IT 7130 Course Syllabus

Division: Teacher Education
Course #: IT 7130
Course Title: Facilitation of Online and Face-to-Face Learning
Course Credit: 3
Term/Year: Winter 2014
Course Location: Web: http://blackboard.wayne.edu.

Day: N/A Time: N/A
Instructor: Dr. Mary Waker
Office Address: 221 Education
Office Hours: Wednesday 3:30pm to 4:30 pm, by appointment via Skype (marywaker) or by phone
Office Phone #: 313-577-8552
e-mail: m.waker@wayne.edu

Text Books & Learning Materials:

Required:
    NOTE: The first chapter ONLY is available for download here:
  o Salmon 5 Stage Model: http://www.gillysalmon.com/five-stage-model.html

Recommended:
  See the following for more about the book:
  http://www.amazon.com/-moderating-Key-Online-Teaching-Learning/dp/0415881749/ref=sr_1_2?ie=UTF8&qid=1305604918&sr=8-2

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

Course Description
As in the course bulletin: Planning, presenting, and facilitating learning in blended, on-line, and face-to-face contexts. Topics include: leading discussions, creating and using formal and
informal assessments of learning, use of course management system features and functions.

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

Course Overview
This course focuses on the planning, implementing, and facilitation of learning in various contexts, especially in online and blended learning. It covers a variety of topics regarding teaching and learning, learning technologies, pedagogical issues, learners and instructor’s changed roles, virtual teams, and more. We will be discussing questions like the following:

• What is facilitation? Why is facilitation needed?
• What cultural, social, pedagogical, technological, and administrative challenges do instructors face in online or blended learning environments?
• How should an instructor approach to the planning and implementation of teaching and learning differently in online, face-to-face, and blended contexts?
• How are emerging learning technologies changing the way of teaching and learning?
• What strategies should you utilize to facilitate peer discussions in different types of learning and tasks?
• What assessments of learning 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?

Course Objectives:
This course will provide a variety of learning opportunities in the forms of reading, discussion, reflection, displaying, doing, critique, 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
• Design and implement a wide range of learning activities to promote active online learning
• Facilitate online and face-to-face learning
• Make recommendations regarding online learning initiatives
• Design and utilize various assessment instruments for online learning

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 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 personal creation of knowledge.

This course will include 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 of this learning community. Typical learning activities include, but are not limited to the following: discussion, leading and facilitating learning sessions, online facilitation practice, personal reflective blogs, team projects case studies, role plays, etc.

**Communication with instructor:**

Please include “IT7130” in the subject line of emails sent to the instructor. This will ensure the email is processed appropriately.

**General Information**

1. All written work must be original and demonstrate appropriate communication skills (e.g. appropriateness, correct spelling, punctuation, grammar, organizational skills, etc.)
2. All papers must be computer generated using the software packages specified in the assignment instructions, and must 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” or the like in the subject line to ensure prioritized processing on the instructor’s end.
4. For all course-related communications, you are strongly encouraged to email from Blackboard 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 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.

Late assignments will not be accepted unless you have discussed your situation with the instructor prior to the due date and an extension is given. Extensions are given only in extreme conditions. Assignments can be turned in early if needed.

Grades will be based on work completed and turned in by April 21, 2014. No work will be accepted after this date. No grades of "I" (Incomplete) will be given unless there are extreme circumstances and only with prior approval from the IT 7130 coordinator.

**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 online 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 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.

Academic Integrity (Plagiarism):

Plagiarism is the act of presenting as your own work another individual's ideas, words, data, or research material. This includes altering the language, paraphrasing, omitting, and rearranging words to make them appear as your own. It can be deliberate or unintended and applies equally to written, spoken, or electronic texts, published or unpublished. All ideas and quotations that you borrow from any source must be acknowledged. If you're in doubt about the use of a source, cite it.

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.

In TED 6020, some written assignments may be submitted to SafeAssign through Blackboard for an evaluation. They will be evaluated based upon the originality of your ideas and proper use and attribution of sources. By taking this course, you are agreeing that all assignments may go through this review process. The assignment will be included as a source document in the WSU SafeAssign's restricted access database. This is done solely for the purpose of
detecting plagiarism in such documents and ensures others do not use your thoughts and ideas without proper citations. Any assignment submitted outside of SafeAssign will still go through this process, but will be submitted to SafeAssign by the instructor.

**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 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.

**Evaluation & Grading:**

**General Note on Grading**

The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For undergraduates and post-degree students C grades will be awarded for satisfactory work that satisfies all course requirements; B grades will be awarded for very good work, and A grades will be reserved for outstanding performance. [For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance.] Please note that there is a distribution of grades from A-F within the College of Education and that plusses and minuses are recorded and distinguish distinct grade point averages.

**Withdrawal Policy**

Please review the university’s Withdrawal Policy at: [http://reg.wayne.edu/students/policies.php](http://reg.wayne.edu/students/policies.php)

**Grading system:**

- A = 94-100 pts
- B+ = 90-93.5 pts
- B = 84-89.5 pts
- B- = 80-83.5 pts
- C+ = 75-79.5 pts
- C = 70-74.5 pts
- F = < 74 pts

**Graded Assignments & Activities**

The following assignments and activities are required and graded in this course. Full instructions will be available under the Assignments area in Blackboard.
1. **Discussion Board, Participation and contribution in unit learning activities (25 points total)** Due date: ongoing
   It is your responsibility to actively participate in the learning activities. A combination of readings, 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. Please follow instructions in each unit for details of these learning activities and assignments.

2. **5 Stage Model (15 points total)** Due date: Feb. 9, 2014
   This is a team learning activity to help you build a deeper understanding of the Five-stage model as well as the R2D2 model for online learning. It also intends to stimulate more thoughts on how to integrate the two models to address various learner’s needs in online facilitation efforts. Ideas generated in this activity may be adapted in your Course Renovation Project/Blackboard Learning Activity assignment.

3. **Technologies, Tasks, and Learners Activity (10 points total)** Due date: Feb. 16, 2014
   This is a graded assignment to be completed via Wiki on the course Bb site. A list of technologies is provided as some of the most popular media and tools for online learning. Each student is required to: a) review one of the technologies (media/tools), and fill out the table for this medium/tool of your choice, AND b) to revise or add more examples for one additional medium/tool that another student has contributed in the table.

4. **Research Paper – Comparing/Contrasting Online Modalities (15 points total)**
   Due date: March 9, 2014
   This assignment is designed to help you explore the different aspects of facilitating learning in face-to-face, blended, and online learning environments. You will submit a 3-4 page (not counting references) research paper (APA format) focusing on the task below. There is a requirement of at least 4 references for this research paper.

5. **Case Study (15 points total)** Due date: March 23, 2014
   Details will be available in Blackboard – Team assignment

6. **Course Design Project (20 points total)** Due date: April 13 & April 20, 2014
   Details will be available in Blackboard – Team assignment

7. **Self Reflection Paper (5 points total)** Due date: April 21, 2014
   Details will be available in Blackboard

**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. 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.

6. 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.

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