

COURSE INFORMATION	FACULTY INFORMATION
Course Title: Learning Frameworks	Name: Ms. Vivian L. Rodgers
Course Number: PSYC 1300	Office Location: Student Success Center – E-209
Course Sections:	Office Phone: 979-230-3283
Credit Hours: 3 credits	Office Hours: <ul style="list-style-type: none"> • <i>Virtual Office Hours available</i> – <i>Times will be noted in the virtual campus</i> • <i>Appointments can be scheduled</i>
Prerequisite: None	E-mail: Vivian.rodgers@Brazosport.edu
Semester: Summer 2024	Class Location: Online
Supervisor Name and Contact: Lauren McCormick, AVP of Student Success (979) 230-3368	

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 along with selected reading materials! You will be expected to fully participate 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 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 active participation
- Connecting the purpose of this course to the 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, and much, much more.

NO TEXTBOOK REQUIRED: REQUIRED READINGS/SUPPLIES:

In lieu of a textbook, students may be **required to read assigned articles and materials.**

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-with internet connection/e-mails/internet/MyBC-Online/D2L Access
- **Headset with microphone for audio recording capability** – required for 2 major projects
- USB Flash Drive

ONLINE SUPPORT SERVICES:

- Help Desk
 - [Chat with a Helpdesk representative](#)
 - helpdesk@brazosport.edu
 - 979-230-3366
 - [Helpdesk website](#)
 - Campus Location: K.100
- Online Tutors
 - Email to set up an online Writing tutor session: writingcenter@brazosport.edu
 - Email to set up an online Math tutor session: mathcenter@brazosport.edu
 - [Student Success Center/Tutoring website](#)
 - 979-230-3184
 - Campus Location: E.200
- Online Academic Advisor
 - [Chat with an Academic Advisor](#)
 - 979-230-3238 or contact the department secretary at 979-230-3237
 - [Online Counseling Services](#) website
 - Campus Location: E-Wing
- Learning Services
 - [Chat live with a Learning Service Representative](#)
 - [Proctor Testing](#)
 - 979-230-3253
 - [Learning Services website](#)
 - Campus Location: [view map](#)
- Library
 - [Chat live with a Librarian](#)
 - 979-230-3310
 - [Library website](#)
 - Campus Location: F.134
- Campus Bookstore
 - [Bookstore website](#)
 - 979-230-3410
 - Campus Location: [view map](#)
- Distance Learning
 - [Virtual Campus Manuals & Tutorials](#)
 - [Success Tips](#)
 - [Student Guide & Calendar](#) website
 - [Virtual Campus Tour Reservation](#) form
 - [Distance Learning website](#)
 - 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility and Student Privacy information is available on the [Distance Learning](#) website.

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. I am committed to creating and maintaining an open and productive intellectually engaging learning environment. Disruptive students will be instructed to remove themselves from the on-line learning 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. *(This information applies to the virtual classroom as well)*

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 will find some of the material offensive, as they should. No inappropriate language.

LEARNING OUTCOMES:

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.

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.

COURSE REQUIREMENTS

Students are required to complete all assignments, participate in on-line discussions, and submit all work according to the stated deadline.

The breakdown of the requirements is as follows:

10%	Quizzes	See syllabus
10%	Midterm Exam	See syllabus
20%	Active Participation/Class Attendance/Supplemental Activities	See syllabus
10%	Final Exam	See syllabus
7.5%	Financial Wellness Activities	See syllabus
10%	Career PowerPoint Project – w/audio	See syllabus
7.5%	BC Library & Information Literacy Modules	See Syllabus
10%	WHO I AM PowerPoint Project – w/audio	See syllabus
15%	Discussions	See syllabus

Semester grades will be earned as follows:

90% and above	A
80 % - 89%	B
70 % - 79%	C
60% - 69 %	D
59.9% and below	F

ACTIVE PARTICIPATION/CLASS ATTENDANCE/SUPPLEMENTAL ACTIVITIES (25% of semester grade):

Active Participation/Class Attendance is required and students are expected to **LOGIN WEEKLY**. Likewise, you will frequently be expected to contribute to group discussions and complete course projects and activities (**be mindful of all deadlines**). **It is the student's responsibility to keep up and/or contact the instructor regarding issues that could prevent completion of assignments.**

If there is no evidence that a student has **Actively Participated** (as defined below) for two consecutive weeks, the instructor may initiate paperwork for an **ADMINISTRATIVE WITHDRAWAL**.

Student attendance in online courses is defined as **Active Participation**. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor

Or other ***supplemental activities***

WITHDRAWALS:

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing the course such as: **medical/family emergencies, deployment, and/or significant economic burdens**. Students should notify the instructor of the decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. All students who remain in the course will receive a grade based on their performance. The last day to withdraw is August 5th.

WITHDRAWAL REQUESTS SHOULD BE SENT DIRECTLY TO ADMISSIONS:

admissions@brazosport.edu

JOURNALING/WRITINGS - Five and Apply papers

These journals 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 papers, write at least 400 words (maximum 500 words) on the assigned topic, and take care in communicating their thoughts through use of proper spelling, grammar, and complete sentences.

More tips on writing successful Five and Apply writing assignments:

GUIDELINES FOR WRITTEN WORK:

- **Use MLA formatting**
- **Do not use contractions**
- **Proofread your paper**
- **Read feedback given on graded assignments**
- **Read directions carefully (directions are found in each Five and Apply assignment)**
- **Use the format described in each Five and Apply assignment**

QUIZZES (10% of semester grade):

Students will be administered quizzes over the material from the previous class material and/or assigned readings. There will be no make-up quizzes – **no exceptions**.

MAJOR PROJECTS (20% of semester grade): (Career Project & WHO I AM project)

You will complete 2 projects this semester: Career Exploration Presentation Project - with audio (10%), & the WHO I AM project – w/audio (10%). These are listed on the course calendar and more details for each project will be given at the appropriate time.

FINANCIAL WELLNESS UNIT (7.5%)

You are going to complete 3/4 activities to help you gain a better understanding of your future career salary, budgeting, and credit scores.

LIBRARY & INFORMATION LITERACY (7.5%)

You are going to complete activities to help you gain a better understanding of what the library offers, how to find information, and examining sources.

EXAMS (20%):


Students will complete two exams this semester – a midterm and a final exam.

DISCUSSIONS (10%):

Each week you will be required to complete a Weekly Discussion Post. Please complete the discussion post after you have completed all of the Lessons, Readings, and Assignments for the week. The Weekly Discussion Post will re-cap some of the things that you worked on during the week.

Criteria		Excellent Substantive (s)	Meeting Expectation Substantive but May have additional question (s)	Needs Work Non-substantive (u)
Original Post	0-3 points	Learner post his/her own thread; may include suggested points to consider but also has original points(s) not mentioned in the topic description or discussion starter.	Learner post his/her own thread or under the discussion starter thread the instructor has introduced and refers solely on the suggested points to consider in the topic description or discussion starter.	Learner does not post his/her own thread or thread is not related to the chapter topic or weekly topic(s).
Contribution to others	0-2 points	Learner post a reply to another learner's thread; post offers an agree/disagree, a reason for the opinion and a question or alternative thought to encourage additional discussion.	Learner post a reply to another learner's thread; more than just an agree/disagree, but does not encourage additional discussion to take place and/or does not explain the reason for their opinion.	Learner does not reply to another learner's thread OR response does not contribute to the discussion.
Overall Score	5			

Discussion Forum Guidelines**Original Post**

Respond to the original question(s) in the discussion forum by clicking the button . Follow all the directions in the discussion forum. Your answers should be at least 3 sentences.

Reply

After posting your original response, reply to at least two classmates' postings.

Use a Positive Tone

The idea is to get a dialogue going. It is OK to question another student or disagree, but you must be respectful. Review your message before clicking the **Submit** button.

Use Correct Spelling and Grammar

Follow all spelling and grammar rules when posting to the discussion forums. There are spell check tools for you to use. You can also compose your message in a word processing program where you can check your spelling and grammar and then cut and paste your answer into the discussion forum (do not post your answer as an attachment). Avoid typing in all capital letters, as this is considered to be shouting (flaming). Avoid using text abbreviations and informal language.

Plagiarism

It is best to put the information in your own words (paraphrase). It is OK to quote material, but make sure you use quotation marks and provide the author's name and a page number (if applicable).

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.

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 a zero for the assignment in question and/or an "F" for the course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

See the Student Guide and Calendar for more specific information on Student Conduct, Rights & Responsibilities.

[STUDENT GUIDE & CALENDAR](#)

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.

STUDENT SUPPORT:

To help you on your educational pathway, Brazosport College provides all students with access to TimelyCare. If you're stressed, challenged, or need help, download the TimelyCare app today! It's your free virtual health and well-being service platform, available 24/7, 365 days of the year. Search "TimelyCare" in your app store. Then, register with your student email to access your health care services.

TITLE IX STATEMENT:

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If students experience an incident of discrimination, sexual harassment, or sexual misconduct, they are encouraged to report it.

If a faculty or staff member "is informed of a student's pregnancy or related condition" by the student or "a person who has a legal right to act on behalf of the student," the employee must "promptly" tell the student or representative how to notify the Title IX Coordinator of the student's pregnancy or related conditions and must provide the Title IX Coordinator's contact information to the student or representative, unless the employee "reasonably believes" the Title IX Coordinator already knows.

While students may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what is told to them to college officials. Students can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Brad McGonagle, Vice President of Human Resources & Title IX Coordinator
979-230-3126; brad.mcgonagle@brazosport.edu

Alex Crouse, Director of Student Life and Deputy Title IX Coordinator
979-230-3355; alex.crouse@brazosport.edu

AI STATEMENT:

The growth and development of BC student is the ultimate goal for campus leaders. To reach this goal students are expected to engage with learning activities that will promote critical thinking. Hence, the Learning Frameworks Department expects students to create and cultivate original work. Therefore, assignments generated by AI ChatGPT, or some other computer programs is not accepted for any learning activity. Students who submit; violate this policy and are subject to disciplinary action.

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 consider the following guide when communicating with instructors:

1. Appropriate salutation (e.g., Dear Ms. Rodgers,).
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, AND 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.

Please Log-in to your D2L account and MyBc email Weekly.

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.

Syllabus Appendix A
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
 - 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 in an online thread (D2L).
- 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. The 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!

TURNING IN ASSIGNMENTS:

Instructions on how to turn in assignments will be provided by the instructor when the assignment is given. **A majority of your assignments will be turned in using a drop-box in Desire2Learn (D2L). For those written assignments submitted to a drop-box, please make sure they are typed, double-spaced, and saved in either MS Office/Word (.doc) or Rich Text Format (.rtf). Documents saved on NotePad, WordPerfect, or another word processing program are not compatible with the software used to view and grade class work. Computer related excuses are not accepted for turning work in late. Always back your work up in multiple places (including your flash drive/storage device).**

EXPECTATIONS FOR AN ONLINE CLASS:

The college classroom is a place for students to come together with the common purpose of improving their intellectual and academic skills. All students deserve a learning environment that is **free of interruptions or distractions** that impede learning. In order to meet this goal, all communication in this course, including email, discussion, chats, and posts should be conducted in a collegial manner. Please respect the following guidelines:

Grammar

Use proper sentence structure, grammar, spelling, and punctuation. Online lingo and abbreviations that are commonly used in texting or instant messaging should not be used in your online communication.

Online versus Face-to-Face

Be aware that online communication is much different than face to face interaction. Since nonverbal cues cannot be read, be careful not to post a message that could be misconstrued by others. Humor and sarcasm can be a problem in online communications.

Avoid Caps

The use of all capital letters in your writing means you are SHOUTING and is considered rude.

Emoticons ☺

Keep them to a minimum.

Be Polite

Prompt productive conversation by being polite and respectful when disagreeing with others. Students should not use offensive language.

Take Pride in what you Publish

Think before you hit Send or Post. *Is your response meaningful, well-constructed, and to the point? Are you sending an email with a subject title that is relevant? Is your communication presented in a well-organized, respectful and professional manner?* Take pride in what you publish to your online community

TAKING ONLINE CLASSES, MYTH VS. TRUTH:

Myth	Truth
Online classes are easier than face to face classes	Online courses are an alternative form of teaching and learning that offer flexibility and added convenience for a variety of students. The course objectives and expectations are the same as in a traditional course, and the quality of education is equivalent as well.
Online classes are shorter than face to face classes	This class is equal to a 16-week face to face class. Curriculum is modified to fit into various semester terms offered.
Online means “work at your own pace.”	Online does not mean “Work at your own pace” and “Check in on occasion.” It means, “Keep up,” and “Check in often.” You must be motivated, committed, and organized to succeed in online classes. If you let things go for a week, you will get overwhelmed.
Online classes are impossible to pass	Many students succeed in online classes. These students tend to be determined self-starters who are in control of their own education and are not afraid to say, “Help!” and “Is this what you want?” Taking an online class is a task that requires a greater amount of discipline, responsibility, and time management than a traditional course. You should at minimum have these qualities to be successful in an online environment

COMMUNICATING WITH STUDENTS:

If you need to reach me, please email me from your email account in D2L. For emergency situations you may call (979) 230-3283 – Office number.