DOANE UNIVERSITY

SYLLABUS

Course Title	Higher Education for Adult Learners
Course Number	EDU 280
Number of Credits	2
Course Dates	5/20-7/20 2019 **We will meet May 23rd** and then set a schedule for the other meetings together. We will also set another meeting for one-on-one update.
Instructor	Gina Larson
Email Address	gina.larson@doane.edu
Office Hours/Availability	**E-Mail:** gina.larson@doane.edu, emails will be responded to within 8 hours, I do limit my email review on Sunday's and will not respond before 6pm. If you need assistance before this time, please call me. I will be available on the Doane Lincoln campus Wednesdays and Thursdays from 5:15pm to 6:00pm for student meetings. Please feel free to stop by my classroom during those times.
Phone Number	416-8714, students I will respond to calls within 12 hours of phone calls if leaving a message. Please do not call after 11:30pm. I do accept text messages and will respond in a timely manner.
Textbook Information: (e.g. title, edition, publisher, ISBN)	No textbook required for this course. A variety of resources will be utilized during this course.
Additional Course Materials	N/A

Course Description	The development of a learning plan through knowledge of how to use the resources of higher education. Students also learn the theory and function of higher education in America, clarify individual values and educational goals, increase appreciation of strengths and worth as a learner, and create a portfolio of life and career accomplishments for submission to faculty evaluators for award of credit.
Course Learning Outcomes/Objectives	1. Explore how your background and life experiences match various college-level courses at Accredited colleges. 2. Complete a life, career, and educational goal statements, include in this statement how these educational goals will help you achieve your Life and Career Goals. 3. Prepare a high quality, well-edited portfolio with documentation and evidence to support your learning experiences and competencies.
Course Format	This course will be exploratory as well as writing intensive. Students will be guided on how to complete a portfolio to show how professional and life experiences meet course objectives from Doane or various other accredited colleges.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1	Introduction to course Electronic portfolio **Formal Meeting**	Review syllabus, course expectations, professional/life experience exploration activity, writing life, career, educational goal statements Introduction to electronic portfolio development	College/Catalog search activity (CO 1) Life/Career /Educational Goal statements (CO 2) Prior Learning/Experience Inventory (CO 1)	Due via Blackboard by session 3 Due via Blackboard by session 3 Due via Blackboard by session 3
2	Independent Student Work time	Work on steps 1,2,3	College/Catalog search activity (CO 1) Life/Career /Educational Goal statements (CO 2) Prior Learning/Experience Inventory (CO 1)	Due via Blackboard by session 3 Due via Blackboard by session 3 Due via Blackboard by session 3
3	Review activities completed Discuss next 3 steps in process	Course Research Portfolio Plan Calculating Portfolio Credit	Complete Portfolio Plan (CO 1,2,3) Set meeting with advisor (CO 1)	Due via Blackboard by session 5 Due via Blackboard by session 5

			Course Research conducted/completed (CO 1, 2, 3)	Due via Blackboard by session 5
4	Independent Student Work time	Work on steps 4, 5,6 assigned	Complete Portfolio Plan(CO 1, 2, 3)	Due via Blackboard by session 5
			Set meeting with advisor (CO 1)	Obtain 2 copies of portfolio plan signed off by advisor
			Course Research conducted (CO 1, 2, 3)	Due via Blackboard by session 5
5	Review steps completed

Competency Sheets, Narratives, & Supporting Materials Documents | Discuss steps 7,8, 9-competency sheets, narratives, supporting materials needed for chosen class. | Complete competency sheet for one course (CO 1,2, 3)

Understand format for narrative writing and practice for one course, complete one narrative for class (CO 1,2,3)

Explore supporting materials needed (CO1) | Due via Blackboard by session 7

Due via Blackboard by session 7

Submit supporting material for first course in portfolio development by session 7 |
| 6 & 7 | Continued work of portfolio | Continued work | | Continue to work on assigned steps for submission in session 7 |

8	Wrapping up what needs to be done for each class to write for/student timelines developed	Organizing and Order	Submit completed 1- 9 steps for chosen course	Feedback from chosen course submission/ time for revisions - due no later than January 21st 10pm via Blackboard

ONGOING WORK
Individual timelines and due dates set based upon contract signed with instructor for remaining courses to be submitted in portfolio. Portfolio work must be submitted by 3/5/19.

Grading Assessments

Type of Assessment	Points	Total possible points
This is a pass/no pass course, all materials must be submitted by due date set in timeline in order to pass this course.		

Grade Scale

Pass/Fail

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
Attendance Policy	This is a week long flex-term seminar, all scheduled sessions must be attended. If you will miss 1 session, please notify the instructor before registering for this course. We will not meet each session as students will have assigned work to complete during the flex-term. The sessions we do not meet are to be used by students to complete this work.

Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	Timelines for completion of each component will be discussed fully the first session of class. Timelines will be developed in the first session.
Submitting Assignments	All student assignments will be submitted via Blackboard or in person based upon assignment.
Communication Policy including Assignment Feedback	Assignments will be graded and comments posted within 72 hours of submission if assignment is submitted via Blackboard. If submitted in person, feedback and grade maybe 4-5 days.
Academic Integrity Policy	Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories: 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators For more information on the sanctions for academic dishonesty, please visit the website: https://catalog.doane.edu/content.php?catoid=16&navoid=1333

Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time*.*