EDUC 293 Online Curriculum Design and Instruction
Section 501 - Online
Summer 2019   CRN 27105
Dates for Class: June 3 through July 29, 2019

Contents

Instructor Information

Instructor: Elaine Clark   **Office:** Arts & Sciences Bldg. Room 142C, UNM-Valencia
Phone: 925-8618 (my office), 925-8600 (Academic office)
email: ewclark@unm.edu or send a message in Learn. I will check email Monday mornings through Thursday afternoons and usually on Sunday afternoons unless I am out of town or it is a university holiday. Expect a response within 24 hours to email messages sent Sunday afternoon through Thursday. If you send me a message on Friday or Saturday, expect a message no later than the following Monday. I will be mostly unavailable July 1 through 6.

Office Hours:
    In my office, A142C (Face to Face and Online):
        Tuesday and Thursday 2:30 to 3:30 PM
    Online only:
        Wednesday 11:00 AM to 12:00 noon
    Other hours by appointment. I can be available in the evenings or on Sundays to meet online if there is need.

Be sure to check my weekly schedule posted in Learn to make sure I have not changed availability. Occasionally I may have an unexpected or impromptu meeting come up that takes me away from the office. It is a good idea to let me know you are coming so I don't run off.

Course Prerequisites

There are no official prerequisites for this course, however, this course is for teachers so there is an expectation that you have at least a bachelor's degree in the area you teach.

Course Overview

This Online Curriculum Design and Instruction course introduces current and future instructors to teaching in the online environment. The focus is best practices in design, delivery, and course management, and includes reference to the tools necessary to build a quality online experience for students. The readings, assignments, online activities, and application of theory are designed to give participants an integrated view of the components of online learning and the context that can make it an effective learning paradigm

Student Learning Outcomes

By the end of this course, participants will be able to
1. Create a welcoming tone for the course by providing clear expectations and guidance to learners at the start of an online/hybrid course.
2. Develop student-centered, measurable course-level and unit/module-level learning objectives or competencies that establish the foundation upon which the course is based.
3. List policies and procedures in the course that provide a broad perspective for learner mastery and allow learners to track their progress throughout the course.

4. Choose course materials that are appropriate, current, and align with the stated learning objectives or competencies.
5. Develop assignments that promote active learning, provide strong instructor-learner and learner-learner interactions (as appropriate), and align with the stated learning objectives or competencies.
6. Identify appropriate tools and technologies to incorporate into the course that will assist learners in achieving the stated learning objectives or competencies.
7. Discuss and link to support services, technology support, accessibility support, academic services, and student services.
8. Use universal design methodologies in the creation of the course.

These outcomes will not necessarily be addressed sequentially, they are just numbered for ease of reference.

Text and Tools

- **Required Text:** *Effective Online Teaching: Foundations and Strategies for Student Success*, 1st edition (Jossey-Bass: an imprint of Wiley, ISBN 9780470578384). There should be a couple of copies in the UNM-Valencia bookstore or you can order online. I may scan in the first couple of chapters so people have time to purchase the book.
- **Supplemental Text (optional):** *Essentials of Online Course Design: A Standards-Based Guide*, by Marjorie Vai and Kristen Sosulski (Routledge, ISBN 9780415873000). This is a great user's guide to have for a reference, analogous to the Chicago Manual of Style for those who do much writing.
- **Internet and Computer (required):** You will need reliable access to a computer, high-speed internet, and the ability to upload free software to access the online materials. All the programs we use should be fully compatible with mobile devices – phones, tablets, laptops, etc. You will also need administrative rights to download free software or plug-ins or add-ons on the computer you plan to use for this course. If you do not own a computer, be sure you schedule time to spend in the computer labs on campus or in a public library.
- **UNM Learn (required):** You will need access to Blackboard UNM Learn. This is the primary program we will use for communication in the class. You will use your UNM NetID to log into UNM Learn. You may access it directly via http://learn.unm.edu
- **Adobe Reader (required)** (a free download), preferably version 11.0 or better. If you have Adobe Pro, all the better!
- **Microsoft Office Suite or Compatible (required):** You should be able to use Word, Excel, and PowerPoint or the equivalent if you use Linux-based or Google products.

Time for this Course

This is a three-credit-hour course so plan right now to spend a minimum of *12 to 18 hours per week* for this summer class. This time should not all be lumped on the weekend or in one day; you will need to spread out the time you allot to this course.

Course Grade

I recommend that you select to take this class as CR/NC (talk to me if you want that option). You may need to change your grade option as soon as possible. Ask me for help if you do not know how to do this. If you prefer to take this course for a grade (A, B, C, NC) that is fine but not necessary.

Your Course Grade will be determined by an accumulation of points as follows:
- Assignments from START HERE Unit 50
- Assignments from Unit 1 40
- Assignments from Unit 2 40
- Assignments from Unit 3 40
- Assignments from Unit 4 30
- Assignments from Unit 5 40
- Assignments from Unit 6 30
- Assignments from Unit 7 20
- Assignments from Unit 8 40
- Drop some of the lowest scores - 20
- Final Project (Unit 9) 290
- Total 600

Notice that I plan to drop some lowest scores (actually just not worry about 20 points). This gives you some leeway in case you miss a week or are late on any assignments (see below for late assignment policy).

Depending on the grading option you have chosen, your final course letter grade will be determined as shown below.

97.5% or higher (585 points or more)	A+
91.5 to 97.5% (549 to 584 points)	A
89.5 to 91.5% (537 to 548 points)	A-
87.5 to 89.5% (525 to 536 points)	B+
81.5 to 87.5% (489 to 524 points)	B
79.5% to 81.5% (477 to 488 points)	B-
77.5 to 79.5% (465 to 476 points)	C+
69.5 to 77.5% (417 to 464 points)	C
69.5 % or higher (417 or more points)	CR
Less than 69.5% (416 or fewer points)	NC

To learn more about grading options and descriptions, please review UNM Valencia's Grading Procedures. After the first unit I will update your grades regularly in Blackboard Learn.

W grade: If you withdraw from the course after the "census date" you will be assigned the W grade. I will drop you if you have not logged in and completed the course agreement by the first week you are in the class. If you drop *before* 5:00 PM New Mexico time on the census date, the course will not show up on your transcript and you will be eligible for a 100% refund. I can also drop you upon specific request any time before grades open at the end of the semester.

<u>Reasons I *will* drop you from the course</u>:
- Student who does not log into Learn and complete course agreement during the first week of class or first week registered for this class.
- If you specifically request me to drop you from the course.

If you do not log into Learn and complete the course agreement within the first week you are in this class, you will be dropped.

How to Complete Work for This Course
The assignments you need to complete for this course include discussion postings, documents you will create, work you will do in your online course or course shell, activities using tools outside of Bb Learn, and reading quizzes. It is important for you to keep up with deadlines, in particular for the discussion postings. We cannot have discussions if people are not posting.

Course Shell
During the first week of this course, we will need to make sure you have access to a temp course shell in Learn. This should be an empty shell that does not have students enrolled in it. During the week before the class starts, or as soon as you register for the course, I will be in touch with you to make sure we have this set up, so you can build your course unit or module for your final project. Ideally I would like to request the course shells all at one time from Learn support so will put myself as instructor and you in as Teaching Assistant.

Final Project
The products you will bring away with you from this course are a beginning of your own START HERE unit and one completely built (or mostly built) content unit or module. You will be building these as you go through the 8 content units of the course and will have the final week in July to put everything together. This final project is worth approximately half of your course grade. I will provide a rubric for how I will analyze your unit in Unit 9.

Alignment Map
The foundation of any course consists of the learning objectives – what are students supposed to learn. As we go through the units of this course you will create an alignment map for a single content unit. As you build this map you will accumulate various points toward your grade. This map will also help you in building your content unit for your final project.

Readings and Quizzes
Over the course of the 8-week summer session we will read through all 18 chapters of the required text. I will also provide other articles and web sites in Learn for you read. You will have a few quizzes and discussions based on these required readings. I will also provide some additional information for you to look at as you are able.

Discussions

Most of the discussion postings are worth 10 points total, 5 for your initial post and 5 for your response or critique. It is important for you to post by deadline so that other people in the class can respond on time. That said, it is summer, and I know of a few people who will be late for a discussion posting or two. Please plan to go back and revisit past forums in case there are new postings.

Other Assignments

Other assignments you will complete will all contribute to creating either your START HERE unit or your content unit, or to helping you make your materials accessible to all students.

Working Ahead and Late Assignments

It is conceivable that you may be able to work ahead on your assignments. This is a good idea, in particular if you anticipate that you will be away from the course for more than a day or two. If, on the other hand, you find yourself falling behind, contact me as soon as possible. I will allow you to complete some assignments later than the posted deadline, but not if you haven't contacted me and made arrangements. Late assignments may be docked at least 10% of the grade. The first week of July – July 1 through 7 – will be a catch up week.

All assignments turned in to me will be graded within a couple of days of when I receive them, definitely within a week of receipt.

Support

Office Hours

Feel free to come by or come into the Zoom conference room for online office hours, or make an appointment to get help. I can also be available online via Zoom in the evening or on Fridays or Sundays if you let me know ahead of time you would like to meet.

Study Groups

You may work together with other members of our class. However, for work meant to be done individually, if the results are too much alike, all parties involved will lose points. Let me know if you want to collaborate so we can work out the logistics.

Tutoring

By the nature of this course the tutoring offered at UNM-Valencia will likely not be appropriate. However, you may wish to ask for help from other instructors who teach online. Be aware, not all people who teach online have had training (been teaching online for a long time and started before it became apparent training would be a good idea), and, as you know, not all people who teach do things in the way you would do them or would consider "best practices." But seek out a mentor who fits your personality and teaching style if that will help you.

Student Services

There are various services provided in our Student Services Department. See below about equal access. Also, we have a testing center, advising, and career placement available: http://valencia.unm.edu/students/student-services.html

Other Important Information

Equal Access

If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided in a timely manner. It is up to you to obtain documentation of a disability. If you are a Valencia campus student, contact Equal Access Services at Valencia Campus, Jeanne Lujan at (505)925-8910 and http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html. If you are a main campus student you can receive documentation from the main campus Accessibility Resource Center http://as2.unm.edu/ . I will not guarantee accommodation without the appropriate documentation.

Netiquette and Behavior Expectations

One of the overriding principles in online conversations is to "craft your responses effectively." It is sometimes difficult to remember that there are real people reading posted messages. This is especially true of online communication where others do not have the opportunity to see body language or hear tone of voice; therefore, misunderstandings are more likely.

Please, follow these guidelines in all of your online responses and discussion postings.
- Honor everyone's right to an opinion.
- Respect the right of each person to disagree with others.
- Respond honestly but thoughtfully and respectfully; use language which others will not consider foul or abusive. You may also use emoticons to convey a lighter tone.
- Respect your own privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others
- Be prepared to clarify statements which might be misunderstood or misinterpreted by others.

A Special Note about Anger
- Do not send messages that you have written when you are angry, even anonymous ones. In the online world, angry messages are known as "flaming" and are considered bad behavior. Venting and flaming are two different things. It is possible to vent without becoming "ugly." Stick to the facts of what is causing you frustration.
- Do not send messages that are written all in upper case; this is the visual equivalent of SHOUTING. It is considered aggressive and is considered bad behavior. If you ever feel like shouting a message, take a deep breath and wait until you have calmed down before responding. Then, respond in a calm and factual manner. I am always working on this one. ☺

In the discussion threads in Blackboard Learn I will provide a thread for venting. These postings will be anonymous and will allow you to vent any frustration you are feeling about the course, but netiquette rules still apply. Sometimes I may answer these posts if there is an issue that needs addressing.

Plagiarism and Not Doing Your Own Work

It is a bad idea to plagiarize or to have other people do your work for you. UNM has specific policies concerning academic dishonesty: https://policy.unm.edu/regents-policies/section-4/4-8.html There are various tools now developed to help determine if the person enrolled in an online course is actually the person completing the work. We will talk about them, but I will not implement any of these tools unless there is an obvious need to do so.

Don't Cheat! Cheating, in my opinion, is any behavior that short circuits *your* learning. This can range from mindlessly mimicking what you see in the readings or examples, to simply copying someone else's solution, to paying someone to complete the course for you. I won't always be able to detect when you have cheated, at least not at the time you cheat, but the chance of you becoming an effective online teacher goes down considerably the more you cheat. Save yourself some time and money and put in the effort now to learn the material for the course.

Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf).   This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

Preliminary Schedule (subject to change as needed)

Week	Date	Day	Assignments Due	Topics in class	Chapt. From Text
1 START	6/3 6/5	Mon. Wed.	Orientation; Introduction Course Agreement; Course Shell (ask me)	Rationale for Training	Preface
Unit 1	6/6 6/7	Thurs. Fri.	Instructor Intro in Flipgrid Your Course Agreement or Scavenger Hunt	Knowing Your Learner; Setting the Tone	1, 2, 3, 7
			June 7 by 5:00 PM - Last day to add/change grade mode online		
	6/9	Sun.	Netiquette assignment		
2 Unit 2	6/10 6/12 6/14	Mon. Wed. Fri.	Establish Groups in PBWorks Upload Course SLOs Discussion Quiz on Bloom's Taxonomy Post Unit-Level SLOs in PBWorks	Learning Objectives	4, 5 Add'l Readings
			June 14 by 5:00 PM - Last day to drop w/out grade, add w/ form		
	6/16	Sun.	Comments to Peers Alignment Map		
3 Unit 3	6/18 6/19 6/20	Mon. Tues. Wed.	Plan for Unit Eval/Assessment Discussion posts Grading Rubric/Schema and Policies	Grading Policies; Rubrics; Authentication	6,8 Add'l Readings
Unit 4	6/21 6/22 6/24 6/25	Thurs. Fri. Sun. Mon.	List of Course Materials Reading Quiz Discussion posts Alignment Map due	Course Materials; Copyright; OER	9,10 Add'l Readings
4 Unit 5	6/25 6/27 6/29 6/30 7/1	Mon. Wed. Fri. Sun. Mon.	Reading Assignment Plan Quiz Sample feedback to student; examples instsructor-initiated interaction Alignment Map due	Active Learning; Time Management; Synchronous vs. Asynch;	11, 12, 13, 15 Add'l Readings
5			**Catch-up/Make-up week - July 2 through 7**		
6 Unit 6	7/9 7/10 7/11	Tues. Wed. Thurs.	Discussion post on Gamification Try a tool - post in Blog Alignment Map complete	Technology/Tools	14 Add'l Readings
Unit 7	7/12	Fri.	Reading Quiz	Support	16 Add'l Readings
			July 12 by 5:00 PM Last day to drop without Dean's permission		
	7/15	Mon.	Scavenger Hunt		
7 Unit 8	7/16 7/17 7/19 7/21 7/22	Tues. Wed. Fri. Sun. Mon.	First Reading Quiz Test-drive Screen Reader Captioned video Second Reading Quiz Discussion posting/Critique	Accessibility; Universal Design	17 Add'l Readings

Preliminary Schedule (subject to change as needed)

Week	Date	Day	Assignments Due	Topics in class	Chapt. From Text
8	7/24	Wed.	Units put together for critique	Final Project	
Unit 9	7/26	Fri.	Critique of Peer's units		18
			**July 26 by 5:00 PM Last day to drop with Dean's permission, change grade mode**		
	7/29	Mon.	**Final Project complete**		