

## AASC 3301.10B: Lifelong Learning and Portfolio Development – Fall 2017 Syllabus



### Course Information

**Instructor:** Mel Ervin

**Campus Office, Hours, and Phone:** Because I teach online exclusively, I do not maintain an office on the campus. Typically, course materials (presentations, syllabus, FAQs, instructions, announcements, direct email, feedback, etc.) answer all questions. If necessary, I will be happy to arrange a meeting via telephone or videoconference.

Please email any questions or concerns. During the workweek (Monday-Friday), I will check email at least once daily and respond to your email within 24 hours. My availability during the weekend is limited and unpredictable. Do not wait until the weekend to attempt to contact me!

If you email after 3PM – Friday, you *may* not 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). I'll be glad to help.

**Discussions and assignments are designed to require thorough consideration on your part. You have “24-7” access to all course material. Additionally, all course material is available well in advance of due dates. To ensure your best work, do not wait until the weekend to begin. Doing so, will deprive you of time you need, and me of the opportunity to help. Last minute “technical difficulties” will not be accepted as justification for failure to submit your work.**

**Additional email:** [mcervin@lamar.edu](mailto:mcervin@lamar.edu) When contacting me via this address, please be sure to note your course and section number (AASC 3301.10B). Otherwise, my response will be delayed due to my having to search class rolls.

### **Required Text:**

All required reading is included within the course.

### **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.

### **Prerequisites:**

Successful completion of ENGL 1301: Composition I and ENGL 1302: Composition II.

## **Student Learning Outcomes, Assessment, and Grading**

### **Learning Outcomes:**

In this course, you will:

- 1) become aware of 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) construct a personal mission statement.
- 4) develop personal and professional goals.
- 5) develop an academic plan for the completion of your BAAS/BGS degree.
- 6) become aware of Kolb's Cycle of Experiential Learning and compose a relevant critical learning experience.
- 7) 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 mission statement, goals, course selection rationale, and two versions (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.

### **Grading:**

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

- 20% - Discussion Requirements
- 15% - Regular Assignments
- 10% - Goals
- 10% - Course Selection Rationale
- 10% - Critical Learning Experience
- 10% - Portfolio Preliminary Version
- 25% - Portfolio Final Version

### **Grading Scale:**

- A=90-100%
- B=80-90%
- C=70-80%
- D=60-70%
- F=0-59%

### **Grading Criteria:**

Grading forms are applied to each assignment. Each is available within the course. You are encouraged to read each carefully.

### **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.

### **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.

### **Course Schedule**

Below is a quick look at course units. **For detailed instructions, see each week's "To-Do List"**.

Week 1: Learning Styles and Thinking Critically ([October 25-29](#))

Week 2: Purpose ([October 30-November 5](#))

Week 3: Goals ([November 6-12](#))

Week 4: Design the Portfolio ([November 13-19](#))

Week 5: Create the Portfolio ([November 20-26](#))

Week 6: Learning from Experience ([November 27-December 3](#))

Week 7: Complete the Portfolio ([December 4-10](#))

### **Course Policies**

#### **Attendance**

In order to participate in the course, you must login to Blackboard often. I strongly recommend you access Blackboard at least once every twenty-four (24) hours.

Additionally, I recommend that you bookmark Blackboard so that you may access the site - without routing through Banner/myLAMAR. Here is the web address for Blackboard:

<https://luonline.blackboard.com>

**Important Notice:** Lamar LEA requires you to change your password regularly. Password expiration notices are sent *fourteen days in advance* and are sent *to your official Lamar email address (i.e., your "my.lamar.edu" address)*. When you receive such a notice, please change your password immediately. The university deems your Lamar email address as the official and required means of email correspondence. **Notifications are not sent to other addresses (i.e., gmail, yahoo, etc.).** Therefore, ***you are responsible for checking your "my.lamar.edu" address regularly. If your password expires, you will be unable to access Blackboard. Failure to properly maintain your password will not excuse you from any missed course requirement.***

You may be able to regain Blackboard access by resetting your password. Go to:

<https://passwordreset.lamar.edu/showLogin.cc> and follow the instructions.

#### **Assignments**

You will be required to complete and submit written assignments each week. Unless the assignment instructions specify otherwise, you **must** compose all pre-portfolio assignments using **complete sentences** within **cohesive paragraphs**, which must relate to a **clearly stated thesis** (essay format). Do **not** include outline formatting (i.e., use of A, B, C, 1, 2, 3, bullets, etc.) or the assignment instructions in your assignment submissions.

You must attach assignments via the assignment tool. You must submit all pre-portfolio assignments as doc/docx (Microsoft Word) files. You must submit portfolio assignments, which will be noted in the course, as ppt/pptx (Microsoft PowerPoint) files or you must provide a link/address to your website.

I have posted instructions for verifying your assignment files are properly attached. See the "How do I ensure that my file has been properly attached?" in the FAQ section of the "Begin the Course Here" section. You will find additional instructions explaining how to attach an assignment and what to do if you continue to have difficulty with attachments. **You are responsible for ensuring and confirming the proper submission of your assignments.**

**PLEASE NOTE:**

1. Unless you and I have made prior arrangements, I will **not** accept **any** assignment submitted via email.
2. The assignment tool will allow you two (2) attempts to submit each assignment. You are welcome to exercise this second-attempt option; however, I will:
  - 1) automatically grade the second attempt.
  - 2) apply the due date and "Late Work" policy without exception.
3. You have access to assignments/discussions throughout the semester and may submit those prior to the day in which they are due. Because you have access to each discussion/assignment - well in advance - and have access to the course "24/7", you bear commensurate responsibility to plan ahead and submit your work on time.
4. 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. Lamar University's Center for Distance Education (Blackboard support) recommends you use the newest version of Firefox as your browser when accessing Blackboard (particularly when attempting to attach an assignment). You may download (free) the newest version of Firefox by visiting <http://www.mozilla.com>

Please follow these format requirements:

1. Submit all assignments as attachments with the proper file extension (Microsoft Word – doc or docx). Do NOT submit other types of files! Do NOT use special characters in the file title.
2. Do not cut/copy and paste or directly enter information 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:
  - 1) Your name
  - 2) My name (Mr. Ervin)
  - 3) Course information – to include prefix, course number and section designation  
(Example: AASC 3301.10B)
  - 4) Assignment due date in this format: day month year  
(Example: 22 January 2014)
4. Include an original title. Do not include a cover sheet.
5. Use page numbers that are right justified (1" right margin), accompany your last name (Example: Waters 1), and are set to a ½" top margin.
6. Double space.
7. Use one-inch margins. (Page numbering must be set to ½ inch top margin.)
8. The required font and point size for all assignments is: Times New Roman 12pt.

9. Run spell check.
10. Run grammar check.

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

Please be aware... Unless you and I have made prior arrangements, I will **not** accept **any** assignment submitted via email.

### **Discussions and Discussion Responses**

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.

You will be required to participate in numerous discussions throughout the semester. These posts should fully answer the questions using support from the reading material. Your initial post is only part of the assignment.

The second part of the assignment requires you to respond to at least one (1) of your classmates' initial posts. You must compose substantive responses. "Substantive" responses clearly address the content of the author's (your classmate's) post and relevant course material. **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. Please conduct yourself as a mature, responsible adult. Speak to your classmates as you would in class. I will not tolerate demeaning or derogatory activity on the discussion board. Each person has a right to an opinion, and each opinion should be expressed courteously and respectfully.

***You must access each week's material to locate the relevant discussion link.***

***You must submit discussion posts and responses by directly entering text in the relevant discussion forum. Step-by-step instructions are provided with each discussion link and in the FAQ document.***

### **Late Work**

All assigned work must 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. **Late assignments will otherwise receive a grade of zero (0).**

You **must** submit your goals, mission statement, course selection rationale, and both versions (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 in the "Course Schedule" of this syllabus, the discussion/assignment sections, and the "To Do" section (the week each is due). Please remember **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. The discussion tool records the date and time of your post/responses. I will check those dates and times to ensure that you've submitted each on time.

As mentioned, I recommend that you access Blackboard frequently – at least once every twenty-four (24) hours.

### **Email**

Because this is an online class, most communication between us will occur online. Understand it is your responsibility to check the announcements and e-mail within the course frequently, so you do not miss pertinent course information. In order to avoid problems previously encountered, we must observe the following e-mail policies:

1. Use the e-mail tool within Blackboard for all e-mail communication. I have listed my alternate email, but require that you use that address ONLY if Blackboard is unavailable. Communication is much easier to maintain if we are able to keep our class e-mail messages together.
2. In order to avoid missing important information, you should check each of your e-mail accounts daily. Although the current version of Blackboard does include a notification feature for e-mail. I suggest you manually select the “mail” link (left column within the Blackboard LMS) at least once every twenty-four (24) hours. Failure to check your mail will result in your missing valuable information. **Failure to check your mail will NOT relieve you from responsibility for course content or adjustments.**
3. Confirm your student records (on file with Lamar University) contain your current, preferred e-mail. Your registered address is the only means available (other than Blackboard) by which I may reach you via e-mail. You are responsible for ensuring correct information on file with the university.

### **Dropping a class**

Instructions for dropping and withdrawing are included in the *Lamar University Class Schedule* each semester. You can drop and withdraw by visiting [www.lamar.edu](http://www.lamar.edu). If you choose to drop the class, **you are responsible for initiating and completing the proper procedures** to have your name removed from the class roll. Please inform me of your decision and contact the Registrar's Office. If you remain on the class roster at the end of the term – but have not completed the course work – I will have no choice but to assign a final grade of “F”.

Drop without penalty by: Wednesday, April 5

Drop with penalty by: Monday, April 24

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

For students:

- 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](tel:409-880-8347) or [drc@lamar.edu](mailto: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.

Students requiring communication access for audio components of this course must contact the Communication Access Coordinator in order to schedule captioning or sign language interpreters. Students are solely responsible for submitting communication access service requests by e-mailing [cadh@lamar.edu](mailto:cadh@lamar.edu) or calling [409-880-8905](tel:409-880-8905) V, [409-299-5886](tel:409-299-5886) VP.

This course will comply with all accommodations prescribed by the Lamar University Disability Resource Center. If you have a need for a disability-related accommodation, please:

1. contact the Disability Resource Center.
2. provide me with the necessary documentation of all prescribed accommodations – on the first day of class or as soon as possible thereafter.

### **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 offences 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” (81). 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” (82). Plagiarism is defined as, “the appropriation and the unacknowledged incorporation of another’s work or ideas into one’s own offered for credit” (82). Students seeking to avoid plagiarism should consult with the course instructor, recent handbooks like *The Little, Brown, Handbook* and the *MLA Handbook for Writers of Research Papers*, or consultants in the Writing Center. Faculty members in the Department of Applied Arts and Sciences investigate all cases of suspected plagiarism.

***Students who either cheat or submit plagiarized work in AASC 3301 will fail the course.***

The Texas State University System has established the following Disciplinary Procedures for Academic Dishonesty:

- (1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean, and eventually, to the vice president for academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, and opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case shall refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.
- (2) Disciplinary Process. In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action as he/she deems appropriate. No disciplinary action shall become effective against the student until the student as received procedural due process under *Subsection 5.6* and following exception as provided under *Subsection 5.15*.

## 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.

## 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/submitted assignments, etc.) with other browsers – particularly Internet Explorer.
- up-to-date anti-virus 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.
- copy and paste text and other items in computer documents.
- save and retrieve documents and files on your computer
- 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.

## Additional Resources for Your Success

### Blackboard Technical Support

Email: [blackboard@lamar.edu](mailto: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](mailto:cde@lamar.edu)

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

### University Helpdesk

409-880-2222

**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/studentssupport>

**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/>

**Lamar University Writing Center.** The 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>