Course Syllabus

Division: Administrative and Organizational Studies (AOS)

Program Area: Instructional Technology

Course #: IT 7210

Course Title: The Foundations of Distance Education

Section #: 001

Course Reference #: 15304

Term/Year: Fall 2015

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

Delivery: Online

Instructor: Dr. Margo Fryling Ed.D., Adjunct Professor

Office Address: 385 Education

Contact: e-mail: ae8158@wayne.edu
**Course Description**
Exploration and demonstration of technique of designing and delivering instruction and two-way interactive video and audio technologies. Analysis of the theoretical foundations and principles of designing and delivering instruction over distance.

**Course Outcomes**
Upon completion of this course learners will be able to:

- Provide an overview of current practice in distance education
- Read, review and discuss research and theory related to the study of DE
- Critically review selected literature on DE
- Generate good research ideas on DE
- Discuss issues of DE from various perspectives (e.g., teaching, learning, administrative, technological, organizational, international, etc.) and possible solutions

- Apply strategies found in distance education.

- Write a research paper on a topic of his/her own choice on DE based on critical review of related literature and synthesis of both theories, models and practices of DE.

Upon successful completion of this course, students will increase their knowledge regarding:

- The concepts and history of distance education.
- The principal communication technologies and emerging learning technologies and their impacts on teaching and learning.
- Methods of teaching at a distance and providing sufficient learner support.
- The characteristics of learners and learning at a distance.
- Problems of administering and managing distance learning programs and institutions.
- Policy issues in distance education, both at the institutional and national levels.
- Distance education as an international and global phenomenon.
- The theory and research foundations of distance education
Course Overview

This course is completely online, delivered via Blackboard, the learning management system available at Wayne State University. This course focuses on the foundations of distance education (DE). The study of distance education covers primarily teaching, learning, technological and pedagogical issues, as well as associated administrative and policy issues.

Official Correspondence

When you email me you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation. Improperly constructed email will be followed with the following response. “At Wayne State University, email is considered official and professional correspondence. I will be glad to help you when you resend the email with proper grammar and punctuation.”

Sample:

From: jwilson@ggc.edu
To: myprofessor@ggc.edu

Subject: Special assistance with Loan Amortization needed

Dear Dr. Ramirez,

This is Jacqueline Wilson from your ITEC1001 section 1 class. I would like to schedule a meeting with you since I have been unable to figure out the formula for compound interest used in the Loan Amortization project assigned last class. I am available to meet between 1:00 pm and 3:30 pm on Tuesday and Thursdays. Would you please inform me what date, time and location we can meet?

Sincerely,
Jacqueline Wilson

Course Changes

This course syllabus provides a general plan for this course. I reserve the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Text Book & Learning Materials:

Required:

Additional readings and other learning materials will be provided via the course website: http://blackboard.wayne.edu/
Course Requirements

This is a graduate level course for adult students, and as such is designed to assist and support you in the pursuit of your own knowledge construction. The main focus of the instructor in a course like this is not to disseminate information, but rather to facilitate your exploration of the field and your personal, meaningful construction of knowledge. I will carefully monitor your individual study and intervene when necessary, and I will facilitate your interaction with other students as needed. For each of the weekly units of study each student is required to:

- Read specified chapters from the textbook, websites and the references.
- Search for information and ideas and reflect on discussion questions, and submit comments to the discussion forums;
- Read the assignment drafts submitted by other students, ask questions, provide feedback and suggestions, and make other meaningful comments in a professional and constructive manner;
- Complete a 4,500-5,000-word final paper (Best Practices), which must be submitted electronically to the instructor by the designated deadline.

General Information

1. All written work must be original and demonstrate appropriate communication skills (e.g. correct spelling, punctuation, grammar, organizational skills, etc.)
2. All written work must meet scholarly standards with academic references as stated in the Publication Manual of the American Psychological Association (6th ed.).

Course Policies

This course is delivered via the Wayne State University Blackboard System. Documents highlighting course policies regarding Academic Integrity, Computer Usage, Disabilities, Incompletes and Computer Mediated Communication are posted on the course information page of that site. You are required to access, read and acknowledge understanding of these documents prior to beginning your course work.
<table>
<thead>
<tr>
<th>Assignment/Learning Activities</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Discussion</td>
<td>September 6, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Best Practices Paper Proposal and Outline</td>
<td>September 13, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 2 Discussion</td>
<td>September 13, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 3 Discussion</td>
<td>September 20, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 4 Discussion</td>
<td>September 27, 2015 by 11:55pm</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>September 27, 2015 by 11:55pm</td>
<td>25</td>
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<tr>
<td>Week 5 Discussion</td>
<td>October 4, 2015 by 11:55pm</td>
<td>10</td>
</tr>
<tr>
<td>Best Practices Paper Draft</td>
<td>October 4, 2015 by 11:55pm</td>
<td>25</td>
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<tr>
<td>Week 6 Discussion</td>
<td>October 11, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 7 Discussion</td>
<td>October 18, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Peer review of research paper draft</td>
<td>October 18, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 8 Discussion</td>
<td>October 25, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Assignment 2</td>
<td>October 11, 2015 by 11:55pm</td>
<td>25</td>
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<tr>
<td>Week 9 Discussion</td>
<td>November 1, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Week 10 Discussion</td>
<td>November 8, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Assignment 3</td>
<td>November 8, 2015 by 11:55pm</td>
<td>25</td>
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<tr>
<td>Week 11 Discussion</td>
<td>November 15, 2015 by 11:55pm</td>
<td>10</td>
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<tr>
<td>Assignment 4</td>
<td>November 15, 2015 by 11:55pm</td>
<td>25</td>
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<tr>
<td>Week 12 Discussion</td>
<td>November 22, 2015 by 11:55pm</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 5</td>
<td>November 22, 2015 by 11:55pm</td>
<td>10</td>
</tr>
<tr>
<td>Final Reflection</td>
<td>November 22, 2015 by 11:55pm</td>
<td>25</td>
</tr>
<tr>
<td>Best Practices Paper</td>
<td>November 29, 2015 by 11:55pm</td>
<td>100</td>
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</tbody>
</table>

**Total** 400
Assignments

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 drafts of earlier versions of your work.
3. Up to 30% grade penalty may apply to authorized late submissions.
   Unauthorized late submissions will NOT be accepted and will receive 0 point.
4. 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!
5. Detailed instructions on how to complete and submit each assignment and activity will be provided in the WEEKLY AGENDAS posted on the course website.
6. If you are assigned to a group project, changing partnerships is not permitted.

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.

Grading
Your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points*</td>
<td>A</td>
</tr>
<tr>
<td>290-300</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>280-289</td>
</tr>
<tr>
<td>B+</td>
<td>270-279</td>
</tr>
<tr>
<td>B</td>
<td>260-269</td>
</tr>
<tr>
<td>B-</td>
<td>250-259</td>
</tr>
<tr>
<td>C</td>
<td>240-249</td>
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<tr>
<td>F</td>
<td>239 or below</td>
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</table>

* If half point occurs in the final total point grade, it will be rounded up; for each individual assignment or assessment category half point grade will not be rounded up.
Student Disability Services:

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 313-577-3365 (TDD only). Once you have your accommodations in place, I will conference with you to discuss your individual 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. To schedule an initial consultation please visit: https://wayne-accommodate.symplicity.com/public_accommodation

Enrollment/ Withdrawal Policy
Beginning in Fall 2015, 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 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 in Fall 2015, 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.

**NOTE:** As per Wayne State University academic calendar, the last day to withdraw in Fall 2015 is November 11, 2015

[Click Here to View the Fall 2015 Calendar]
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.

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