

**Syllabus**  
**EDP 310 - Individual Learning Skills**  
**Fall 2012**  
**Unique #10105/ SZB 444 / MWF 3:00-3:50 PM**

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**Texts: LASSI Instructional Modules and Assigned Readings**

**The LASSI Instructional Modules** are available online (about \$55). ***You are required to purchase these modules by Monday, September 10<sup>th</sup>.*** This is a web-based instructional tool that everyone will be required to purchase, read and complete some of the activities. How to purchase the LASSI Instructional Modules will be discussed in class and available on Blackboard under the syllabus link.

**Additional Readings** will be posted on Blackboard. It is your responsibility to access the readings and bring a copy to class when requested to do so by your instructor.

**Course Description & Objectives**

EDP 310 is designed to help you become a more strategic learner. Providing you with knowledge and skills that you can use immediately to help you be more successful at UT, in the work place, and throughout your life, this course will help you:

- 1) develop awareness of your current learning and study strategies and methods in order to identify and assess your personal strengths and areas where you may need improvement
- 2) set learning goals, use these goals to guide your studying, and monitor your progress toward achieving your goals
- 3) build a repertoire of learning strategies and skills useful for a variety of learning tasks
- 4) become a more strategic learner who is motivated to learn, understands how to study and learn effectively and efficiently, and understands how to manage his/her studying and learning activities

## **Course Expectations**

### ***University of Texas Honor Code***

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

### ***Classroom Etiquette***

In order to maximize the learning opportunities for all students, it is imperative that the classroom environment be conducive to learning. This means that you are expected to respect everyone in the class as well as the class rules and guidelines. Therefore, behavior that will not be tolerated includes, but is not limited to, working on anything not directly related to the class activities at hand (e.g., studying for other classes), reading newspapers, sleeping, wearing headphones or ear pieces, using cell phones (it is your responsibility to shut them off before class), and talking while anyone else is talking. Computers will not be needed for in-class exercises, therefore *using a laptop, iPhone, Palm Pilot, Blackberry or other forms of technology during class is inappropriate*. Engaging in these or other distracting activities may result in your removal from class and an unexcused absence for the day. Disruptiveness or disrespect of your fellow students or your instructor will result in a warning, followed by being asked to leave the classroom. If you are asked to leave, this will be counted as an unexcused absence.

### ***Participation***

Your participation grade will be based in your informed contributions to classroom discussions and exercises. Much of our class time will be spent in small group and full class discussions. For the sake of your success, as well as that of your classmates, I expect your attitude and level of participation to reflect a commitment to reaching the objectives and goals of this course. What you get back from this course is proportional to what you put into it!

There is a growing body of evidence that cooperative learning is a very successful technique in helping students learn. With this evidence in mind, our class will use small groups as one way enhancing your learning. You will be expected to participate in structured discussions and work with your assigned group to complete in-class exercises. These in-class exercises are designed to help you process, understand, and apply new information from class lecture and modules. These exercises will also help you on tests and in preparing the major assignments. Small group exercises will be structured in order to ensure all group members contribute appropriately.

The following will be taken into consideration with respect to your participation grade:

Level of Engagement/Listening Skills – Level of engagement with course lectures, discussions, and activities with eye contact, taking notes, and with informed contributions.

Behavior – Appropriate classroom behaviors (e.g., not texting, sleeping, or taking out-of-turn, etc.)

Preparation - Coming to class with a pen, paper to take notes, and having read any necessary information to provide informed comments to course discussions and activities.

Collaboration – Works in groups (large and small) in appropriate and fair ways.

### ***Scholastic Honesty***

Students who violate university rules regarding academic honesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the university. Policies on scholastic honesty will be strictly enforced. This includes but is not limited to: writing another student's name on an in-class activity, or otherwise taking or giving credit for work that is not one's own. This is viewed as a form of cheating by The University of Texas and will be treated as such in this class as well. You should refer to the Student Judicial Services website at [www.utexas.edu/depts/dos](http://www.utexas.edu/depts/dos) or the General Information Catalog to access the official University policies and procedures as well as what constitutes scholastic dishonesty.

You will be asked to sign an academic honesty commitment form to acknowledge that you will uphold these principles set forth by the University.

### ***Undergraduate Writing Center***

I strongly encourage you to use the Undergraduate Writing Center, FAC 211, 471-6222: <http://uwc.fac.utexas.edu/>. The Undergraduate Writing Center offers free, individualized, expert help with writing for any UT undergraduate, by appointment or on a drop-in basis. Any undergraduate enrolled in a course at UT can visit the UWC for assistance with any writing project. They work with students from every department on campus, for both academic and non-academic writing.

Whether you are writing a lab report, a resume, a term paper, a statement for an application, or your own poetry, UWC consultants will be happy to work with you. Their services are not just for writing with "problems." Getting feedback from an informed audience is a normal part of a successful writing project. Consultants help students develop strategies to improve their writing. The assistance they provide is intended to foster independence. Each student determines how to use the consultant's advice. The consultants are trained to help you work on your writing in ways that preserve the integrity of your work. Additional writing resources are available. View this APA tutorial to see how to cite references and more!  
<http://flash1r.apa.org/apastyle/basics/index.htm>.

### ***Communication with Instructor***

I am here to guide and help you improve your knowledge and skills so that you can become a more strategic and self-regulated learner. However, you must take responsibility for what you will learn from this course. In addition to the modules and other materials you have for this course, I am also available to help you succeed in EDP 310. If you have questions or concerns about the course, need some help with a difficult concept or assignment, or anything else, I am always willing to listen and do what I can to help you. You can come to my office during my posted office hours, or arrange a separate meeting if those times are not available for you, contact me by email, or leave a message on my office phone number (be sure to say the message is for me since several of us share the same number).

Remember, I cannot discuss grades right before, during, or right after class or by e-mail. Please come see me during office hours or make an appointment.

Since most problems are more easily solved when addressed in advance, it is to your benefit to maintain communication with me throughout the semester. Don't wait until it is too late to seek help!

### **Attendance Policy**

Attendance is an important part of succeeding in college and in your future professional lives. Therefore, coming to this class on time will be a substantial part of your grade. At the beginning of each class throughout the semester, I will have an attendance sheet for you to sign. It is your responsibility to sign the sheet each class. **DO NOT** ask anyone to sign for you and do not sign for anyone else. If you are late, don't forget to sign the sheet before you leave class for the day. *If you do not sign **before** leaving class, you will be counted as absent for that day.*

### **Unexcused absences**

You are allowed 3 unexcused absences, but remember that part of your grade is class participation. If you choose not to come to class, you will not be able to receive credit for participating in class that day. Students with more than 3 unexcused absences will earn the following penalties:

- 4 unexcused absences = *decrease of grade by one level (example A to A-)*
- 5 or 6 unexcused absences = *loss of one full letter grade (100 points)*
- 7 or more unexcused absences = *automatic failure of the course (uniformly enforced)*

### **Excused Absences**

For an absence to be excused you must provide legitimate documentation. Excused absences include:

- Illness (with a signed note from your doctor, University Health Services' generic "no excuse" form letters will **not** be accepted)
- Critical family events (weddings or deaths)
- Official U.T. events (games for athletes, concerts for band members)
- Religious Holy Days

By UT Austin policy, you must notify me of your pending absence *at least fourteen days* prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

Excused absences must be documented with a written excuse, turned in to me *prior to or no later than one week* after your absence. If possible, please inform me ahead of time. If you have an excused absence you will have 1 week to complete whatever work was due that day, including the in-class activities if they were collected that day.

### **Tardies**

Class will begin on the hour since we have a limited amount of time to cover a lot of material. You will be counted tardy if you are more than 5 minutes late (by my watch) and if you are more than 25 minutes late, you will be counted as absent. Also, if you choose to leave class for more than five minutes in the middle or at the end of class you may also be counted tardy for that day. **\*Three tardies will result in 1 unexcused absence.\*** The in-class quizzes will begin at the start of class on the days indicated in the syllabus; please be aware that your unexcused tardiness will cut into the time you have to complete the quiz.

## **Due Dates, Late Work and Incomplete Assignments**

### ***Due Dates***

Quizzes will be administered at the start of class on the date listed in the course schedule.

Assignments will be turned in electronically on Blackboard by the start of class (3 p.m.) on the day the assignment is due. The assignment submission space on Blackboard will be removed at 3 p.m. on the due date. This is the latest possible date and time that work can be turned in for credit (the only exception is in the case of an excused absence). Work will not be accepted for credit after 3 p.m. on the due date, but the assignment still must be turned in. **Do not wait until the night before to start on an assignment!** Computer crashes and server problems will not be accepted as an excuse for late work.

### ***Late Work: Quizzes***

If you have an excused absence on a quiz day, the standard University policy regarding make up work is in effect and you have one week to take a make-up quiz for credit. It is your responsibility to make arrangements with your instructor for you to take the quiz. It is also your responsibility to leave the classroom if the quiz results are being discussed before you take the make-up quiz.

If you have an unexcused absence on a quiz day you will receive a zero for that quiz. You are welcome to make an appointment to take the quiz with your instructor, but you will not receive points toward your final grade for completing it.

### ***Late Work: A Systematic Approach for Reaching Academic and Life Goals***

Late work will not be accepted for a grade unless you have an excused absence. If you have an excused absence, you must turn in the work **within one week** of your absence. If your absence is going to be unexcused, you need to make other arrangements to turn in the assignment on time. Even though late work will not be graded, you will still need to complete the assignments since this project continues to build upon earlier parts.

## **Grading System, Course Requirements & Assignments**

The University of Texas at Austin has adopted the +/- system for grading. As such, the chart below shows the conversions from the letter grading system to the 4.0 grading system to % grades and finally to our 1000 point system.

<b>Letter</b>	<b>4 point system</b>	<b>Percentage</b>	<b>EDP 310 1000 pt system</b>
A	4.00	94-100	940-1000
A-	3.67	90-93	900-939
B+	3.33	87-89	870-899
B	3.00	83-86	830-869
B-	2.67	80-82	800-829
C+	2.33	77-79	770-799
C	2.00	73-76	730-769
C-	1.67	70-72	700-729
D+	1.33	67-69	670-699
D	1.00	63-66	630-669
D-	0.67	60-62	600-629
F	0.00	59 or below	590 or below

**Failure to complete any graded or non-graded assignment in this course will result in a grade of “incomplete” (X) for this course.** Remember that it is your responsibility to obtain assignments and announcements made on days when you are absent!

I am always happy to discuss the grade you have earned on any task. As I am not able to discuss grades right before, during, or after class, or by email, you will need to see me during regularly scheduled office hours or make an appointment. Also, I prefer that you wait at least one day after you receive an assignment back to meet with me. This will allow you enough time to think about whatever questions you may have.

Percentage of Final Grade	Task	Points (Possible on each)	Number of Assignments	Total Points
15%	In-Class Quizzes	15	10	150
7.5%	Learning Autobiography	75	1	75
7.5%	Goals and Strategies Proposal	75	1	75
7.5%	Implementation, Monitoring, and Modification Report	75	1	75
7.5%	Summative Evaluation Report	75	1	75
45%	Exams	150	3	450
8%	Class Participation	80		80
2%	Final Course Evaluation	20		20
	<i>Extra Credit</i>	<i>10</i>	<i>1</i>	<i>10</i>
<b>TOTAL (Extra Credit is NOT included in the total)</b>				<b>1,000</b>

### ***In-Class Quizzes (15% of final grade)***

Brief quizzes will be administered at the start of class on days marked in the course schedule. Instructors will use the Learning Objectives as a guide for each quiz administration. You should use the Learning Objectives as guidance when reading the LASSI online modules and readings posted to Blackboard to prepare for the in-class quizzes. These quizzes (1) help you prepare for class, (2) guide what you should read to comprehend in the online modules and what you should listen for in class, (3) help you consolidate the information you get from class and from the modules, and (4) guide how you study for exams.

You will receive no more than three questions on each quiz and quiz questions will not just be simple recall. Questions may require situational analyses, application of course material, and comparison/contrasting of topics. You should be prepared to answer specific questions about what you have read in the assigned readings. If you have an excused absence on a quiz day, the standard University policy regarding make up work is in effect and you have one week to take a make-up quiz for credit. It is your responsibility to make arrangements with your instructor for you to take the quiz and to leave the classroom if the quiz is being discussed before you take the make-up quiz. If you have an unexcused absence on a quiz day you will receive a zero for that quiz. You are welcome to make an appointment to take the quiz with your instructor, but you will not receive points toward your final grade for completing it.

### ***A Systematic Approach for Reaching Academic and Life Goals (30% of final grade)***

This semester long project is an opportunity for you to apply a systematic approach to setting and achieving your goals. The project will be broken up into four parts, each part worth up to 75 points toward your final grade. More information about each of the assignments will be provided in class.

*Learning Autobiography (7.5% of final grade)*

*Goals and Strategies Proposal (7.5% of final grade)*

*Implementation, Monitoring, and Modification Report (7.5% of final grade)*

*Summative Evaluation Report (7.5% of final grade)*

### ***Exams (45% of final grade)***

You will take 2 exams and one final exam in EDP 310. The first two exams will take place in class. These exams will each contain 14 multiple-choice and 4 short-answer questions. Exam 1 will cover course topics/learning objectives from Unit 1. Exam 2 will cover course topics/learning objectives from Unit 2.

ITEM TYPE	POINTS (Possible on each)	# of Items	TOTAL (raw)	% of Exam
Multiple Choice	5	14	70	46%
Essay	20	4	80	54%
TOTAL			150	100%

The final exam will take place during the final exam period (time to be announced when available) and will focus on the integration of all course topics as well as broad themes and core concepts presented in the course. The final exam will consist of all multiple-choice questions and is also worth 150 points.

### ***Class Participation and In-Class Activities (8% of final grade)***

This course is interactive and requires your active and thoughtful participation in class activities, small and large group discussions, and group work. Individual and group participation during class is a vital part of learning and will be highly emphasized in this course. There will be an individual or group in-class activity or discussion to be completed almost every day of class and there may be online materials you will be asked to respond to online. Participation points are earned by actively taking notes during class, by thoughtfully contributing to in-class activities and discussions, by showing respect to your fellow classmates and your instructor, and by maintaining a positive attitude towards learning. Your participation score could also be based on your completion of midterm and end-of-semester group feedback forms, the evaluation your group members give your contributions to class discussions and projects, the instructors evaluation of your contributions, as well as a self-assessment of your participation.

### ***Final Course Evaluation (2% of final grade)***

Summative evaluation is an important component in the learning process, as such, you will be asked to reflect back on your experiences in EDP 310 and provide feedback on how you have used course content and materials throughout the semester.

***Extra Credit***

There is an extra credit assignment available and it is worth 10 points. It is not mandatory and is not counted as part of the 1,000 total course points. Therefore, the highest score you can earn in this course is 1,010. The assignment involves bringing in one source and writing a paragraph description of how it is related to the content of this course. The source can be an article, story, poem, quote, comic, website, movie or TV clip, picture, song, or some other material.

**Non-Graded Course Requirements*****Office Hours Visit***

All students must make at least one appointment to meet with me during office hours, or by appointment. You will be assigned the dates during which you have to make the appointment (to be announced). A sign-up sheet will be made available. The specific purposes and guidelines of this assignment will be discussed in more detail during class. While you are not assigned a grade for this assignment, not completing this assignment will result in an incomplete in the course.

***Assessments***

At the beginning and end of the semester, we will complete assessments that are used to identify strengths and opportunities for improvement in the areas of strategic learning. Results of these assessments will not affect your final grade in the course. However, you will receive an incomplete in the course if you do not complete all pre- and post-assessments.

***Research Participation/Subject Pool***

Departmental policy requires that all EDP 310 students participate in a research study related to Educational Psychology, or complete an alternate assignment. You must complete this requirement or you will receive an incomplete in the course. Information on how to register for research participation will be provided. Should you have questions regarding this requirement, please contact [edpsubjectpool@austin.utexas.edu](mailto:edpsubjectpool@austin.utexas.edu).

**University Policies Relevant to EDP 310 Students*****Use of E-Mail for Official Correspondence to Students***

E-mail is recognized as an official mode of university correspondence; therefore, you are responsible for reading your e-mail for university and course-related information and announcements. You are responsible to keep the university informed about changes to your e-mail address. You should check your e-mail regularly and frequently—I recommend daily, but at minimum twice a week—to stay current with university-related communications, some of which may be time-critical. You can find UT Austin's policies and instructions for updating your e-mail address at <http://www.utexas.edu/its/policies/emailnotify.php>

***Documented Disability Statement***

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Division of Diversity and Community Engagement, Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone) or <http://www.utexas.edu/diversity/ddce/ssd>



***Behavior Concerns Advice Line (BCAL)***

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>

***Religious Holidays.*** A student who is absent from a class or examination for the observance of a religious holy day may complete the work missed within a reasonable time after the absence, if proper notice has been given. University policy is that students should notify their instructors at least 14 days prior to the observance of a religious holy day. More information on this policy can be reviewed online at: [www.utexas.edu/student/registrar/catalogs/gi03-04/ch4/ch4g.html#religious](http://www.utexas.edu/student/registrar/catalogs/gi03-04/ch4/ch4g.html#religious).

***Campus Safety and Security:*** In case of an emergency evacuation, please be aware of the following recommendations the Office of Campus Safety and Security has outlined to keep you and others safe. Additional information may be available at 512-471-5767 or <http://www.utexas.edu/safety/>

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Information regarding emergency evacuation routes and emergency procedures can be found at: [www.utexas.edu/emergency](http://www.utexas.edu/emergency).

## **EDP 310 Academic Honesty Commitment**

As a community of scholars, the students, the faculty, and the staff at The University of Texas – Austin are expected to uphold the highest standards of academic integrity. Because academic integrity is important for our university community as a whole and because we want to help you grow as a student, we want to be clear that we take any form of academic dishonesty very seriously. In some circumstances, we will refer issues to Student Judicial Services for possible disciplinary action. Some examples of academic dishonesty in EDP 310 have included:

- Submitting another student's paper (with slight modifications) as your own. Your papers must be your own original work.
- Using material that was published by somebody else, either electronically or hard copy, without citing the source. You are required to properly cite the material and provide proper attribution; failure to do so is considered plagiarism.
- Getting outside assistance on exams. Using electronic devices to cheat, texting other students, or looking at another student's exam is cheating.
- Fabricating a note from a physician. If you have been missing class and submit a note from a fictional doctor for fictional illnesses this is misrepresenting the truth and will not be tolerated.

EDP 310 is designed to help you become a more strategic student. This class provides an opportunity for you to try out new learning strategies and to purposefully determine what strategies work and don't work for you. Being honest with yourself and/or your instructor throughout the term is the best way to accomplish this goal. You are going to make mistakes – but strategic learners learn from their mistakes; dishonesty prevents you from truly improving your skills and runs contrary to you becoming the best student you can be!

Whether you sign this document or not, you will still be held to the high integrity standard. By submitting this document before the due date, however, we are providing you with an incentive to receive points towards your overall grade. (Points to be included in your participation score.)

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I have read over the syllabus in order to understand what is expected of me in this class. I have also read over the academic honesty information posted on our class Blackboard page and I understand the implications for failing to follow these instructions. I have also been made aware of specific examples where students have failed to demonstrate academic integrity in past semesters.

By affixing my name, UT EID, and date to this document, I am stating that I have read and understood actions that can lead to academic dishonesty and that I will honestly portray my work in this class as I endeavor to become a more strategic learner.

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Print Name

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Signature

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Print UTEID

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Date

## **EDP 310 Attendance & Tardy Policies Contract**

**EDP 310 Attendance Policy:** Students are allowed 3 unexcused absences but remember that part of your grade is class participation. Students with more than 3 unexcused absences will earn the following penalties:

- 4 unexcused absences = decrease of grade by one level (example A to A-)
- 5 or 6 unexcused absences = loss of one full letter grade (100 points)
- 7 or more unexcused absences = automatic failure of the course (uniformly enforced)

**EDP 310 Tardy Policy:** Students who are more than 5 minutes late to class will be counted tardy. Three tardies is equivalent to 1 unexcused absence. Students who are more than 25 minutes late to class will earn an unexcused absence.

**Please Note:** Attendance will be taken at the beginning of every class. It is YOUR responsibility to sign the attendance sheet. If you are late, do not forget to sign the attendance sheet. If you do not sign the attendance sheet, you will be counted absent.

*I have read the attendance and tardy policies for EDP 310 and I understand that it is my responsibility to sign in each day and that these policies will be enforced.*

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Print Name

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Signature

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Date