Course Syllabus

Division: Administrative and Organizational Studies (AOS)
Program Area: Instructional Technology
Course #: IT7980
Course Title: *Capstone Seminar in Technology Integration*
Section #: 200
Term/Year: Winter 2014
Course Location: Web: [http://blackboard.wayne.edu](http://blackboard.wayne.edu)
Instructor: Ke Zhang
Office Address: 385 Education
Office Hours: Thursdays 12noon-5pm & by appointment
Office Phone #: 313-5771679 (during office hours only)
Email: ke.zhang@wayne.edu

**Prerequisite:** Completion of all other Technology Integration courses on Plan of Work

**Course Description**
Terminal project for Technology Integration concentration in Instructional Technology Program

**Course Outcomes**
Students will complete an individual capstone project demonstrating their mastery of skills, knowledge and dispositions gained in their IT studies.

**Required Text(s):**
None.

**Course Assignments:**

Reflective Blogging

Required blogs:
1. Introduce yourself to the class using the Blog in Blackboard. Include a picture of yourself. Describe your initial ideas for your project.
2. 3 or more periodical (monthly or more frequent) project progress reports and reflections
3. Review and commenting on fellow students’ project drafts and Capstone Projects

**Project Proposal**
Submit a proposal for the Capstone Project including the following:
- 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 (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. You may then make revisions and updates accordingly. The updated, approved proposal should be used to guide your project development efforts throughout the course.

**Draft share and peer review**: share your draft projects, which must have all content and are essentially complete, review others’ drafts in the class.

**Capstone Project.** Submit the completed project via Blackboard.

**Final Reflection**: Submit a 2-3 page, single-space reflection paper in which you think back over the entire course of study in IT. Include such topics as
- What really challenged you in the program?
- Where did you find yourself growing?
- What would you do differently, given what you know now?

**Professional e-portfolio**: update and complete your professional e-Portfolio, which you started building since beginning your studies 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.

**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. 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. 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.

**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.

• 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.

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:

<table>
<thead>
<tr>
<th>Week 1 &amp; 2</th>
<th>Initial ideas due on Blackboard by 1/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 3</td>
<td>Proposal due by 1/27</td>
</tr>
</tbody>
</table>
| Week 4 | Proposal revisions due by 2/3  
Proposal revisions must be approved by the instructor by the end of Week 3 |
| Week 5 | First periodical report blog due by 2/10 |
| Week 9 | Second periodical report blog due by 3/10 |
| Week 14 | Third periodical report blog due by 4/7  
Final Draft due 4/14 |
| Week 4-14 | Various deliverables due as per your approved proposal |
| Week 15 | reflection paper due by 4/18  
completed and updated e-portfolio due by 4/18 |

Grading System:
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 be required to retake the class to graduate.

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,
  o WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
  o 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.

**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 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.

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