Course Syllabus

Division: Administrative and Organizational Studies (AOS)
Program Area: Learning Design and Technology (fka: IT)
Course #: IT7980
Course Title: Capstone Seminar in Technology Integration
Term/Year: Fall 2016
Course Location: Web: http://blackboard.wayne.edu
Instructor: Dr. Ke Zhang, Professor of Learning Design and Technology
Office Address: 385 Education
Office Hours: Mondays 2-5pm & by appointment
Email: ke.zhang@wayne.edu
Office Phone #: 313-577-1728 (during office hours)

Pre-requisite: Completion of all other Technology Integration courses on Plan of Work. If you do not meet the pre-requisite, please withdraw ASAP and plan on taking it in a later semester.

Course Description
Capstone seminar for advanced students in Learning Design and Technology (LDT) Program in the Technology Integration track.

Course Outcomes
Students will complete an individual capstone project, a professional e-portfolio and an updated professional vita, demonstrating their mastery of skills, knowledge, competencies, and dispositions gained in their LDT studies.

Required Text(s):
None.
**Major Assignments:**
This Capstone Seminar provides project-based learning with a few major assignments that require higher-order thinking skills and a variety of Learning Design and Technology competencies. Brief descriptions of the course assignments are provided below. Detailed assignment information and guidelines are available on the course Blackboard site.

**(A) Capstone Project:**
The Capstone Project involves multiple phases and submissions, as summarized below:

- **Initial project idea(s): to be reviewed and approved by instructor**

- **Project Proposal**
Once your project idea is approved by instructor, you should start working on a proposal for the Capstone Project, including the following:

  - A brief description of the Capstone Project
  - Rationale for the project
  - Your learning objectives (What you will learn by completing the project)
  - List of deliverables
  - Timeline by task and deliverable (when to have what task(s) done) with milestone dates and signoff points for instructor’s review

The instructor will review your proposal carefully and provide suggestions for revisions. It may require multiple rounds of revisions before the instructor approves the proposal. Your approved proposal should be followed throughout the course to guide your project development efforts.

- **Draft share and peer review:**
Share your draft projects, which must have all content and are essentially complete, review others’ drafts in the class, and provide constructive feedback and professional support.

  - **Completed Capstone Project.** Submit the completed project link (URL) and all finalized deliverables on Blackboard.

**(B) Professional e-portfolio:**
Create and complete a professional e-Portfolio, which you might have started building in earlier course work in the IT program. You are encouraged to build the e-Portfolio in alignment with professional standards when applicable. Consult the instructor when you have questions. Refer to the assignment guide for more details.

**(C) Professional Vita:**
Create or update an existing professional vita with links to your e-Portfolio and Capstone Project.
Assignment Notes

1. Late assignments require instructor authorization. Authorization must be requested well in advance, prior to the posted due date and will only be given 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. Unauthorized late submissions will NOT be accepted.

3. 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.

4. You are encouraged to align your course work with your work situation. Consider using real work situations and applications that are relevant to the grade/subject you teach as the basis for all activities and assignments. This will make the coursework more relevant, useful and practical and promote transfer of the skills taught in the course to the workplace. All work must be original!

5. All written work must be original and demonstrate appropriate communication skills (e.g. correct spelling, punctuation, grammar, organizational skills, etc.)

6. All written work must meet scholarly standards with academic references as stated in the Publication Manual of the American Psychological Association (6th ed.).

7. All papers must be computer generated using the software packages specified in the assignment instructions.

Grading System:

Class is offered for S and U grades only. If you complete all assignments satisfactorily, you will earn a grade of S. If you do not complete all assignments, or do not complete all of them satisfactorily, your final grade will be “U”, and be required to retake the class in order to graduate.

The course has multiple due days for each assignment, including instructor’s approvals, draft reviews and revisions before final submissions. It is your responsibility to note the various due days and plan accordingly to meet the deadlines and satisfactorily complete all assignments.

Course Policy

• This course is delivered completely online via Wayne State University Blackboard (Bb) System. Documents outlining course policies such as Academic Integrity, Plagiarism, 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.

• All course related email communications must include “IT7980” or the like in the subject line to ensure prioritized processing and to avoid being filtered or otherwise misplaced.

• Email communications: You are required to check your wayne.edu email account daily for course related communications from the instructor and/or fellow students in this course. Or, if you choose not to use the wayne.edu email account and use another one instead (e.g., gmail.com, yahoo.com, hotmail.com, etc.), you are required to have your wayne.edu email forwarded to the email account that you check frequently and
regularly, because all course related emails will be addressed to your Wayne email only.

• **Incomplete**: 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. Class is offered for S and U grades only. All who complete all assignments will receive a grade of S. Those who do not complete all assignments will receive a “U” and be required to retake the class in order to graduate.

• **Disclaimer**: Please note that the specifics of this Course Syllabus can be changed to dynamically address students needs, and you will be responsible for abiding by any such changes. Changes will be posted to the announcements area on the course Bb and/or emailed to the class list.

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**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](http://bulletins.wayne.edu/ubk-output/index.html)) and Graduate Catalog ([http://www.bulletins.wayne.edu/gbk-output/index.html](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.

**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 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**
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 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 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.

**NOTE:** As per Wayne State University academic calendar, the [last day to request course withdrawal in Fall 2016](http://reg.wayne.edu/students/calendar16-17.php) is Sunday Nov. 13, 2016.

Wayne State University academic calendar: [http://reg.wayne.edu/students/calendar16-17.php](http://reg.wayne.edu/students/calendar16-17.php)

**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.

**Important Note on Participation Confirmation:**

A new University policy is effective Fall 2016 on the verification of course participation. **This is mandatory for all students** and it is required that all instructors assist in this process within the first two weeks of the semester.

Verification of course participation is a **federal requirement** that the University must enact in order for Wayne State to continue to distribute federal financial aid. The faculty must confirm your participation within two weeks or an automatic administrative withdrawal (forced drop) will occur for the courses in which you are registered but for which the instructor has no indication of your participation in the first two weeks.

In this completely online course, your active participation could be evident through a variety of activities, such as accessing the course materials on Bb, communicating with peers and/or instructors on Bb or via email, postings on Bb to share resources and ideas, to provide peer support, to build a virtual community, etc.

More information about this new university policy may be found online at: [http://reg.wayne.edu/gotoclass.php](http://reg.wayne.edu/gotoclass.php)

**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/](http://www.clas.wayne.edu/writing/).