

Texas A&M University-Texarkana
Course Syllabus

EVALUATION IN INSTRUCTIONAL TECHNOLOGY
ITED 512.01W 40052
SUMMER 2018 COURSE SYLLABUS - SEMESTER CREDIT HOURS: 3

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Important Notice: This is a 16-week course compressed into a 4 1/2-week session. This means that you will have triple the course work due each week. Simply because the course duration is short does not mean that the content or subject matter is minimized.

COURSE DESCRIPTION:

This course will focus on two main components: (1) formative and summative evaluation of instructional materials and (2) program evaluations in the field of instructional technology. Students will explore several aspects of conducting evaluations: planning and designing an evaluation, developing appropriate instruments, collecting and analyzing data, and communicating results and recommendations. Prerequisite: ITED 520.

COURSE DELIVERY METHOD:

Content will be delivered on-line and experiential learning activities will be incorporated into those on-line components per the course schedule. Important class announcements are posted to the online Learning Management System

(LMS) and go directly to the student's Ace Mail account. YOU ARE REQUIRED TO CHECK emails and announcements DAILY.

STUDENT SUPPORT SERVICES:

Here at TAMUT there are many support service offerings including academic advising, student success center, career services, developmental education, disability services, first-year experience, testing, and writing centers. To access links for support visit the [Student Support Website](#).

INSTRUCTOR COMMUNICATION

I check 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 that you should adopt the same philosophy. I try not to work on the weekends. You find the day that works for best for you. I 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 by appointment. I use an app called "Remind" for texting. Use it! I'm pretty quick at getting back to you with answers.

REQUIRED TEXTBOOKS/RESOURCES:

1. Larson, M., & Lockee, B. B. (2013). Streamlined ID: A practical guide to instructional design. Routledge.
 - ISBN: 978-0-415-50517-8 (hbk)
 - ISBN: 978-0-415-50518-5 (pbk)
 - ISBN: 978-0-203-11875-7 (ebk)
2. Spector, J. M., & Yuen, A. H. (2016). Educational Technology Program and Project Evaluation. Routledge.
 - ISBN: 978-1-138-85141-2 (hbk)
 - ISBN: 978-1-138-85142-9 (pbk)

- ISBN: 978-1-315-72414-0 (ebk)

3. Other readings/videos/interactions as assigned.

I recommend to all students to go with electronic textbooks. This is convenient because you get instant access. The texts are searchable; you can create notes, etc. You can get the electronic book through [VitalSource](#) to purchase textbook. You can also get the book through the TAMUT bookstore. These are my recommendations only. You choose the textbook option that works best for you as a learner.

STUDENT LEARNING OUTCOMES:

By the end of this course, you will be able to:

- Develop an evaluation framework
- Create an intervention and implementation plan
- Develop a logic model
- Create a measurement instrument and protocol
- Develop an evaluation plan that can translate into action

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.
- Use Microsoft Word to produce quality written documents.
- Use PowerPoint or similar to produce a quality presentation.
- Use various other Web 2.0 technologies for learning.

TECHNOLOGY REQUIREMENTS

This course will utilize the following technology tools:

It is **REQUIRED** that you have a USB video camera with microphone capabilities. Most newer computers come equipped with this technology. USB

cameras are relatively inexpensive. You can pick one up for under \$30.00. This course will require you to collaborate with other students. Having said this, you can still chat and leave discussion posts. I think being able to see and communicate with other students is important and having audio/video equipment assists in that process.

Please use Microsoft Word to produce written documents. PowerPoint, or similar application, should be used to produce a quality presentation. TAMUT students receive Microsoft Office 365 free by going to [Eagle Tech](#). Microsoft Office 365 contains the latest versions of Microsoft Word and PowerPoint, as well as a few others. Other software can be purchased at the [Texas A&M Software Center](#) at a discount.

METHODS OF EVALUATION:

Each student will be evaluated on two levels including 1) mastery of course outcomes and 2) class participation via online collaborations and discussions.

The course schedule and calendar along with assignment points can be found in the Learning Management System.



- Assignments are subject to change at instructor's discretion. In the event of changes, posting will be posted in the online announcement section of Blackboard.
- 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 forward.

GRADING SCALE:

The Deans' Council has 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 that could be earned*. The percentage will be translated to a letter grade according to university guidelines.

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%

COURSE OUTLINE:

The course schedule and calendar along with assignment points can be found in the Learning Management System.

COURSE ASSIGNMENT SCHEDULE:

With a couple exceptions in Week 1 and Week 5, ALL assignments are due by 11:59 p.m. (approximately midnight) on Sunday evening. I am aware that the majority of online students are working adults and I believe you should be responsible for managing your time in this course. This course is only 5 weeks long and it is imperative that you keep up with the assignments. In an effort for

all of us to have the balance in our lives I need to have a cut-off date for assignments. This keeps you on track and keeps me grading on a schedule. I grade all weekly assignments within a week of the due date. Occasionally, this may be subject to change in the event of travel, etc. I understand that grades and timely feedback are important in the process and I will work diligently in this area.

STUDENT PARTICIPATION:

ATTENDANCE

In an online course, you are not required to show-up in a particular location 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 three-five times each week. Please do not "drop out" for a period 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 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.

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. Students who do not participate by the Monday after the first week of classes will be administratively dropped from the class.

COURSE WORK

Assignments should be submitted by the due date so the class can keep moving forward. Activities and content are sequential and build on each week's work and should not be skipped or done out of order. This is a collaborative course where you will be expected to work virtually with other students. These are your peers and there is an expectation that we will interact with each other through the course content. It is imperative that you log-in often to keep the conversation going.

NETIQUETTE

Please follow these expectations for classroom engagement online: [Video – Discussion Board Netiquette](#).

LATE POLICY

All assignments are due by Sunday end of the day (11:59 PM) at the end of the respective week unless otherwise noted; if submitted late without prior knowledge or approval of the instructor; the final grade will be reduced. I understand that life gets in the way. Communicate with me if you are having issues meeting the deadline.



For every day that an assignment is late, I will deduct 1 letter grade. For example, if you earn an "A" on the assignment, but you turned it in 2 days late, your final grade will result in a "C" for that assignment.

DISABILITY ACCOMMODATIONS:

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062 or going to the [Disability Services website](#). If you have an accommodation need you must provide the appropriate paperwork to the instructor on the first day of class. This will help me to assist you with any needs you may have for interacting in the course.

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. You can also review the Texas A&M University-Texarkana [Student Code of Conduct Handbook](#).

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.

DROP POLICY:

To drop this course after the census date, a student must complete a [Drop/Withdrawal Request Form](#), located on the University Registrar's webpage 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.

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.

STUDENTS WITH FEDERAL LOANS AND/OR GRANTS:

Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

STUDENT TECHNICAL ASSISTANCE:

Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the [Online Student Training](#) page on our website.

If you cannot find your resolution there, you can submit a support request by contacting the IT Service Desk:

- Email: isite@tamut.edu
- Phone: 903-334-6603
- Submit a [Support Request](#)

Additional student help for Blackboard can be found here:

[Blackboard Help for Students](#)

TECHNICAL REQUIREMENTS:

The following are the minimum computer requirements for online learning:

- A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate.
- A sound card.
- A high-speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.
- Virus and adware protection software.
- Microsoft Word, minimum version 2007 or above.
- [Mozilla Firefox](#) browser available free.
- The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting: [Firefox Plugin Check Tool](#)

Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

BLACKBOARD APP FOR IOS AND ANDROID DEVICES

Android and iOS devices are currently supported using the Blackboard App, available free from your App Store or scan the code below:



The Blackboard App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited

course features may also be available via your mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.