TEXAS A&M UNIVERSITY-TEXARKANA
COLLEGE OF EDUCATION AND LIBERAL ARTS

COURSE SYLLABUS SPRING 2012

COURSE NUMBER: ITED 523.01W
COURSE TITLE: Online Learning and Teaching
SEMESTER CREDIT HOURS: 3
INSTRUCTOR: Kevin Williams
OFFICE: Room 330B
PHONE: 903-223-3028
E-MAIL: kevin.williams@tamut.edu
OFFICE HOURS: T & TR: 9-2
ONLINE HOURS: Instructor will also be available for consultation online during the office hours.

COURSE DESCRIPTION

This course focuses on two major components: (1) research on e-learning and (2) e-learning course development. Students will explore a variety of issues in online learning and teaching, conduct research, and engage in authentic design activities. The activities include analyzing a scenario, developing a design document, developing content drafts, and writing media scripts.

PREREQUISITES
ITED 520: Instructional Design and Development

STUDENT LEARNING OUTCOMES
At the end of the course, learners will be able to:

- Develop a comprehensive understanding of online learning and teaching.
- Discuss major issues in online learning and teaching.
- Apply instructional theories and research findings to the design of web-based instruction.
- Design an online course that is problem-based and engaging.
- Develop e-learning content in ways that promote effective and efficient learning.
- Demonstrate ability to use a Learning Management System (Blackboard 9.1) to facilitate effective learning.

Assessment of these learning outcomes will be through graded discussion board activities, individual and group projects, as described under evaluation plan below.
<table>
<thead>
<tr>
<th>Topic &amp; Readings</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 13-19th Module 1</strong></td>
<td>• Self-introduction – 7/15 (10 pts)</td>
</tr>
<tr>
<td>Understanding Online Learning Environments</td>
<td>• Assigned Reading Discussion - 7/19 (50 pts)</td>
</tr>
<tr>
<td>• Self-introduction – 7/15 (10 pts)</td>
<td>• Assigned Reading Discussion - 7/19 (50 pts)</td>
</tr>
<tr>
<td><strong>July 20-26th Module 2</strong></td>
<td>• Assigned Reading Discussion – 7/26 (50 pts)</td>
</tr>
<tr>
<td>Technologies for Online Teaching and Learning</td>
<td>• Assigned Reading Discussion – 7/26 (50 pts)</td>
</tr>
<tr>
<td><strong>July 27 – Aug 2nd Module 3</strong></td>
<td>• Blackboard 9.1 Activity – 8/2 (50 pts)</td>
</tr>
<tr>
<td>Online instructor and online Learner</td>
<td>• Assigned Reading Discussion - 8/2 (50 pts)</td>
</tr>
</tbody>
</table>
**Aug 3 – 9th Module 4**

### Teaching Online
- Ragan, L.C. ( ). 10 Principles of Effective Online Teaching: Best Practices in Distance Education. Faculty Focus Special Report [www.Faculty.Focus.com](http://www.Faculty.Focus.com)

### Aug 9 – 16th Module 5

### Designing online instruction

<table>
<thead>
<tr>
<th>MEANS OF EVALUATION</th>
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<tbody>
<tr>
<td>Criteria for evaluation of learning consist of assignments, projects, research, and presentation as described below:</td>
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</table>

**Introduction Discussion Activity – (10 points)**

**Assigned Reading Discussion Activity – (50 points x 4 = 200)**

Discussion postings based on weekly assigned readings and resources. Additional resources may be consulted, with appropriate citations. Discussion posts should be written in professional manner, and capture the core ideas of the assigned readings and resources.

**Blackboard 9.1 Activities (50 points * 3 = 150)**
Learner will perform a series of graded activities in Blackboard 9.1 to develop knowledge and skills in using the platform for delivery and management of learning activities. The student will explore this platform for the first time from an instructor’s perspective.

Wiki Contribution: Teaching Online (50 points)
Students will collaborate to create a best practices wiki for online teaching. See week 4 module for more information.

Reflecting on Course (50 points)
Learner will write a two-page reflection on their learning in the course and provide feedback on improving the course delivery.

COURSE EVALUATION

<table>
<thead>
<tr>
<th>Activities</th>
<th>Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>10</td>
<td>A= 90-100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B= 80-89%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C= 70-79%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D= 60-69%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F= 59% &amp; below</td>
</tr>
<tr>
<td>Assigned Reading Discussions</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Wiki</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Blackboard 9.1 Activities</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>460</td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONAL DELIVERY

- All course activities and interactions will be online. The main delivery and management platform for this course is Blackboard Learn 9.1. Discussion Forum and Wiki are used extensively for class interactions and students’ collaborative activities.
- All class communications will be through Blackboard Message tool and telephone. The instructor will in the Virtual Classroom during office hours for chat consultation. Student can also request consultation at other times through e-mail messages. Instructor may answer e-mails over the weekend, at her discretion. The FAQ forum Blackboard is another resource where students can ask questions and receive feedback from peers and the instructor on course issues.
- Assignments will be submitted and returned through the Assignment Drop Box in Blackboard. Students can monitor their own progress in My Grade section.

COURSE REQUIREMENTS

Students are expected to meet all requirements as listed below:
1. **Read all class materials and pay particular attention to instructions** before contacting instructor for clarification
2. Use Blackboard for all class communications and course activities
3. Login to the course sites at least once a day to check for course updates and messages. Announcement Tool will be used frequently to update class on “breaking news” regarding course activities
4. Actively participate in all course activities. **Post initial contribution to a class discussion forum well ahead of due date to allow your classmates time to read your work and earn participation points.**
5. Turn in assignments on or before the due date. Late submission will result in reduced points of 15% each day. Assignments more than one week overdue will not receive any grade.
6. Observe netiquette while online. This includes:
   a. respecting others’ point of view;
   b. refraining from the use of abusive language or yelling at others (writing in all caps);
   c. refraining from sending multiple e-mails to instructor and others on the same issue;
   d. respecting other’s time by posting works that requires participation in timely manner;
   e. providing appropriate and supportive feedback when required; and
   f. encouraging one another
7. Observe professional ethics by:
   a. presenting works that are of professional;
   b. avoiding intellectual fraud; and
   c. seeking help with class activities in courteous and appropriate manner.

**ACADEMIC INTEGRITY**

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of ‘F’ in the course and/or disciplinary actions. For additional information, see the university catalog. The student is responsible for reading and understanding the A&M-Texarkana Policy on Academic Integrity.

**DISABILITY ACCOMMODATIONS**

Students with disabilities may request reasonable accommodations through the A&M Texarkana Disability Services Office by contacting Mr. Carl Greig at 903-223-3062.

**UNIVERSITY DROP POLICY**

To drop this course after the 12th class day, a student must complete the Drop/Withdrawal Request Form, located on the University website (http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html) or obtained in the Registrar’s Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an “approval” to drop, but rather confirmation that the student has discussed the
drop/withdrawal with the faculty member. The form must be submitted to the Registrar’s office for processing in person, email (Registrar@tamut.edu), mail (P. O. Box 5518, Texarkana, TX 75505) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar’s Office for processing. It is the student’s responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

STUDENT E-MAIL ACCOUNT

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

LIBRARY/MEDIA RESOURCES ASSESSMENT

No special resources are required for this course. Students are dispersed in different geographical locations making providing common resources for them impracticable. The course draws heavily on free resources available in different locations on the web. As online learners, students are able to afford any additional resources needed for the course.

STUDENT TECHNICAL ASSISTANCE

- Solutions to common problems and FAQ’s for your web-enhanced and online courses are found at this link: http://www.tamut.edu/webcourses/index.php?pageid=37
- If you cannot find your resolution there, you can send in a support request detailing your specific problem here: http://www.tamut.edu/webcourses/gethelp2.php
- Blackboard Helpdesk contacts:
  Office hours are: Monday - Friday, 8:00a to 5:00p
  Julia Allen (main contact) 903-223-1356 jallen@tamut.edu
  Frank Miller (alternate) 903-223-3156 frank.miller@tamut.edu
  Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu
- The class also has a FAQ page in Blackboard containing questions and answers unique to the course posted by class members.

TECHNICAL REQUIREMENTS

- Hardware - Both Macintosh and Windows systems are acceptable. Students do not need to purchase a new system to work on this course. However, the hardware minimum requirement includes:
  - Pentium (2 GHz or greater)
  - 512 megabytes (MB) random access memory (RAM)
  - 60 GB or greater hard drive
• **A headset with Microphone**

• **Internet access:** A DSL or Cable connection is preferable to a dial-up connection, where possible. Dial-up connection has less bandwidth and class materials may download slowly or not at all. High speed DSL or cable provides adequate connection for other class events such as chat, discussion board, and live interaction in **Centra**. Choose reliable Internet Service Provider, especially those that provide technical support.

• **Internet browser and email software:** Internet Explorer 7+; Mozilla Firefox 3+ (preferred browser), Safari 2.0+, Chrome Java: Version 6 Update 11 or later. Sometimes some Internet tasks are easier to perform with Firefox than with Internet Explorer. Both browsers can run on your computer without any difficulty. Browsers that are part of the MSN and AOL software include proprietary modifications that may not work correctly with other resources. You may continue to use AOL or MSN as your Internet service provider, but once connected to the Internet; you should minimize the AOL or MSN window and launch Internet Explorer or Firefox. Pop-up Blockers (All pop-up blockers installed on your computer must be set to allow pop-ups from Blackboard 8)

• Java Runtime Environment - You must have the Java Runtime Environment installed. This is a free plug-in for your browser that can be obtained by going to [http://www.java.com](http://www.java.com)

• **Applications Software:** MS Office 2010/2007/2003 professional edition. Please do not use OpenOffice since it has compatibility issue with MS Office. Unless you know how to convert your OpenOffice document to MS Office, refrain from using it to submit assignments for grading. Also avoid using MS Works for submitted works as it too has compatibility problems with MS Word.

• **Operating Systems:** Windows 98/NT/2000/ME/XP or OS 9.1 to OS X; G3, G4, or higher.

• **Adobe Acrobat Reader:** This software is available for download at [http://www.adobe.com](http://www.adobe.com). This free program (Adobe Reader 8) allows you to view and print many forms and some full-text documents from online library databases.

• **Plug-ins:** You may also download players or plug-ins such as Adobe Flash Player 9.0 (available at [http://www.adobe.com](http://www.adobe.com)) and allows you to view any content delivered in Flash, Windows MediaPlayer (download latest version at [http://www.microsoft.com/windows/windowsmedia/download](http://www.microsoft.com/windows/windowsmedia/download)); Apple Quicktime ([http://www.apple.com/quicktime](http://www.apple.com/quicktime)); RealPlayer ([http://www.real.com](http://www.real.com)) allow you to play multimedia content online.

• **Virus Protection:** Viruses can be transmitted to computers as email attachments. Once a virus is resident on a computer, it can hinder performance, crash the computer, or damage files and hard drives—permanently. To protect your system, you should purchase up-to-date antivirus software and regularly check your computers for viruses. Try to keep your antivirus software current by regularly downloading updates from the software company’s Web site.
REFERENCES


http://communitiesofinquiry.com/model


