Instructor: Dr. Rebecca Martindale
E-mail: rmartindale@tamut.edu

TEXAS A&M UNIVERSITY-TEXARKANA

ITED 525.01W: Designing Online Courses
Course Syllabus Summer II

I. **Course Number:** ITED 525.01W
II. **Course Title:** Designing Online Courses
III. **Semester Credit Hours:** 3
IV. **Important Notice:** This is a 16-week course compressed into an 5-week session. This means for you the student that you will have double the course work due each week. Simply because the course duration is short in nature does not mean that the content or subject matter is minimized.

V. **Course Description:** This course develops students' ability to create effective online courses. It will focus learners' attention on unique characteristics and qualities of online courses. Learners will design effective experiences and materials to facilitate learning in a variety of online environments. The course is a good complement to ITED 523 - Online Learning and Teaching. It may be taken for an elective.

VI. **Course Delivery Method:** Content will be delivered on-line and experiential learning activities will be incorporated in those on-line components per the course schedule. Important class announcements are generated from within the Learning Management System (LMS). YOU ARE REQUIRED TO CHECK emails and announcements DAILY.

VII. **Instructor Communication:** Dr. Martindale checks eMail once a day. YOU ARE REQUIRED TO CHECK both email and announcements DAILY. I believe strongly in the idea of Work Life Balance. I think as students you should adopt the same philosophy. I do believe communication in an online course is critical. I am very approachable and I understand that sometimes life gets in the way. When it does, text me, phone me, come by my office. My office hours are Wednesdays from 1:00-5:00 p.m. or by appointment.

VIII.   **Required Textbooks and Resources:** **Note: I always recommend you get electronic books. They are cheaper, immediately accessible and portable.*

- Vai, M., & Sosulski, K. (2015). *Essentials of online course design: A standards-based guide*. Routledge. Online text version available at VitalSource.com. Cost of eBook $14.00-$34.95 depending on how you want to keep the book in your library (rental versus purchase).
- Coombs, N. (2010). *Making online teaching accessible: Inclusive course design for students with disabilities* (Vol. 17). John Wiley & Sons. Online text version available from Google Play. Cost $22.39 for eBook. You can also purchase a Kindle edition from Amazon.com for $22.39.
- Quality Matters Training for Course Design. Cost TBD (I'm trying to see if we can get this paid for internally. However, if there is a cost to the student it will be minimal).
- Other readings/videos/interactions as assigned.

IX.   **Course Competencies and Learning Objectives:**

By the end of this course students will…

- Design and deliver an online course shell that includes
  - Visual design elements
  - Structured course content
  - Learning Outcomes
  - Activities and tools
  - Textbook choices
  - Interactive Videos
- Be able to choose and justify a learning management system for course delivery
- Make their course accessible for students with disabilities including
  - Creating accessible content in Word and Excel
  - Creating accessible presentations in PowerPoint
  - Creating accessible PDF documents
  - Creating accessible graphics
  - Creating accessible multi-media content
  - Create accessible courses that comply with legal and institutional regulations
- Be able to apply the Quality Matters rubric for designing and delivering an online course

X.   **Technology Outcomes:** The following 'Technology Outcomes' are infused into the learning opportunities throughout the course. Students do not need to be an expert in technology but are expected to develop the following skills:
  - Email, course website tools including online discussion and chat through the Learning Management System.
  - Microsoft Word or similar to produce quality written documents
  - PowerPoint or similar to produce a quality presentation
  - Learning Management Systems

XI.   **Course Requirements:**
  - Demonstrate knowledge of the course **Student Learning and Competency Outcomes** and actively participate (see student participation).
  - Demonstrate emerging skills towards the ***Technology Outcomes.***
  - Complete all assigned essays, presentations, and discussion posts.

XII.   **Methods of Evaluation:**

Each student will be evaluated on two levels including 1) mastery of course outcomes and 2) class participation via online posts and discussion. Listings of assignments for the course, point values and expectations will be outlined in the Learning Management System. During the session **assignments are subject to change at instructor's discretion. In the event of changes, posting will be posted by online announcement.**

You are an adult learner and responsible for your own learning. You will be accountable for all assigned activities. Your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. You have an obligation to meet deadlines for completing assignments as posted; others are depending on you to keep the course moving.

XIII.   **Grading Scale:**
The Deans' Council established a University-wide Common Grading Scale to be used in ALL courses effective fall 2010. Final Grades will be based on the final point scale: e.g. *the total number of points earned during the semester/divided by the total possible points which could be earned. The percentage will be translated to a letter grade according to university guidelines.*

90-100%=A   80-89 %=B   70-79 %=C   60-69 %=D   < 60% =F

XIV.   **Course Assignment Schedule:** All course content are kept in modules within the Learning Management System. Assignments found in those folders are due by 11:59 p.m. on Sunday evenings with the exception of discussion boards. All discussions are due by Friday evening at 11:59 p.m. This allows students to read and evaluate others postings over the weekend. Be sure to check the course calendar in the LMS for upcoming assignment due dates.

XV.   **Student Participation:**

Course Etiquette:
1. In an online course, you are not required to show-up in at a particular location and at a particular time. However, you are expected to show-up online. This course is designed to be an active and interactive course in which you contribute and respond to the contributions of others. You should plan to log on and participate in the course **at least 3-5 times each week**. For every 1 hour of class seat time you can expect to work 3 hours outside of class. In a typical 16-week class this can equate to 9 hours. However, in a accelerated course like this one you can expect to put in around 18-20 hours. **Please do not "drop out" for a period of time and then expect to "drop back in."** If personal obligations or illness require you to be absent for a week, please contact me and arrange to make up the work you will miss. Since you can access this online course from anywhere in the world, there should be little likelihood of "absence." If there is an absence of one week without prior warning, I will then send an Absence report; if your absence continues with no contact or explanation, you will not have an opportunity to make up the work.

2. Assignments should be submitted by the due date so the class can keep moving forward. Activities and content are sequential and build on each weeks work and should not be skipped or done out of order.

XVI.   **Late Policy:** In the case of the written assignments, due dates vary. All other assignments are due by Sunday end of the day (11:59 PM) at the end of the respective week; if submitted late without prior knowledge or approval of the instructor, the grade will be reduced 50%. Each weeks work will open on Monday and Discussion boards will become available according to the week they are scheduled. Though the discussion boards will remain online, if a student posts the week after the original deadline, the student will receive a reduction of 50%. If the student posts after that, he/she will receive a 0.

XVII.   **Disability Accommodations:** Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

XIV.   **Academic Integrity:** Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

XV.   **A&M-Texarkana Email Address:** Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

XVI. **Drop Policy:** To drop this course after the census date, a student must complete the Drop/Withdrawal Request Form, located on the University website (https://www.tamut.edu/Admissions/Enrollment-Services/Registrar/Dropping.html) or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

XVII. **Class Participation:** Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course.

XVIII. **Online Education and Student Technical Assistance:** Information for your web-enhanced and web courses are found at this link: http://tamut.edu/Academics/Online-Education/index.html

If you cannot find your resolution there, you can send in a support request detailing your specific problem here: helpdesk@tamut.edu

Blackboard Helpdesk contacts (office hours are: Monday - Friday, 8:00a to 5:00p)

- o   Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu
- o   Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu
- o   Linda Scott (alternate) 903-223-3152 linda.scott@tamut.edu