

South Plains College
"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"

Course Syllabus for EDUC 1100–Fall 2022

Classroom: LIB 313, Library Building, Levelland Campus

**Course can be accessed on Blackboard, or by going to
southplainscollege.blackboard.com**

Instructor Contact and Office Hours

Instructor: Dr. Erika M. Warnick, Professor in College Literacy 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: Room 306, Teaching and Learning Center, Third Floor, Library Building, Levelland Campus

Classroom: Room TA (Technical Arts Building) 221

Office Hours (face-to-face and virtual):

Face-to-Face Office Hours:

Zoom Office Hours:

Monday	Tuesday	Wednesday**	Thursday**	Friday
8:30am-9:30am 1:30pm-2:30pm	8:30am-9:30am 1:30pm-2:30pm	1:30pm-3:30pm	1:30pm-3:30pm	9am-12:00pm (by appt.)

Required Materials for Class*

BOOK - FREE!!!! This is called an OER - Open Educational Resource. You will receive a link to the OER, posted in the Course Materials link in Blackboard starting the first official week of class.

Additional, Required Course Material:

1. Dedicated access to a computer WITH Wifi to complete assignments in Blackboard, attend Zoom sessions, and create, revise, and submit papers.
2. A place where you can listen and participate in Zoom meetings/sessions
3. 3-ring binder with loose paper
4. Highlighters, pens, pencils
5. Jump/flash drive to save papers
6. Word processing software (MS Word, Google Docs). **NO Pages (for Macbook users) documents will be accepted. MacBook users: you will need to save your Pages**

documents a Word or PDF documents before submitting any homework, drafts, or essays. A grade of 0 will be awarded for any assignment submitted in an unreadable format.

Course Descriptions and Objectives:

EDUC 1100 Course Description:

Learning Frameworks: 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 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

The grades you receive on your assignments, quizzes, homework, digital work, and discussion/participation activities are indicators of your progress in this class. Students will be asked to keep an ongoing record of these grades.

Additionally, **it is each student's responsibility** to continually monitor academic progress posted in each student's grade book on Blackboard.

Grades are determined by the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

****I only round up to the next whole number when a student's final average is at a .5 or higher. Example: a 79.6 = 80.**

Grade breakdown for the class is as follows:

Weekly Discussion Board	20% of grade
Weekly Assignments	30% of grade
Weekly Content Quizzes	15% of grade
Final Reflection Paper	20% of grade
Final Reflection PowerPoint Presentation (in Discussion Board)	15% of grade

Attendance, COVID, and Class/Online Policies

It is important to regularly log into class every week. You should plan on logging in roughly five times a week to feel connected to the course and remain active in your learning!

Drop Policy:

I rarely drop students from the class. **It is your responsibility to withdraw from the class if you are not able to complete the work, attend class, and/or if you are not passing the course.** A student may be dropped with an F for plagiarism or any academic misconduct. Additionally, a student may be dropped with an X or an F for inappropriate classroom behavior (whether in class or online).

COVID Policy:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea

- New loss of taste and smell

Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 10-day period. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor.

Please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Classroom Policies

Please treat others in the class with the same respect with which you expect to be treated. Conduct yourself in a professional manner at all times. Students who disrupt the learning environment will be asked to leave the class, and/or dropped from the course.

Be prepared for class!!!! Being prepared means:

- Bringing required materials to EVERY class
- Reading the materials **BEFORE** class
- Completing assignments/quizzes/homework **BEFORE** class:
 - If I see a student completing homework, assignments, or quizzes in class, during class time, that assignment will not be accepted.
- Listening to others and participating.
- Using cell phones for class purposes, not social purposes.

If the instructor deems a student unprepared in any manner, that student will be asked to leave the class, which will result in an absence for that day. If the student is continually unprepared for class in any way, that student may be dropped from the course and/or being reported to the Dean of Students' Office.

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.

Grading Policy/Late Work/Attached Files Policy/Appropriate 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 an 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 grade book.
- It is the student's responsibility to monitor their grades and progress.
- Turnaround time for grading is two weeks (generally sooner).
- ******IMPORTANT!!!!**** Please ONLY upload essays in PDF or Word versions! I WILL NOT accept any assignments or essays in Pages (or software programs other than Word, Google Docs, or PDFs). A grade of 0 will be entered in the grade book for any document in a format in which I cannot download/edit/read, which includes Pages for Mac users.**
- Please upload assignments through the assignment link and/or through Turnitin (both in Blackboard), unless otherwise noted. I am not responsible for lost or misplaced essays, or essays or assignments that are awarded a 0, because they were uploaded to the wrong area.
- I am not responsible for paper/homework that is not attached when submitting an assignment. If you submit a blank document, this will be considered a 0. You will be able to resubmit any assignments within 1 day of the assignment deadline (with the exception of essays and drafts).

Late Work Policy

- **For assignments/homework/weekly quizzes ONLY, you will be allowed to submit assignments up to 1 day late.** I will send you a reminder that will be emailed to your SPC email. You will have until the following day (11:59 pm, CST) to submit the missing assignment. After that, a grade of 0 will be recorded in the grade book. This does not apply to discussion boards, essays, or drafts.
 - **Weekly discussion posts/final reflection paper/final reflection presentation may not be submitted late** without written permission from the instructor. You will need to email me BEFORE a deadline, not afterward, if you would like me to consider any extension due to an unforeseen circumstance.
 - Turnitin creates a digital receipt when you submit an essay. This will be emailed to your SPC email. It is YOUR responsibility to keep these emails from Turnitin. Should there be a question of final reflection submission, I will ask to see this receipt. Without it, a grade of 0 will be entered in the grade book for a missing essay.
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.** The instructor reserves the right to request appropriate written documentation (e.g., doctor's note). 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 due dates 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.
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Discussion Board Policies/Requirements

- You will be graded on both the timeliness and thoroughness of your posts and the qualities listed above.
- Partial posts (e.g., you reply to my initial question, but you don't post any other replies) will be reflected in your grade. Please consult the discussion board rubric in Blackboard.
- Initial replies (answer to my question) are due by Thursday each week.
- One reply to a classmate is due by Sunday of that same week.
- Initial replies should be at least 100 words in length; replies to classmates should be at least 50 words in length.

PLAGIARISM AND CHEATING POLICY

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.

****Please do not, under any circumstances, turn in a paper, whether whole or in part, that is not your own. Please see the information below related to plagiarism and cheating.****

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.
6. Taking an essay/paper/assignment you wrote for another class (whether for me or another professor) and submitting it again in this class.

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;
10. Using a translator (whether human or electronic) in this reading and writing course.

SPC Institutional Policies

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.

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 that 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."

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: Tutoring Services will be offering face-to-face tutoring one-on-one appointments, one-on-one live virtual sessions with SPC tutors, as well as using services from tutor.com. For additional questions regarding Tutoring Services or scheduling, please contact Ms. Rebecca Grunder at 806-716-2538 or at rgrunder@southplainscollege.edu.

Library Resources: Access electronic resources, chat with a librarian, get help with your citation, and find short videos to help you get started with using Library services. Visit <https://southplainscollege.libguides.com/> or contact the library at Levelland (806-716-2330 or library@southplainscollege.edu) or at Reese (806-716-4682 or referencelub@southplainscollege.edu).

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.

COVID Policy: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu. A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

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.

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.

Syllabus Statement

I reserve the right to amend, delete, add, and/or edit the above information, as well as dates/assignments as needed, to meet learning outcomes in the course.

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.