

UNM Valencia Campus

EDUC 293 Syllabus

Course Information: Education 293 Lecture Course

Semester: Fall

Year: 2018

Course #: EDUC 293

Title: Online Curriculum, Design, and Instruction

CRN #: 61316, Section 501

Credits: 3 credits

Instructor: Irene Roselli

Office Hours: Due to the online nature of this course I do not have office hours per se. Feel free to contact me via Course Messages anytime or chat with me via Zoom Chat when I'm online.

Email: All course communication will occur through Blackboard. I must keep an archive of this course and all communication – emails sent to my school email account will not receive a response.

Course Description: A training and development course that introduces current and future instructors to teaching in the online environment. Best practices in design, delivery, and course management are the focus – providing instructors with the tools necessary to build a quality online experience that is commensurate with the rigor expected of a face-to-face course.

This course focuses on the many factors affecting the learning process in an online environment including media and web tools, and how to use them effectively to promote student success. 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.

Required Course Materials: Effective Online Teaching: Foundations and Strategies for Student Success, 1st edition (Jossey-Bass ISBN 9780470578384) and access to Blackboard course shell

Recommended Course Materials: Essentials of Online Course Design: A Standards-Based Guide, by Marjorie Vai and Kristen Sosulski (Routledge ISBN 9780415873000)

Course Learning Objectives: 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, so they start the course off correctly.
2. Develop 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 on 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 their course.

Requisites: This course does not have any perquisites.

Considerations: This course is taught online. It is the participants' responsibility to access course materials either using the college computer facilities or other resources. The online material and activities are critical components of the course. The participant is responsible for the material and should ask the instructor via online communication if they need further clarification.

Online learning is more participant directed, and the role of the instructor is not to impart knowledge, per se, but rather to facilitate learning and effective participant interaction. You may have chosen to take an online course because you enjoy the liberty that it provides to explore concepts independently and thoroughly. Or perhaps you like the flexibility in scheduling. Whatever your reasons for choosing to take this course in an online format, it will soon be obvious that it is structured quite differently than traditional face-to-face courses. You must manage your time effectively and meet deadlines in the course modules.

Online does not mean self-paced. There is a schedule and it must be followed – you must complete work throughout the week. Keep in mind that you should be spending approximately 9-12 hours a week on this course. All communication in this course is done via reading and writing.

Through prior or concurrent undergraduate courses, participants are expected to be familiar with the composition of basic oral and written communications. Successful participants will produce clear, fluent writing demonstrating proper language usage, spelling, sentence structure, punctuation, and the like. In addition, participants are expected to have access to and working knowledge of Adobe Acrobat Reader, Microsoft Word, Excel, and PowerPoint, and the ability to create and save files in Microsoft Office file format. All documents must be submitted in .docx, .rft, or PDF formats only. Any other formats will not be accepted and a zero will be awarded for that submission.

Although many smartphones allow internet access, many tools that are incorporated into this course are not functional on the smartphone. To better serve you, it is not recommended that this online course be accessed through the smartphone.

Requirements: Each participant is expected to read the textbook sections and handouts, take notes, and explore the external resources in a timely manner. All assigned activities are based on a combination of three things: the textbook, handouts, and external resources. A firm understanding of the material is highly suggested before attempting to complete any assigned activity.

In this online course, regular participation in the discussion board is necessary. It allows your instructor and colleagues to get to know you. Your contributions must be original and thought provoking. These prompts are designed to encourage colleague collaboration, discussion of pertinent information from the assigned readings and/or external resources, and to improve the design and delivery of our online courses.

There will be discussion boards (each worth 20 points), quizzes (each worth 10 points), Zoom sessions (each worth 20 points), and a final project (worth 200 points).

Course Grading Policy: Lecture grades will be based on the percentage of points earned (100 or higher = A+, 99-91% = A, 90% = A-, 89% = B+, 88-81% = B, 80% = B-, 79% = C+, 78-71% = C, 70% = C-, 69-60% = D, below 60% = F). To learn more about grading options and descriptions, please review [UNM Valencia's Grading Procedures](#).

Extra credit is not given at the individual level – it is only given at the course level. If, at some point during the semester, I decide to offer an extra credit opportunity I will post an announcement discussing the opportunity with everyone. Please do not ask for an individual extra credit opportunity, as it will not be granted.

- 20 points – Course introduction
- 180 points – Discussion boards (9 prompts @ 20 points each)
- 60 points – Zoom sessions (3 one-on-one sessions @ 20 points each)
- 60 points – Quizzes (6 quizzes @ 10 points each)
- 200 points – Final Project

510 points – TOTAL

Due to the collaborative nature of this course, late work is not accepted.

Assessments: There will be a total of six quizzes (10 points each) and a final project (200 points) in this course. Quizzes may contain multiple choice, true/false, matching, labeling, fill-in-the-blank, and/or short answer questions regarding information discussed throughout the lecture material. All quizzes will be taken online through Blackboard. You will have two opportunities to complete each quiz within the timeframe they are assigned.

The final project will be a compilation of all the work you do throughout the course. The end goal of this course is to have one complete unit/module built for your online or blended course, along with the course introduction and support section. You should incorporate the feedback and recommendations you receive from your colleagues before submitting your final project. Your goal is to have an above average product by the end of the course. All participants must submit the final project by the stated due date – no exceptions.

Make sure you understand the concept of availability and duration (discussed in the Start Here learning module). Quizzes will be available for one full week (Monday 12:00am to 11:59pm on Sunday MT). The computer will not allow you to submit your answers if you go beyond the allotted amount of time. And you cannot stop a quiz once you have started it, so please make sure you are ready before you start.

Zoom Sessions: To assist you in every way possible as you develop your online or blended course and learn about online best practices, I will hold one-on-one Zoom sessions throughout the semester. We'll try to hold these sessions every four weeks. I will send out a signup sheet the week before our sessions – make sure you always pick a time/date that works best for your schedule.

Discussion Board: The discussion board is the only platform we have to interact and have a ‘conversation’ about the topics we are covering. Each unit will have one (or more) topics to discuss. I will provide a detailed discussion prompt for each topic. Discussion participation will be assessed based on a grading rubric. It is imperative that you familiarize yourself with the rubric so that you understand the criteria and can participate in the discussions in a manner that meets the criteria.

The goal is to engage in ongoing and meaningful discussion based on the topics posed in each discussion prompt. It is important to read each prompt carefully, completed any assigned readings, and post a thoughtful and substantive initial response that makes relevant and meaningful connections with the material. Because these are academic reflections, it is also important to integrate your own perspectives and experiences as you reflect on the content presented in the prompt and additional readings. Initial responses are due by 11:59pm on Thursdays and ongoing discussion will occur between Friday – Sunday midnight. To receive full points for interaction, your posts should span the above timeframe and at minimum occur on at least two different days during that timeframe. Please do your best to not begin posting your responses prior to Friday. If you do this, you run the risk of missing out on the information posted Thursday evening. Your responses cannot be made on the same day you post your initial response. For example, if you post your initial response on Thursday, you cannot begin posting your responses until Friday.

Do not wait until the last day to engage in the discussion. At that point, it is too late to engage in meaningful dialogue, as we will be transitioning into the next unit. Any participant who posts all their responses on the last day of the discussion board will not receive credit for any aspect of their responses. Logging in once each day and spending about 10-15 minutes reviewing and responding to posts should meet the requirement for ongoing discussion, if your responses are substantive, thoughtful and you provide constructive and meaningful recommendations that illicit further discussion. Be sure to respond to your colleagues who have responded to your initial post.

Recommended Discussion Board Participation Schedule

Day	Activity
Monday	Review the discussion prompt(s) and complete any preparatory activities for the discussion (e.g., readings, videos, web searches, etc.).
Thursday	Write and post your initial response to the discussion prompt (by 11:59pm).
Friday	Log in to the discussion board to view your colleagues’ posts and reply to those that spark your interest, curiosity, and/or thinking. You should read all initial responses to see the spectrum of perspectives on the discussion topic. You should respond to as many of your colleagues as possible – the purpose of this activity is collaboration!
Saturday – Sunday	Log in to the discussion board and read any unread posts. Continue to engage in ongoing dialog with your colleagues.

In the online environment, a culture of collaboration and meaningful interaction are especially important. Your presence and your engagement are essential. For example, in discussions, you play a critical role in not only sharing your own thoughts, ideas and learning, but also in contributing to the learning of your colleagues through questioning in ways that illicit further discussion and stimulate critical thinking and

reflection. A critical aspect of the learning process is identifying our assumptions and misconceptions about the content and understanding how to apply this knowledge to our evolving courses. If your thinking is not challenged, you are not fully learning.

When you are ready to post your initial response, you will create a thread. When you have found a colleague you wish to respond to (i.e., further the conversation), you must reply to their post. Your discussion posts should include strengths (what they did well in terms of the QM Rubric Annotations) as well as recommendations for improvement. Do not post simplistic responses such as “I agree”, “Good point”, or “I don’t know” – you will not earn credit for these contributions.

Discussion boards will be active for one full week (Monday 12:00am to 11:59pm on Sunday MT). After that, the discussion board will be locked and points assessed. I will read all initial posts and responses, as they all play a part in my assessment of the discussion board. Each week I will provide feedback to a minimum of one third of the initial posts and participate in the ongoing discussion as a “regular participant”. All participants will receive feedback from me at least one, as I will rotate my post selection weekly.

Tentative Course Outline:

Course Week	Course Topic	Course Learning Objectives
Week 1 (08/27/18 – 09/02/18)	Course Introduction Participation Agreement Scavenger Hunt (due 09/02)	1, 3
Week 2 (09/03/18 – 09/09/18)	Unit 1: Course Overview and Introduction Instructor Introduction and Learner Prompt Forum	
Week 3 (09/10/18 – 09/16/18)	Unit 2: Learning Objectives Learning Objectives Forum Quiz 1	2
Week 4 (09/17/18 – 09/23/18)		
Week 5 (09/24/18 – 09/30/18)	Unit 3: Assessment and Measurement Grading Policy and Rubric Forum Academic Integrity Forum Quiz 2	3
Week 6 (10/01/18 – 10/07/18)		
Week 7 (10/08/18 – 10/14/18)	Unit 4: Instructional Materials Instructional Materials Forum Quiz 3	4

Week 8 (10/15/18 – 10/21/18)	Unit 5: Course Activities and Interaction Response Time and Feedback Policy Forum Interaction Forum Quiz 4	5
Week 9 (10/22/18 – 10/28/18)		
Week 10 (10/29/18 – 11/04/18)	Unit 6: Course Technology Tools and Technologies Identification Form	6
Week 11 (11/05/18 – 11/11/18)	Unit 7: Learners Support Quiz 5	7
Week 12 (11/12/18 – 11/18/18)	Unit 8: Accessibility and Usability Ease of Use and Readability Forum Quiz 6	8
Week 13 (11/26/18 – 12/02/18)		
Week 14 (12/03/18 – 12/09/18)	Unit 9: Wrap Up Final Project (due 12/09/18 by 11:59pm)	1, 2, 3, 4, 5, 6, 7, 8

Attendance: Attendance in an online course should be approached the same as you would a face-to-face course. If this course was offered face-to-face it would meet (at a minimum) twice a week, thus you should log into Blackboard at a minimum of two times per week. Keep in mind that course work is done outside of lecture times, so you need to log in throughout the week to complete all the assigned activities. Plan to be an active participant in course discussions and communication.

Attendance and participation are required to successfully complete this course. The instructor is not responsible for withdrawing participants. A “W” will not be given as a final grade. The participant is responsible for following [UNM Valencia’s policy for dropping or withdrawing](#) from a course – be aware that financial consequences may occur from these actions.

Participants who miss two assignments or assessments will be dropped from the course. And any participant registered for the course when the semester begins who fails to submit all the Course Introduction activities by the end of the first week will be dropped from the course.

Course Behavior: As this is an online class, most classroom communication will be through the written word. Please make sure you remain respectful and tolerant of others’ opinions. Tone cannot be deciphered from writing. All opinions are valid in this classroom. Diversity and open-mindedness are valued and expected.

Any behavior, action, or event that interferes with learning, either in an online or face-to-face environment, will not be tolerated. Disruptive behavior in an online class includes, but is not limited to verbal abuse, cyberstalking, or posting inappropriate material. The instructor is the sole judge of what is appropriate in

his/her class. Individuals adversely affecting the learning or teaching process may be removed from the class, and if the infraction is severe, from the University.

You may become discouraged with taking an online course, especially if this is your first one. I truly hope this does not happen! However, if it does please talk to me immediately.

Response Time: I will do my best to answer emails within 24 hours of receiving them. Once you send me an email regarding an issue and/or question, please give me the allotted 24 hours to respond before you send the same email for a second or third time. My response time slows dramatically when I must read through multiple emails regarding the same issue and/or question. I will not be available on the weekends (after 4:00pm on Friday through Sunday).

After an assignment or assessment deadline has passed, I will begin grading. You can expect to have your graded assignments and assessments returned by the following week. Please give me the full week to complete grading before you inquire about your grade. If more than a week has passed, feel free to start asking questions about your grade.

FERPA: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can read [UNM's Privacy Rights](#) to learn more about student rights to privacy.

In this course, we may be working with third party applications online (i.e., wikis, blogs, and other Web 2.0 applications). The different proprietors of these sites may or may not have privacy guarantees and the FERPA policy at UNM does not apply to these sites. It will be your responsibility to read the privacy documentation for each site. Please visit the Technology Support section for this information.

I cannot (by law) discuss any information about a student, their situation, or their progress with anyone except the student themselves. If you are taking this course with a spouse, sibling, or relative I cannot discuss anything with them except issues that pertain to them personally. Please do not ask someone else to contact me regarding a situation you are experiencing. You must discuss your issues or personal situation with me yourself.

Course Exceptions: Exceptions in this course will only be made in emergency situations. Hopefully no one will experience an emergency this semester. However, sometimes it is out of your control. If you experience an emergency (i.e., a death in the immediate family or a hospitalization) you must inform me of the situation within 48 hours. You must provide written documentation (including dates and times) before arrangements will be made to complete any work missed during the emergency. Once the situation has been taken care of, you will have one week to complete and/or submit any missing assignments or assessments. If you fail to inform me of your situation, you will lose your opportunity to make up those lost points.

Code of Conduct: Every student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to

meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records. For the complete Code of Conduct policy, please refer to the [UNM Student Catalog](#).

Equal Access: If you have, or believe you have a disability, you may contact the [Equal Access Services Office](#) at the beginning of the semester to coordinate reasonable classroom accommodations, access to technology, or other academic assistance.

Students must demonstrate that their need for academic adjustments or other accommodations are based on their permanent disability by providing Equal Access Services documentation from a bonafide medical or mental health professional or diagnostician.

The documentation must be timely and on professional letterhead stationary and must include specific diagnosis which describes the nature of the permanent disability, its functional limitations in an academic environment as well as other university settings, and specific recommendations for academic adjustments or accommodations. The document must be signed by the medical or mental health professional or diagnostician.

Once documentation is presented to the Equal Access Services personnel, they will begin the process that leads to the timely provision of accommodations or academic adjustments for the student. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the requirements for this course. The letter of Accommodation should be presented to the instructor within the first two weeks of the semester. Discussions and documentation will be kept confidential.

Course Completion: Textbooks, supplies and/or equipment in good working order may be required to assist in successfully completing this course. Successful completion means that the final grade will satisfy the course requirements on the UNM Degree Plan. Grades of "F", "I", "U", and "W" are not considered successful completion.

Copyright: The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. A group called [EDUCAUSE](#) has a list of legal file sharing alternatives.

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between \$750 and \$150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have been in the \$3,000 to \$4,000 and up range while juries in some jurisdictions have issued verdicts of hundreds of thousands and

up. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is extremely rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time. In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted material is a violation of University Business Policies and Procedures Manual 2500. That policy states that: "Users shall respect all copyrights including software copyrights...Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law".

Non-Confidentiality: The UNM network and computer systems are the property of University of New Mexico and may be accessed only by authorized users. Unauthorized use of the network or computer systems is strictly prohibited and may be subject to criminal prosecution. The University may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using the network and University owned computer systems, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on the network or any information stored within the systems, including information stored locally on the hard drive or other media (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, etc.). Use of the UNM network or computer systems by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

Title IX: UNM is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking. Incidents of harassment or assault must be reported to the Office of Equal Opportunity and the Title IX Coordinator at 505-925-8560. For more information, please review [UNM's Campus Policy](#) regarding sexual misconduct.

Confidentiality and Mandatory Reporting: As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on UNM's campus with the Title IX Coordinator and/or the UNM Police. Students may speak to someone confidentially by contacting UNM-Valencia Campus Police Department at 505-925-8570.

*** The instructor reserves the right to make additions, deletions, corrections, or other modifications to the syllabus and schedule as deemed necessary. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes the course announcement and/or course mail.*
