge to future college and career pathways.
12. Students use technology throughout the course.

Students are required to complete all assignments, participate in class discussions and submit all written work according to the stated deadline. College instructors expect students to spend time outside of class reading, writing, and studying course material. Specifically, for every hour you are in class you need to study for two-to-three hours. This means working on this class material for approximately one hundred hours outside of class. This is college!

The breakdown of the requirements is as follows:

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<tr>
<th>Percentage</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>20%</td>
<td>Journals</td>
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<tr>
<td>10%</td>
<td>Participation</td>
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<tr>
<td>15%</td>
<td>Midterm Exam</td>
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<td>15%</td>
<td>Final Exam</td>
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<tr>
<td>10%</td>
<td>Library Research Assignment</td>
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<td>10%</td>
<td>Career Project</td>
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<td>10%</td>
<td>Quizzes</td>
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<td>10%</td>
<td>Attendance</td>
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Semester grades will be earned as follows:

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<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% and above</td>
<td>A</td>
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<tr>
<td>80% - 89%</td>
<td>B</td>
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<tr>
<td>70% - 79%</td>
<td>C</td>
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<tr>
<td>60% - 69%</td>
<td>D</td>
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<tr>
<td>59.9% and below</td>
<td>F</td>
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JOURNALING (20% of semester grade):
The biggest single percentage of points for this course comes from completing regular journal assignments. These journal assignments are designed to help you reflect on the course material, your experiences outside of class and college, and stimulate new insights on becoming a more successful learner overall. The highest points will be received by students who demonstrate thought in writing their journals, write at least 250 words (maximum 500 words) on the assigned topic, and take care in communicating their thoughts through use of proper spelling, grammar, and complete sentences. Please type your journal (see section on "guidelines for written work.) You will be graded on: introduction, understanding of topic, reflection, application, and grammar.

Further instruction on the value of journaling and feedback on these activities will be given throughout the course.

PARTICIPATION (10% OF SEMESTER GRADE):
During the semester, several assignments will be administered to work on both inside and outside of class that will count toward your participation grade. The college classroom is a place for individuals to come together with the common purpose of improving their intellectual and academic skills. All students deserve a classroom environment that is free of interruptions or distractions that impede learning. Because active participation in class discussions is essential, it is important that all students are fully prepared for class each day. Disruptive activity that hinders other students’ learning or deters an instructor from effective teaching will not be tolerated. Students who become a disruption will be asked to leave class and will not be able to return until they have had an independent meeting with the instructor and/or the Dean of Student Services.

EXAMS (30%):
Students will complete two exams this semester - a midterm and a final exam. More details will be given in class, including how to prepare to “ace” these exams. EXAMS MAY NOT BE TAKEN OR SUBMITTED LATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE

PROJECTS (20% of semester grade):
You will complete two projects this semester: Library Research Assignment (10%) and the Career paper/presentation (10%). These are listed on the course calendar and more details for each project will be given in class at the appropriate time.

QUizzes (10% OF SEMESTER GRADE): At the beginning of some classes, students may have a brief quiz over the material from the last class or readings from the book. There will be no make-up quizzes - no exceptions. If you are late to class, the instructor will decide whether you will be allowed to take the quiz.

ATTENDANCE (10% OF SEMESTER GRADE)
Attendance is mandatory. You are expected to attend every class, to arrive on time, and to remain the entire period. Likewise, you will frequently participate in in-class activities. It is your responsibility to find out what you missed in the case of an absence. In college there is no such thing as an “excused absence.” Students who leave early/arrive late (more than 15 minutes) will be marked as absent.
Attendance grades (for fall) are:
0 absences - 100%
1-2 absences - 90%
3-4 absences - 80%
5-6 absences - 70%
7 absences - 60%
8 absences - 50% (FAIL THE COURSE)

STUDENTS WHO HAVE EIGHT OR MORE ABSENCES WILL AUTOMATICALLY RECEIVE AN “F” FOR THE COURSE.

GUIDELINES FOR WRITTEN WORK:
In-class assignments and other written assignments must be completed in blue or black ink - any other work will not be graded. In-class work must also follow normal guidelines of Standard English - this includes complete sentences. Of course, you are not expected to create polished in-class work. Use MLA guidelines.

Out-of-class assignments when designated must be typed with Times New Roman size 12 as the font, with one-inch margins on all four sides, and double-spaced. Please note that correct spelling, grammar, and a clear, easy-to-read format all count toward your grade. Use professional/formal/college English (this means NOT using text-message language, contractions, clichés, or slang, for example). Use MLA guidelines for formatting your paper. All work is to be done by yourself unless otherwise noted by the instructor.

Do not use Google Docs to create documents, power points, etc. I do not have a work Google Docs account so I cannot "read" a Google Docs document. Do not send a link to a Google Docs document. Since I do not have a Google Docs account, I cannot access documents in Google Docs.

After graded work is handed back, you should wait 24 hours before asking any questions about the grade. During this time, you should review the feedback and any relevant notes. Grades will only be changed if mistakes were made by the instructor. You should have prepared clear and specific questions before inquiring about why a certain grade was assigned to your work.

LATE WORK POLICY:
Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time is considered highly desirable and an important asset to develop. LATE WORK WILL NOT BE ACCEPTED. Assignments turned in LATE will NOT be graded and WILL BE given a ZERO. This policy is subject to change only with EXTREME extenuating circumstances. Assignments are due IN CLASS, at the beginning of class, the day they are due. If you do not receive an assignment back from your instructor, it is your responsibility to follow up with your instructor. Save all returned assignments. Computer problems, printer problems, and technical difficulties are not acceptable reasons for late work. Ample amounts of computers, printers, and technical support are available and accessible throughout the BC campus. On campus printers are available in the Student Success Center, Library, Learning Services and many computer labs. The cost is 10 cents per copy.
Please discuss any issues with your instructor.

If you are absent on the day an assignment is due, the assignment is still due. Either give the assignment to someone to deliver to the instructor or send an email to the instructor and attach the assignment to the email. Use your BC email account and “cc” yourself in the email. If using the email option, you still need to bring a hard copy of the assignment to the next class meeting.

ACADEMIC HONESTY:
Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu. Click on the CATALOGS AND SCHEDULES link under STUDENTS. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may/will, at a minimum, result in an “F” this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

STUDENTS MUST COMPLETE ALL WORK INDEPENDENTLY UNLESS OTHERWISE INSTRUCTED. PLAGIARISM, CHEATING, OR ANY RELATED OFFENSIVES WILL RESULT IN AN AUTOMATIC ZERO FOR THAT ASSIGNMENT - NO EXCEPTIONS; NO EXCUSES WILL BE TOLERATED!

See pages 13-18 in your Student Guide and Calendar for more specific information.

WITHDRAWALS:
If you need to drop the course for whatever reason, it is your responsibility to inform the instructor officially (i.e., in writing) in a timely manner. It is your responsibility to drop the class. THE INSTRUCTOR WILL NOT DROP STUDENTS FOR ANY REASON. All students who remain in the course will receive a grade based on their performance. The last day to withdraw is: November 1, 2018.

ACCOMMODATIONS:
Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact: Phil Robertson, Special Populations Counselor, (979) 230-3236 for further information. Students must notify the instructor of any accommodations during the first week of class.

EMAIL BASICS:
Communicating with others via email is an important skill to succeed in today’s world. It is critical to know the audience when communicating in this medium. When you communicate with your instructor or your peers, you should be mindful of how your message may be interpreted. Please use the following guide in each and every email when communicating with instructors:
1. Appropriate salutation (e.g. Dear Mrs. Babington,).
2. Brief introduction of yourself (especially important early on in the semester) so the instructor knows who you are.
3. Subject heading that includes the class identifier.
4. Subject heading that indicates the general nature of your communication (e.g., Question about Career Project).
5. Polite closing (e.g., Thanks, Best Wishes, Sincerely, Cheers, etc.).
6. Write a short message that is to the point.
7. PROOFREAD, PROOFREAD, PROOFREAD
8. Avoid slang, text-message language, and acronyms (e.g., LOL).
9. Avoid sending an email when you are angry or upset.

College policy requires me to communicate with you using your Brazosport College email only. Because of this, I will not respond to emails sent from private email accounts unless there are extreme circumstances (loss of passwords, etc. is not an extreme circumstance).

Please check your MyBc email often – 2 to 3 times each week.

**TIPS FOR BEING SUCCESSFUL:**
This is not designed to be a difficult course. If you attend every class, take good notes, complete assignments, and study outside of class, you should have no problem earning a good grade in this course. The instructor is available to students for any questions or concerns about the subject material.

**DISCLAIMER:**
The course instructors reserve the right to make changes to any part of the course requirements, assignments, policies, deadlines, content, etc. You are responsible for keeping track of any and all changes. The instructors assign grades solely based on performance, not effort or anything else. If you anticipate any difficulty meeting course requirements or deadlines, you should contact the instructors well in advance. If an emergency should happen (e.g., hospitalization), formal documentation is required, and the instructor will be more than happy to help the student to complete the course successfully.

**COPYRIGHT PROTECTION:**
All federal and state copyrights reserved for all original material presented in this course through any medium, including lecture or print. Unless otherwise noted, all course materials are the intellectual property of the instructors and are thus copyrighted. Individuals are prohibited from being paid for taking, selling, or otherwise transferring for value, personal class or other information notes made during this course to any entity without the express written permission of the instructors. In addition to legal sanctions, students found in violation of these prohibitions may be subject to disciplinary action from the college administration.
RESPECTFUL CLASSROOM BEHAVIOR

We all benefit when:

- Everyone feels comfortable and free to share their thoughts in a safe and supportive environment. Please consider this before challenging, questioning, or contradicting the input of other students.
- All students understand they are being listened to in their own time, in their own way. This includes students who make speak slower or take a longer time to articulate their thoughts than you. Please do not interrupt a student who is still speaking; wait until they have finished before making your contribution to the discussion.
- We actively listen to other’s opinions and insights. “Active listening” means paying attention: not on phone, not reading something else, not talking, not sleeping...
- Contributions made to discussions are thoughtful, supported by examples (to make the meaning clearer) or evidence (e.g., sharing the original source).
- We are willing to take risks in sharing opinions that might be different to those ascribed to by the majority. Diversity of thought is as much a classroom asset as all other, more established, forms of diversity!
- You do not just accept something the instructor says - that you do not understand or agree with - without comment. No instructor minds being intellectually challenged, as long as it is done respectfully.
- Someone asks a question...because the chances are, someone else in the class wanted the answer but were too shy or nervous to ask. So you are doing someone else, not just yourself, a favor.
- We choose to engage fully in class discussions. Let us make them as lively and rich as possible; that is your responsibility as well as the instructor’s.

Additional points to consider on making contributions:

- If you only thought of something after we had concluded class, take the opportunity to raise the issue via email.
- Remain open-minded! It is a myth that smart people stick to their original views. In fact, the smartest people are those who are willing to be swayed by reasoned argument and revise their views and opinions accordingly.
- Do take the opportunity to further class discussions in your Success Teams and/or study groups. You more you actively “work with” the material we cover, the more embedded in long-term memory it will be.
- Remember, the richness of this course experience - for you and for your peers - depends on you playing an active role in contributing to discussions. Speak up!
Frameworks for Collegiate Learning Syllabus Quiz

Student Name: ________________________________________________________________

1. What is the course instructor's office phone number?

2. On what day(s) and time(s) are office hours held?

3. List three course objectives that are of most interest to you.

4. What percentage overall will result in a C grade for the semester?

5. True or False? For any false statement, please correct the statement.
   a. Attendance is crucial for success in this course.
   b. Both the mid-term and final exam will be accepted after the date due.
   c. Written work can be handed in using green and red ink.
   d. Late assignments can be handed in up to three weeks after the due date.
   e. Any student who attends class, takes good notes, completes assignments, and studies outside of class should receive a good grade in this course.

6. What are the criteria for receiving maximum points for attendance?

7. How many absences will result in an automatic F grade for the semester?

8. What are the two projects you will complete during the semester?

9. What percentage of your final grade will accrue for completing your journal assignments?

10. Whose responsibility is it to officially notify the instructor that you are dropping the course?

11. How are you expected to present your typed assignments? (give three examples)
Learning Framework Syllabus Contract

I (insert full name) ______________________________________________, confirm that I have read and understood the syllabus for Learning Frameworks and fully commit to adhering to the instructions given, including appendices.

Signed: _______________________________________________________

Date: __________________________