

**The University of Texas at Tyler
Soules College of Business
Department of Human Resource Development**

**HRD 5336: Adult Learning
Fall, 2021**

Online Via Canvas

Course Syllabus

Facilitator: Sharon J. Cathcart, Ph.D.

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Office Hours: Generally, the facilitator will be available through email Monday through Thursday from 1:00 p.m. until 3:00 p.m. Emails received after those hours may not receive a response until the following day. An announcement will be posted in the course if the facilitator anticipates being unavailable for a day or two. One caveat: technical problems in email systems may slow down responses!

Required Course: Merriam, S. B. & Bierema, L. L. (2014). *Adult Learning: Linking theory and practice*. San Francisco, CA: Jossey-Bass.
Textbook: ISBN-978-1-118-13057-5

[Referred to as: M & B on the Course Schedule]

Supplemental Readings: Additional reading materials will be used as needed in discussions

Optional Resources: Publication Manual of the American Psychological Association 6th or 7th Editions

ISBN: 978-1-4338-0561-5
<http://www.apa.org>

The APA website provides a free tutorial and additional information about the 6th edition. While completing the tutorial is not required, it is recommended and encouraged as this format will be used for all written assignments in this course.

Important Dates:

Class begins: August 23, 2021 (Monday)

Census date: September 3, 2021 (Friday)

Last day to withdraw: November 1, 2021 (Monday)

Date of final exam: December 6, 2021 (Monday)

Course Catalog Description: Theory and methods of instruction in adult and continuing education to include learning principles, curriculum organization, evaluation techniques and effective classroom interaction.

Course Description: This course is a three-hour graduate course concerning the theories and practices of adult learning and continuing education. Concepts, models, theories, and research in the field of adult learning will be addressed, with an emphasis on practical application of adult learning principles. Course participants will be asked to evaluate their own adult learning experiences within this framework of theory and practice.

All work will be performed online. Participants will read assigned materials, engage in personal and online dialogue, and perform research. Products of this course will include a written report on a personal learning project, a personal reflections paper, a journal, and documentation of dialogue.

Course Goals and Objectives:

This course will emphasize theory, research, and practice in the field of adult learning. Participants will have the opportunity to apply concepts and models through personal learning experiences. Upon the completion of this course, participants should be able to:

- Articulate the fundamental issues and concepts of adult learning and adult education.
- Assess personal knowledge and experiences in relation to the broad overview of adult learning through the use of a personal journal, observation of adult learning events, and participation in a personal learning project.
- Integrate personal experiences into a framework of theory and practice.
- Articulate the various aspects of context in which adult learning is conducted.
- Differentiate, critique, and apply various models and theories of adult learning.
- Articulate the physical aspects of adult learning, including individual characteristics, cognitive abilities, memory, intelligence, and aging.

- Review and reflect upon research literature in the field of adult learning.
- Experience adult learning through the online environment, using learning activities, discussions, etc.
- Analyze and articulate the differences and similarities of various learning environments and tools in the academic and practice spheres.
- Discuss ethical issues in the design and application of adult education.
- Identify at least five practical applications of adult learning theory to adult learning practice.
- Increase skills in research, writing, and critical thinking.

Course Structure:

This course is conducted entirely online using the Canvas learning management system. Participants will have reading, discussion, and writing assignments weekly. Discussion and written assignments are made with the assumption that required reading assignments are completed prior to addressing discussion and written assignments.

Participants should expect to spend as much time on an online course as on a face-to-face course, estimated at six to ten hours per week. The actual amount of time will vary from individual to individual. This estimate includes the time spent in reading, discussions, and assignments.

All course materials, except exams and certain other assignments, will be available from the start of the course to the end. Students may look and study ahead, or go back and review, at any time during the course. Discussions will have specific beginning and ending dates, but will be available for review.

The facilitator and/or participants may use synchronous chats as the need arises.

The facilitator reserves the right to administer “surprise quizzes” that will count toward all or a portion of the class participation grade if it is determined that participants are not reading the text and supplemental readings and are not adequately prepared to engage with each other, the facilitator, and the overall community.

Reading Assignments: Each participant is responsible for completing the reading assignments in a timely manner. Deadlines are listed in the Course Schedule.

Discussion Assignments: Each participant is responsible for engaging in the asynchronous discussions each week. This participation will include posting answers to

questions posed by the facilitator and replying to other participants' postings. Quality of answers is as important as quantity. A participant's comments should add to the discussion. Comments should be supported, as required, with references cited appropriately.

Participants should plan on entering Canvas and the discussion area regularly during the week (not just on weekends) in order to read and comment on others' postings. Posting answers to the questions posed in the discussion area should be done in advance of the deadline in order to allow other participants the opportunity to comment.

Comments should be posted directly into the appropriate discussion forum. It is recommended that comments be composed in text software and copied into Canvas to prevent any loss due to power failures/glitches in Canvas, etc. Do not attach a document with comments into a discussion forum. This method is difficult for some students to access.

Participants may have special issues and responsibilities that impact weekly participation at times. However, consistent and sustained participation is expected. Lack of preparation and engagement and lack of relevant, timely, and quality postings will affect the grade earned for course participation, and will affect the final course grade.

Discussion postings should be made in a timely manner. Deadlines are listed in the Course Schedule. Please note that all discussion postings must be completed by midnight Central Standard Time on the due date. Excused absences for religious holy days or active military services are permitted according to the policies outlined in the UT Tyler Graduate Handbook.

Written Assignments: All written assignments are to be completed in Microsoft Word or text software recognized by Word, and submitted in a timely manner. Deadlines are listed in the Course Schedule. Please note that all written assignments must be submitted by Midnight Central Standard Time on the due date. Late assignments will receive point reductions (see Grades & Grading).

Please name all submitted documents as follows:

Last Name First Initial Assignment Title.

All written assignments should be submitted through the links provided in Canvas. A secondary option for submitting assignments is through UTTyler email.

Assignments will be opened through Word, allowing the facilitator to make comments, ask questions, etc. When all papers are graded, an announcement will be posted in the course.

All written assignments go through plagiarism detection programs. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources used. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic

dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student's official school records. Also, please note that the handbook obligates participants to report all observed cases of academic dishonesty to the instructor.

Grades and Grading

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - Below 60

Grading components are assigned weights based upon the work required of the participant and the importance to the course. The work performed for this course is weighted as follows:

- 30% - Personal Reflections Paper
- 15% - Personal Journal
- 25% - Active Class Participation
- 30% - Adult Learning Analysis Assignment

Course Assignments

Assignments are due on the date scheduled. Participants should notify the facilitator as soon as possible of special circumstances that could interfere with the timely completion of assignments. **Late papers and projects will not be accepted without prior approval and late papers will be subject to a reduction in letter grade.** Even with prior approval, the facilitator reserves the right to lower grades in accordance with the tardiness of submitted late assignments.

Active Class Participation (25% of final grade)

Dialogue is a very important part of any formal university learning. Active class participation requires participants to be involved in the course on a regular basis. This includes introductions, responses to all topic questions, feedback to other participants, willingness to ask questions and to assist others with learning activities.

Discussions will occur for each chapter on a weekly basis, beginning on Mondays and ending on Sundays.

For maximum points in each general discussion forum, participants must respond with their answer to questions/comments posed, and **respond to the postings of at least three (3) other participants.**

Journal (15% of Final Grade)

The journal serves to document the accumulation of ideas, concepts, feelings, and responses to the materials presented during the course, with the intent that the journal will provide the material for the final Personal Reflections Paper.

At the beginning of the course, each participant will write an entry that reflects current thoughts, experiences, and expectations for this course. Then, for each chapter, participants will make notes of important points and thoughts.

Journal entries should be one to two (1-2) pages in length per entry. All written assignments must be prepared using Word or text software recognized by Word. This is an informal document: complete sentences and complete outlines of the chapters are not required.

Journal entries will be prepared weekly. Journal entries will be accumulated and submitted in stages:

1. The initial journal entry, **Current View of Adult Learning, is due August 29, 2021 by midnight Central Standard Time**
2. **Unit 1 due on September 12, 2021 by midnight Central Standard Time**
3. **Unit 2 due October 17, 2021 by midnight Central Standard Time**
4. **Unit 3 due November 14, 2021 by midnight Central Standard Time.**

Adult Learning Analysis Paper (30% of Final Grade)

This assignment provides participants with an opportunity to study and evaluate their own adult learning activities in conjunction with the adult learning models and theories addressed in this course. Each participant will agree to learn something new, document the results of his or her learning activities, and then prepare a written analysis.

The analysis will include: 1) a compare/contrast discussion of the individual learning experience with a selected model or theory of adult learning; 2) a discussion of the strengths and/or weaknesses in the learning experience relative to the specific model/theory that was selected for comparison purposes; and 3) a discussion of what improvements could be made to the individual process of learning. All facets of the learning experience (environment, facilitator, participant, content) should be addressed. Evidence of attendance should be provided in an appendix to the paper.

Each participant will present a written topic **proposal** for approval prior to beginning the learning activity. Topics should be of a personal nature; learning activities for work or other academic courses will not be accepted. **Due Date for proposal: September 19, 2021, by midnight Central Standard Time.**

All written assignments must be prepared using Word or text software recognized by Word. The paper should be formatted using APA 6th or 7th edition standards, with a length of 6-10 pages (exclusive of title page, references pages, and appendices). **Due date for analysis paper: November 7, 2021 by midnight Central Standard Time.**

Personal Reflections Paper (30% of Final Grade)

The reflections paper serves as the synthesis and culmination of the course for participants. Participants will select three significant adult learning concepts that have impacted

their adult learning and document and reflect upon their understandings of course concepts and content about adult learning. Participants will discuss how personal experiences have impacted their adult learning, as well as how knowledge of these three concepts can be useful for the future design and implementation of personal and professional learning experiences.

All written assignments must be prepared using Word or text software recognized by Word. The paper should be formatted using APA 6th or 7th edition standards, with a length of 8-10 pages (exclusive of title page, references pages, and appendices). **Due date: December 1, 2021, by midnight Central Standard Time.**

Grading Procedures

Written Assignments: Depending upon the size of the class, grading may take several days to a week to complete.

A letter grade will be deducted for each day an assignment is late.

Papers will be evaluated based upon the following criteria:

1. Inclusion of all required content;
2. Clarity of expression on the topic;
3. Selection and expression of relevant ideas, concepts, and information;
4. Quality of the support of evidence for statements included.

Discussion Assignments: Discussion assignments consist of two parts: responding to the discussion prompt as provided by the facilitator (half of the maximum points of the discussion) and then responding to at least three (3) other participants' comments made in that discussion (half of the maximum points of the discussion).

The following rubric will be used at the end of the course to evaluate overall Discussion postings, and allocate facilitator's evaluation points.

Points	1	2	3	4
Promptness and Initiative	Does not respond to most postings; rarely participates freely	Responds to most postings several days after initial discussion; limited initiative	Responds to most postings within a 24-hour period; requires occasional prompting to post	Consistently responds to postings in less than 24 hours; demonstrates good self-initiative
Delivery of Post	Utilizes poor spelling and grammar in most	Errors in spelling and grammar	Few grammatical or spelling errors	Consistently uses grammatically

	posts; posts appear "hasty"	evidenced in several posts	are noted in posts	correct posts with rare misspellings
Delivery of Post Relevance of Post	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks	Occasionally posts off topic; most posts are short in length and offer no further insight into the topic	Frequently posts topics that are related to discussion content; prompts further discussion of topic	Consistently posts topics related to discussion topic; cites additional references related to topic
Expression Within the Post	Does not express opinions or ideas clearly; no connection to topic	Unclear connection to topic evidenced in minimal expression of opinions or ideas	Opinions and ideas are stated clearly with occasional lack of connection to topic	Expresses opinions and ideas in a clear and concise manner with obvious connection to topic
Contribution to the Learning Community	Does not make effort to participate in learning community as it develops; seems indifferent	Occasionally makes meaningful reflection on group's efforts; marginal effort to become involved with group	Frequently attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely	Aware of needs of community; frequently attempts to motivate the group discussion; presents creative approaches to topic

Soules College of Business Statement of Ethics

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- ▶ Ensure honesty in all behavior, never cheating or knowingly giving false information.
- ▶ Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- ▶ Develop an environment conducive to learning.
- ▶ Encourage and support student organizations and activities.
- ▶ Protect property and personal information from theft, damage and misuse.

- ▶ Conduct oneself in a professional manner both on and off campus.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

- **Withdrawing from Class** - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

- **Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

- **Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to

the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#). ([Links to an external site.](#))

- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal](#) ([Links to an external site.](#)) (<https://hood.accessiblelearning.com/UTTyler/> ([Links to an external site.](#))) and complete the New Student Application. For more information, please visit the [SAR webpage](#) ([Links to an external site.](#)) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center](#) ([MVSC](#) ([Links to an external site.](#))). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) ([Links to an external site.](#)) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#) ([Links to an external site.](#)). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
 - *Information for Classrooms and Laboratories:* Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#) ([Links to an external site.](#)). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) ([Links to an external site.](#)) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety

policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

- **Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 - 501 \(Links to an external site.\)](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
 - **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

**Weekly Course Schedule
HRD 5336 Fall 2021**

Week	Dates	Weekly Objectives	Readings	Discussion	Assignments
1	Aug 23 - 29	1. Introduction of course and course participants. 2. Overview of Syllabus, Course Expectations, Schedule; Getting Started.	1. Syllabus 2. Schedule 3. Intro 4. Calc of Grade	Due Aug 29	Notes to Journal-Current View of Adult Learning Due Aug 29
2	Aug 30- Sept 5	Review the present context of adult learning Review how technology influences adult learning. Sept 3-Census Date	M & B Chapter 1 M & B Chapter 10	Due Sept 5	Notes to Journal-Ch. 1 Notes to Journal-Ch. 10
3	Sept 6-12	Review and evaluate the theory of andragogy	M & B Chapter 3	Due Sept 12	Notes to Journal-Ch. 3 Unit 1 Journal Entries (Chs. 1, 3, 10) Due Sept 12, 2021
4	Sept 13-19	Review the research in self-directed learning.	M & B Chapter 4		Notes to Journal-Ch. 4 Adult Learning Project Proposal Due Sept 19, 2021
5	Sept 20-26	Examine the role of experience in the learning process.	M & B Chapter 6	Due Sept 26	Notes to Journal-Ch. 6
6	Sept 27 - Oct 3	Review aspects of motivation to learn components.	M & B Chapter 8	Due Oct 3	Notes to Journal-Ch. 8

7	Oct 4-10	Review specific theories of learning.	M & B Chapter 2	Due Oct 10	Notes to Journal- Ch. 2
8	Oct 11-17	Review the physical aspects of the brain and cognitive functions of the mind.	M & B Chapter 9	Due Oct 17	Notes to Journal- Ch. 9 Unit 2 Journal Entries (Chs. 2, 4, 6, 8, & 9) Due Oct 17, 2021
9	Oct 18-24	Review the concept of holistic learning	M & B Chapter 7		Notes to Journal- Ch. 7
10	Oct 25 - 31	Review the development of transformative learning theory, its theoretical foundations, and components	M & B Chapter 5	Due Oct 31	Notes to Journal- Ch. 5
11	Nov 1-7	Complete Learning Analysis Paper Nov 1 – Last day to withdraw	3 Required peer-reviewed articles		Adult Learning Analysis Paper Due Nov 7, 2021
12	Nov 8-14	Review how culture and context impact adult learning.	M & B Chapter 12	Due Nov 14	Notes to Journal- Ch. 12 Unit 3 Journal Entries (Chs. 5, 7, 12) Due Nov 14, 2021
13	Nov 15-21	Complete Personal Reflections Paper	None	None	
14	Nov 22-28	Thanksgiving Week	None	None	Personal Reflections Paper Due Dec 1, 2021
15	Nov 29 – Dec 5	Course Wrap-up and Evaluation	None	Due Dec 5	
16	Dec 6	Final Exam Week	None	none	

[NOTE]: The facilitator reserves the right to make changes to the syllabus, course schedule and assignments as necessary, but will announce all changes in advance.

