Course Syllabus

Division: Administrative and Organizational Studies (AOS)

Program Area: Instructional Technology

Course #: IT7130

Course Title: Facilitation of Online and Face-to-face Learning

**Term/Year: Winter 2016

**Course Location: Web: http://blackboard.wayne.edu

**Day: N/A  **Time:  N/A

Instructor: Ke Zhang, Ph.D., Associate Professor

**Office Address: 385 Education

**Office Hours:
In Person & By Phone: 313-577-1679 Tuesdays 2-5pm
Virtual office: Wimba Live Classrooms by appointment

**e-mail: bb2145@wayne.edu  **Website: http://blackboard.wayne.edu

Text Books & Learning Materials:

Required:

Recommended:
The five stage model:
- [http://www.gillysalmon.com/five-stage-model.html](http://www.gillysalmon.com/five-stage-model.html)

Additional readings and other learning materials will be provided via the course website: [http://blackboard.wayne.edu/](http://blackboard.wayne.edu/)

**Course Description:**
**As on course bulletin:** Design, development, implementation, facilitation and evaluation of various learning activities for diverse learners in online contexts, using appropriate learning technologies.

**Additional:** With a special focus on facilitation in varied online learning environments, this course will cover topics such as creating different types of online learning activities to address learner diversity; leading, guiding and moderating online discussions and other learning activities; creating and implementing varied assessments of learning; uses of learning technologies to facilitate teaching and promote learning, and more.

**Course Overview**

This course focuses on the planning, implementing, and facilitation of learning activities in various online learning contexts, including formal, informal, mobile, blended, ubiquitous, and more. It covers a wide range of topics, regarding teaching and learning, learning technologies, pedagogical issues, learners’ and instructor’s changed roles, virtual teams, and social media, learning communities and more. We will explore questions and issues like the following:

- What is facilitation? Why is facilitation needed?
- What cultural, social, pedagogical, technological, and administrative challenges do instructors face in different online learning environments?
- How should an instructor approach to the planning and implementation of teaching and learning, differently in online contexts?
- How are emerging learning technologies changing the way of teaching and learning?
- How can online instructors, course designers benefit from emerging learning technologies and social media?
- What strategies may be utilized to facilitate peer discussions, collaborations, knowledge sharing and constructions in different types of learning and tasks?
- What assessments are appropriate for online or blended learning? What to consider in creating and implementing these assessment tools?
- How to use different learning technologies to facilitate and promote active learning?
- How to facilitate non-traditional online learning such as MOOCs, and informal learning communities on social media?
- What capacities and potentials do emerging technologies and methods have for online facilitation?
Course Objectives

This course will provide a variety of learning opportunities in forms of reading, discussion, reflection, displaying, doing, critique, case study, and more. Upon successful completion of this course, students should be able to:

• Discuss the challenges and issues in online teaching and learning from various perspectives
• Read, critically review and discuss research and practice of online teaching and learning
• Provide sound suggestions for the design, implementation and evaluation of online learning in different contexts
• Design and implement a wide range of learning activities to promote active online learning
• Facilitate online and face-to-face learning, individually and/or collaboratively
• Design and utilize various assessment instruments for online learning
• Articulate on the capacities and potentials of emerging learning technologies have for online facilitation and promising new methods for online facilitation
• Make recommendations regarding online learning initiatives to course designers, instructors, and institutions

Course Requirements

This is a graduate-level course for adult learners, and as such is designed to assist and support you in the pursuit of your own knowledge construction and growth. The focus of the instructor in a course like this is not to disseminate information, but rather to provide opportunities to gain and improve skills and competencies, to guide and facilitate your own exploration and creation of knowledge.

This course includes a variety of learning activities. You are required to read specified chapters from the textbook, weekly reading materials, websites and resources, and be prepared to participate in and contribute to the knowledge building in this learning community. Typical learning activities include, but are not limited to the following: discussions, leading and facilitating learning sessions, online facilitation practices, personal reflective blogs, team projects case studies, role plays, and more.

General Information

1. All written work must be original and demonstrate appropriate communication skills and professionalism (e.g. appropriateness, correct spelling, punctuation, grammar, organizational skills, etc.)
2. All written work must be computer generated, and meet scholarly standards as stated in the Publication Manual of the American Psychological Association (6th Ed.).
3. All course-related email communications must include “IT7130” in the subject line to ensure prioritized processing upon receipt.
4. For all course-related communications, you are strongly encouraged to email from the course Blackboard site to avoid email problems associated with non-wayne.edu email addresses.

Course Policies
This course is designed purposefully as a fully online course, delivered via the Wayne State University Blackboard System (see link above). Documents outlining course policies such as Academic Integrity, Plagiarism, Computer Usage, Disabilities, Incompletes are posted on the course information page of that site. You are required to access, read and acknowledge understanding of these documents.

Enrollment/ Withdrawal Policy
Beginning in Fall 2011, students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so there is no basis for a grade

Students must submit their withdrawal request on-line. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

Graded Assignments & Activities
It is your responsibility to actively participate in the learning activities. A combination of readings, verbal and written reactions to ideas, observing demonstration tools or videos, case scenarios, and other hands-on activities will be critical to your growth as professional individuals as well as a learning community. There are a variety of graded activities in each unit. Please follow instructions for details of these learning activities and assignments.

The following group activities are required and graded in this course, with instructions in separate files in the course Bb site:
- Cases (20 points)
- 5-stage & R2D2 activities (40 points)
- Tools activity (30 points)

The following individual assignments are required and graded, each with instructions available in the course Bb site:
• **Self evaluation** (10 points)

• **Special Topic (ST) presentation and facilitation** (100 points)

You are required to prepare and facilitate an online learning session on a relevant topic of your choice. The special topic of the learning session must be related to online learning and/or facilitation, and must be approved by the instructor in advance. You are required to prepare a presentation on the special topic, provide learning materials and resources, and design and implement appropriate learning activities (e.g., discussions, debates, games, case studies, webquests, etc.) and facilitate the process.

Your facilitation efforts may include, but are not limited to the following:

- monitoring participants’ online participation and learning progress;
- engaging learners;
- raising stimulating questions;
- answering questions in a supportive and professional manner;
- guiding discussions;
- leading and monitoring the search and discovery learning processes;
- facilitating the problem solving process;
- promoting active participation and engagement in the various learning activities and assignments;
- providing additional resources for learning beyond the session
- building a learning community.

Your peers will evaluate your facilitation practice on the special topic with pre-determined rubrics.

In addition, a major **group assignment**, Course Renovation Project (CRP) is required, with a brief description below and more detailed instructions available on the course Bb site.

• **Course Renovation Project** (CRT) (100 points)

You will be assigned to teams to work on this assignment. As a team, you are required to critically review an online course of your choice, write a paper with ideas for changes, additions, and modifications to improve the course based on the theories and models covered in TI7130. You should provide a brief description of the current learning environment, and areas for improvement, and strong justifications for proposed changes. You should also include a series (4 or more) of newly designed online learning activities for the online course, and modify 2 existing online activities, based on the R2D2 model and the 5-stage model.

Each team must present their course renovation project on Bb by **April 25, 2016**. You must make the presentation file(s) and the project document(s) available on the course Bb on or before midnight **April 24**. After the presentation, you may revise the project and submit the final version on or before **April 30, 2016** for final grading.

**Grading**

Your final grade will be calculated as follows:

<table>
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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>270-300</td>
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If half point occurs in the final total point grade, it will be rounded up; for each individual assignment half point grade will not be rounded up.

**Assignment Notes**

1. **Late assignments** require instructor authorization in advance. Authorization must be requested well in advance, prior to the posted due date, and will only be granted if the inability to meet the due date is directly related to an emergency situation. In most cases, if not all, a draft of your work will be required as one of the conditions of the late submission authorization.

2. You are required to make frequent and multiple **backups of your work** to avoid any total loss of your work in case of computer failures or other technical problems. “My computer crashed” or “virus ruined all my work” or the like will NOT be accepted as a reasonable excuse for last-minute requests for extensions or for late submission authorization, unless you provide **reasonable drafts of earlier versions** of your work.

3. Up to 30% **grade penalty** may apply to authorized late submissions.

4. **Unauthorized late submissions will NOT be accepted and will receive 0 point.**

5. You are encouraged to align your course work with your work situation or career goals. This will make the coursework more relevant, meaningful, and to promote transfer of knowledge in the course to address your professional or academic needs in the real world. However, **All work must be original!**

6. **Incompletes**: Grades of “I” (Incomplete) are only given if the instructor believes there is a reasonable probability that the student can successfully complete the course **independently** without any further instruction. The responsibility for completing all remaining course work rests entirely on the student. Incompletes are reserved for special circumstances. They will not be given to students who have simply not finished all of their course work. In those cases, **missing assignments will be scored as 0 and included in the final grade calculation.**

7. As per Wayne State University policy, Incompletes ("I" grades) will be changed to a failing grade (F) automatically after one calendar year. All work **must** be completed within one calendar year – there will be no extensions.

8. Starting Fall 2011, the **deadline to withdraw** from a course is the end of the 10th week of the semester.

**Academic Dishonesty/Plagiarism**
The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. (See Student Code of Conduct [http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf](http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf)). Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s
Undergraduate Bulletin (http://bulletins.wayne.edu/ubk-output/index.html) and Graduate Catalog (http://www.bulletins.wayne.edu/gbk-output/index.html) under the heading “Student Ethics.” These university policies are also included as a link on Blackboard within each course in which students are enrolled. It is every student’s responsibility to read these documents to be aware which actions are defined as plagiarism and academic dishonesty. Sanctions could include failure in the course involved, probation and expulsion, so students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.

**Plagiarism:**
Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

**Class Schedule**
A tentative schedule is available in a separate file and is available on the course Bb site. The course may adjust the pace and schedule based on the needs of the class. Any changes in the class schedule will be posted and announced in a timely manner and you are responsible for staying updated and current with any schedule changes, by checking the course Bb site frequently.

**Attention Students with Disabilities:**
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-202-4216 (video phone). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**SDS News:**
Effective Fall semester 2010 Student Disability Services will be implementing a revised alternative testing form when a student schedules classroom exams/quizzes administration at SDS. As before the student and instructor each have a portion to complete. Exams are to be mailed to a new password protected email address: sdsexams2010@wayne.edu

**Enrollment/Withdrawal Policy**
Students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 5th week of class will receive a grade of WP, WF, or WN.

- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested.
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested.
- WN will be awarded if no materials have been submitted, and so there is no basis for a grade.

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved.

Beginning the fifth week of class students are no longer allowed to drop but must withdraw from classes. The last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

See the university webpage for full details: http://reg.wayne.edu/students/information.php

NOTE: As per Wayne State University academic calendar, the last day to withdraw in Winter 2016 is March 27, 2016.

**Religious Observance Policy:**
Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

**Wayne State University Writing Center:**
The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for students at Wayne State University. While the center serves both graduate and undergraduate students, undergraduate students in General Education courses, including composition courses, receive priority for tutoring appointments. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is not an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: http://www.clas.wayne.edu/writing/.
To submit material for online tutoring, consult the Writing Center HOOT website: http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330.

**Disclaimer:** Please note that the specifics of this Course Syllabus can be changed at any time in response to the changed needs or the class; and you will be responsible for abiding by any such changes. Changes will be posted to the announcements area on the course home page.