



LAMAR UNIVERSITY

Syllabus

Lamar University, a member of The Texas State University System, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Masters, and Doctorate degrees (more details at <http://www.lamar.edu>).

Department	Bachelor of Arts and Applied Sciences
Course Number	AASC 3301.8B Fall 2017
Course Title	Lifelong Learning and Portfolio Development
Instructor	Theresa Mayper, M.A.
Campus Office:	I do not currently have an office on campus. We can schedule a phone meeting or video conference.
Office Hours:	By appointment. I will be happy to meet with you to discuss any questions or concerns. Because this is an online course, I understand you may rarely visit the campus (if at all). You should, therefore, always begin with an email. I will respond to emails within 24 hours. I will check email at least once a day during the workweek (Monday-Friday). I am unavailable during the weekend. If you email me after 3PM – Friday, you <i>may not</i> hear from me until Monday; therefore, I urge you to view each upcoming assignment/discussion early in the week and let me know if I can help with any question(s).

Course Materials

Required Text

In addition to weekly reading assignments, you will have an introductory/guiding PowerPoint presentation to view. See the relevant week in the Course Content area. This course does not require you to purchase a text.

Course Description

AASC 3301: Lifelong Learning and Portfolio Development is the first course in Lamar University's BAAS/BGS Core Requirement and is intended to assist you in crafting a personal mission statement, forming personal, academic, and professional goals, developing a personalized plan for the Bachelor of Applied Arts and Sciences/Bachelor of General Studies degree, and creating an e-portfolio to which you can contribute throughout your academic and professional career.

Course Objectives and Student Learning Outcomes

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Learning Outcomes:

In this course, you will:

- 1) determine your learning style, articulate how this understanding may enhance your academic success, and apply your learning style to courses in which you are currently enrolled.
- 2) employ specific steps to improve your critical thinking and writing skills.
- 3) review characteristics relevant to your personality and discuss the relation of those characteristics to your chosen career.
- 4) construct a personal mission statement.
- 5) develop personal, academic, and professional goals.
- 6) develop an academic plan for the completion of your BAAS/BGS degree.
- 7) Identify the steps in Kolb's cycle of learning and compose your own critical learning experience
- 8) incorporate what you've learned into, and apply appropriate steps toward, the completion of your e-portfolio.

Assessment:

Student Learning Outcomes will be assessed according to your:

completion of assignments.

participation in discussions.

submission of goals, mission statement, degree plan and rationale, critical learning experience and two drafts (preliminary and course-final) of an e-portfolio.

Lamar University mandates that you complete all required department courses with a minimum grade of "C." AASC 3301 Lifelong Learning and Portfolio Development is a required course, thus **you must earn at least a "C" in this course.**

I encourage you to carefully monitor your grades and your current "Course Grade", which will be an accurate reflection of your work in relation to week-by-week course requirements.

Instructional Assistants

The information about Instructional Assistants will be provided through an e-mail. Instructional Assistants have been selected for their graduate academic records, their teaching experiences and accomplishments, their knowledge and expertise in this academic discipline, and their pedagogical understanding of students. Students will send course activities, assignments, questions, and correspondences to the Instructional Assistants through the courseware.

University faculty hold ultimate responsible for all assessments and final course grades. Each semester, the University faculty will conduct random reviews of materials to ensure inter-rater reliability for all Instructional Assistants.

Prerequisites

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Admission to the Lamar University Bachelor of Applied Arts and Sciences Degree program made available through Academic Partnerships and successful completion of AASC 3301 Lifelong Learning and Portfolio Development.

Minimum Technical Skills Required

You need to have:

- access to a computer (at home, school, or work). You'll need computer access for extended periods of time.
- broadband internet access (cable modem, DSL, or other high-speed connection).
- the newest version of Firefox is the Blackboard-recommended browser. Known difficulties exist (viewing video, uploading/submitting assignments, etc.) with other browsers – particularly Internet Explorer.
- up-to-date anti-virus software.
- Microsoft office software and knowledge of that software.

You need to be able to:

- navigate websites – including downloading and reading files.
- download and install software or plug-ins such as: Adobe Reader, Microsoft PowerPoint Reader, Adobe Flash Player, Windows Media Player, etc.
- use email – including attaching and downloading documents/files.
- Save files in commonly used word processing formats. You must use .doc or .docx formats. If you cannot save files in .doc or .docx formats, you may use .rtf as an alternative. However, you will be responsible for correctly formatting all submissions. (See “Assignment Format” for details.)
- copy and paste text and other items in computer documents.
- save and retrieve documents and files on your computer
- navigate Microsoft office software, including the Review functions.
- locate information in the internet using search engines
- locate information in the library using the online catalog, research tools, etc.

Your computer must be compatible with Blackboard. Please see the [Blackboard Supported Browsers and Operating System](#) page to make sure your system will allow you to use all the tools and features available.

Course Management Policies

E-mail. Because this is an Internet class, most communication between the instructor and students will happen online. Understand it is your responsibility to check the announcements and e-mail within the course frequently, so you don't miss any pertinent course information.

Assignment Format. Please follow the guidelines below when submitting your major assignments:

Please follow the guidelines below when submitting your assignments:

1. Submit all assignments as attachments with the proper file extension (doc or docx) or (ppt or pptx) (Word and Powerpoint). Do not submit other types of files.

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2. Do not cut/copy and paste OR enter information directly into the assignment section!
3. On the first page (only), I require the following information, double-spaced, set to a 1" left margin and a 1" top margin:
 - Your name
 - My name (Ms. Mayper)
 - Course information – to include prefix, course number and section designation (AASC 3301.8B)
 - Assignment due date in this format: day month year (Example: 17 August 2017)
4. Include an original title. Do **not** include a cover sheet.
5. Use page numbers that are right justified (1" right margin), include your last name (see sample assignment), and set to a ½" top margin.
6. Double space.
7. Use one-inch margins. (Page numbering must be set to ½ inch.)
8. The required font and point size for all assignments is: Times New Roman 12 pt.
9. Run spell check!
10. Run grammar check

I will provide an example in the Resources area.

Submissions that do not conform to this format will be subject to significant point deductions or rejected entirely.

Note – I strongly recommend drafting assignments in Word and *always* saving your work.

If you have additional questions, please feel free to ask – prior to the assignment due date.

Beware! The above noted files - doc/docx and ppt/pptx - are the ONLY files I consider acceptable. I am aware of numerous “free” or “open source” tools alleged to enable you to submit Microsoft files. Some of those tools appear to work. *Many* do not. If you elect to “take a chance” on any of these tools, you are warned to verify proper submission. Inaccessible files submitted in unacceptable formats will receive a zero (“0”).

Submitting Assignments

If you experience difficulty submitting any assignment, you should review the help resources provided in the course materials. If the aforementioned resources do not resolve the problem, contact Academic Partnerships for assistance. **You are responsible for ensuring and confirming the proper submission of your assignments.**

PLEASE NOTE: I have encountered numerous problems with students attempting to use Internet Explorer to access Blackboard. **These problems are particularly obvious when students attempt to attach assignments or view video presentations.** Lamar University’s Center for Distance Education (Blackboard support) recommends you use the newest version of Firefox (rather than Internet Explorer, Chrome, etc.) as your browser when accessing Blackboard (particularly when attempting to attach an assignment or view video presentations). You may download (free) the newest version of Firefox by visiting <http://www.mozilla.com>

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Late Work Policy

All assigned work is expected to be completed and submitted by the specified due date.

If there are any special circumstances (and they must be extraordinarily "special") preventing you from submitting an assignment on time, contact me **before** the assignment is due, not after. **Late assignments will otherwise receive a grade of zero (0).**

In considering the major assignments, I recognize that late work is far better than no work; therefore, I will accept the assessment of goals for **one week** - beginning from the original due date. Your grade, however, will be reduced **5%** for **every calendar day** (weekends count as two days) that they are late. **The university-determined academic calendar will not permit me to accept the Preliminary or Final Portfolio after the due date.**

You **must** submit your Goals Assignment, Course Rationale Assignment and both drafts (preliminary and final) of your portfolio. in order to pass the course!

Time Frame

Our course runs on a **Monday-Sunday** weekly schedule. You will find the specific dates and topics for each unit on the "Course Units" page in the introduction. The "Assignment Schedule" and Calendar tool provide specific dates for assignments. Know that **all assignments are due by 11:59 PM on the specified due date**. The Assignment and Assessment tool will automatically mark assignments late or deny submission after that time.

I strongly recommend that you access the courseware frequently – at least once every twenty-four (24) hours.

Discussion Requirements

In addition to submitting your individual assignments, you are required to interact with your classmates. We will learn from each other. Pursuant to that end, this course is set up for instructor/student interaction and student/student interaction.

Each week you will participate in a discussion on the discussion board. Your initial post should fully answer the questions using support from the reading material and your personal experience. Due to the nature of the assignment, **timeliness is critical. I encourage you to submit your initial post early in the week**, so your classmates have time to read and reply to your thoughts. However, your initial post is only part of the assignment.

The second part of the assignment requires you to respond to your classmates' posts. Your responses should be substantive. **A "good job" or "I agree" response will not suffice!** You can further the discussion by asking questions, providing a connection to other student posts, providing an opinion with support and rationale, etc.

Think of these discussions as the time you would spend in the classroom discussing topics with classmates.

Grading and Returning Assignments/Discussions

I will grade assignments/discussions within one week of the submission/due date. Exceptions to this timeframe *may* include major assignments, which *may* take up to two weeks to adequately review, grade, and return.

Drop Dates

This course adheres to the add/drop standards for each term as stated by Lamar University. For more details, refer to the Lamar Web site: <http://www.lamar.edu>.

Disability Accommodation. Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the

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Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course." Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

Academic Honesty. Students are specifically warned against all forms of cheating and plagiarism. The *Lamar University Student Handbook* states: Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Punishable offenses include, but are not limited to, cheating on an examination or academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. One aspect of the handbook's definition of cheating is, "purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm." Plagiarism is defined as, "the appropriation and the unacknowledged incorporation of another's work or ideas into one's own offered for credit." Students seeking to avoid plagiarism should consult with the course instructor or recent handbooks such as the *MLA Handbook for Writers of Research Papers* (6th edition). Faculty members in the College of Arts and Sciences investigate all cases of suspected plagiarism. Any student who submits plagiarized work in this course will fail the course.

Students are encouraged to discuss the ideas needed for implementing programming assignments, but copying code or allowing another to copy your own source code is an act of plagiarism and will result in a zero grade on the assignments where this occurs.

Course Evaluation: Instruction as well as student performance is subject to evaluation. Procedures for evaluation will be provided near the end of this course.

myLamar Portal. Students are asked to obtain a Lamar Electronic Account username and password so they can log into the myLamar Web site. Students may get information on how to get into the myLamar Web site from the University's homepage (<http://www.lamar.edu>) by clicking on the myLamar link on the left top corner of the screen. Follow the steps to secure your myLamar username and password. Access to library resources is described on the Academic Partnership page, also available through the <http://www.lamar.edu>.

Sexual Harassment. In accordance with administrative policy, sexual harassment is reprehensible and will not be tolerated by the university. Behavior in the course must conform to the university policy.

Online Etiquette. Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in the discussion board.

Syllabus Subject to Change. While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and

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literature and events beyond the control of the instructor. Students will be informed of any substantive occurrences that will produce syllabus changes.

Additional Resources for Your Success

Blackboard Technical Support

Helpdesk: 409-880-2222

Toll Free: 866-585-1738

After Hours Support (5PM-8AM): 866-321-7170

Email: blackboard@lamar.edu

Center for Distance Education

Office: John Gray Center, Building B, Room 125

Phone: (409) 880-2222; 8 a.m. – 5 p.m.; Monday-Friday

Email: cde@lamar.edu

Website: <http://dept.lamar.edu/cde/>

SMARTHINKING connects students to E-structor® Certified tutors anytime, from any Internet connection. <http://smarthinking.com>

TRIO Student Support Services. The TRIO Student Support Services program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward successful completion of their college education. The goal of SSS is to increase the retention and graduation rates of its participants.

The TRIO program assists first generation students, low-income students, or students with disabilities. TRIO provides a variety of services for our students such as: tutoring, mentoring, academic, financial or personal counseling, computer labs, a self-help library and many other support services. All services are FREE to students who qualify for the program.

Additional information is available at: <http://dept.lamar.edu/studentsupport>

Student Advising and Retention Services (STARS). Lamar University's Student Advising and Retention Services (STARS) exists to “create an atmosphere where our staff and students are partners with the goal of assisting students in their academic, personal, and professional endeavors through on-going conversations, proactive advising, and comprehensive academic support services.” STARS provides sustained support, information, and resources for assisting students achieve educational and lifelong goals. STARS services include: advising, tutoring, supplemental instruction, mentoring, academic enhancement workshops, and learning communities.

Additional information is available at: <http://dept.lamar.edu/stars/>

Writing Center. The Lamar University Writing Center seeks “to improve the student writer’s composing skills so that he or she can approach any writing assignment in a progressively more skilled and thus more confident manner.” The center “focuses on improving students’ writing skills and practices through learning sessions that help students recognize and correct their own errors.”

Additional information is available at: <http://dept.lamar.edu/writingcenter/index.php>

Grading and Evaluation

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Your **final grade** will be determined as follows:

- 20% - Discussion Requirements
- 15% - Regular Assignments
- 10% - Personal, Academic, and Professional Goals
- 10% - Course Selection Rationale
- 10% - Critical Learning Incident
- 10% - Portfolio Preliminary Draft
- 25% - Portfolio Final Draft

Grading Scale:

A=90-100%

B=80-90%

C=70-80%

D=60-70%

F=0-59%

Grading Criteria:

Assignments will be graded according to the following guidelines:

A -- Excellent, Outstanding, Fluent Thought-Provoking, Original

This assignment is a superior and carefully organized response to the assigned topic, each paragraph having a controlling idea and excellent supporting detail, the style fluent and the content thought provoking. It addresses all aspects of the prompt and follows all directions indicated in the prompt. There are few if any major mechanical errors. The presentation shows thought and original insights on the part of the writer, independent of the teacher and/or text.

B -- Good, Above Average, Clear, Well-Organized

This assignment is a good response to the assigned topic, in which each paragraph has a controlling idea that is adequately supported by detail. The sentences are clear and show some variety. Mechanical errors are not overly distracting to the reader. The writer has mastered the material presented by the text and the teacher.

C -- Average, Adequate, Competent, Fair, Unoriginal

This assignment is an adequate, routine response to the assigned topic. A central idea is stated, perhaps too generally, but it is more or less held to and supported in token fashion. The style is moderately clear, and the mechanics are reasonably competent. Errors in grammar, punctuation, usage, and organization may be distracting but do not seriously interfere with a reader's understanding of the submitted material.

D -- Below Average, Inadequate, Ineffective, Unclear, Under-Developed

This assignment is an inadequate response to the assigned topic, by virtue of one or more of the following: significant mechanical errors that make the communication ineffective, weaknesses of work choice, insufficient support or understanding of the topic. There may be a stated controlling idea, but the relation of details to that idea is unclear.

F -- Failure for one or more of the following reasons: Blocked Communication, Plagiarism/Cheating, Major Errors, Illiteracy, Directions Not Followed, Badly Under-Developed, Not Submitted, Submitted Late

This assignment is an altogether unacceptable response to the assigned topic whether by failure of the writing, the thought or both. The voice of the writer fails to appear because

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someone else's language was appropriated or because gross errors have blocked communication. A controlling idea is not stated or, if so, it is incoherent or undeveloped.

Please Note!

Your attempts to participate in class and interact in a meaningful way will prove beneficial during the semester and influence borderline final grade decisions.

Managing Your Time

Students often take online courses because they are convenient. You don't have to commute, and you can work from home.

However, this freedom comes with responsibility. You are responsible for keeping up with assignments and readings. The course is planned and ordered specifically to maintain a rigorous (but necessary) schedule.

Look through the due dates and make yourself aware of what's coming up. Do not wait until the last day/minute to complete assignments. **Be advised! Technological difficulties will not be accepted as justification for late submissions.**

Course Content Outline

Course Content and Assignments	
<p>Week 1 (8/28-9/3)</p>	<p>Learning Styles/Critical Thinking</p> <p>Readings</p> <ul style="list-style-type: none"> • Introductory Material in “Begin Course Here” <p>Videos</p> <ul style="list-style-type: none"> • "Learning Styles" video presentation. • "Critical Thinking" video presentation. <p>Discussion</p> <ul style="list-style-type: none"> • D1 Introduce Yourself (<i>Due by 11:59 PM, Sunday, Sept. 3</i>) • D2 Critical Thinking Idea Analysis (<i>Due by 11:59 PM, Sunday, Sept. 3</i>) <p>Assignment</p> <ul style="list-style-type: none"> • A1 Learning Styles and Education (<i>Due by 11:59 PM, Sunday, Sept. 3</i>)
<p>Week 2 (9/4-9/10)</p>	<p>Purpose</p> <p>Readings</p> <ul style="list-style-type: none"> • "Are You Deciding On Purpose?" • Mission statement grading form. <p>Videos</p> <ul style="list-style-type: none"> • "Purpose" video presentation. • Sam Berns' TEDx talk: "My Philosophy for a Happy Life" <p>Discussion</p> <ul style="list-style-type: none"> • D3 Sam's Philosophy of Life (<i>Due by 11:59 PM, Sunday, Sept. 10</i>) <p>Assignment</p> <ul style="list-style-type: none"> • A2 Personal Mission Statement. (<i>Due by 11:59 PM, Sunday, Sept. 10</i>)
<p>Week 3 (9/11-9/17)</p>	<p>Goals</p> <p>Readings</p> <ul style="list-style-type: none"> • "Personal Goal Setting • "Golden Rules of Goal Setting • "Goal Hierarchy" • "Goals Worksheet" • Goals grading form <p>Videos</p> <ul style="list-style-type: none"> • "Goals" video presentation. <p>Assignment</p> <ul style="list-style-type: none"> • A3 Goals. (<i>Due by 11:59 PM, Sunday, Sept. 17</i>)

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<p>Week 4 (9/18-9/24)</p>	<p>Course Selection Rationale</p> <p>Readings</p> <ul style="list-style-type: none">• "Example Course Selection Rationale"• Course selection rationale grading form <p>Videos</p> <ul style="list-style-type: none">• "Goals" video presentation. <p>Assignment</p> <ul style="list-style-type: none">• A4 Course Selection Rationale. <i>(Due by 11:59 PM, Sunday, Sept. 24)</i>
<p>Week 5 (9/25-10/1)</p>	<p>Design the Portfolio</p> <p>Readings</p> <ul style="list-style-type: none">• "What do I include in the Portfolio"• "Reflection Statements"• "e-Portfolio Tutorials" <p>Videos</p> <ul style="list-style-type: none">• "Designing Your Portfolio" video presentation.• "Build Your Portfolio" video presentation. <p>Discussion</p> <ul style="list-style-type: none">• D4 Portfolio Purpose <i>(Due by 11:59 PM, Sunday, Oct. 1)</i> <p>Assignment</p> <ul style="list-style-type: none">• A5 Portfolio Artifacts List <i>(Due by 11:59 PM, Sunday, Oct. 1)</i>
<p>Week 6 (10/2-10/8)</p>	<p>Create the Portfolio</p> <p>Readings</p> <ul style="list-style-type: none">• "Review your Preliminary Portfolio".• "Portfolio Checklist".• "Preliminary Portfolio Grading Form." <p>Videos</p> <ul style="list-style-type: none">• "Portfolio: Preliminary Version" video presentation <p>Assignment</p> <ul style="list-style-type: none">• A6 Preliminary Portfolio. <i>(Due by 11:59 PM, Sunday, Oct. 8)</i>
<p>Week 7 (10/9-10/15)</p>	<p>Learning from Experience</p> <p>Readings</p> <ul style="list-style-type: none">• "Critical Learning Experience" assignment form• "Critical Learning Experience" grading form. <p>Videos</p> <ul style="list-style-type: none">• " Learning Theories" video presentation

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	<p>Discussion</p> <ul style="list-style-type: none">• D5 Learning Through Experience (<i>Due by 11:59 PM, Sunday, Oct. 15</i>) <p>Assignment</p> <ul style="list-style-type: none">• A7 Critical Learning Experience (<i>Due by 11:59 PM, Sunday, Oct. 15</i>)
<p>Week 8 (10/16-10/20)</p> <p>Please make note that the final class day falls on Friday!</p>	<p>Complete the Portfolio</p> <p>Readings</p> <ul style="list-style-type: none">• "Editing and Proofing Tips"• "Final Portfolio Grading Form" <p>Videos</p> <ul style="list-style-type: none">• "Complete Your Portfolio" video presentation <p>Assignment</p> <ul style="list-style-type: none">• A8 Final Portfolio. (<i>Due by 11:59 PM, Friday, Oct. 20</i>)