

Online Course Design and Delivery Summer 2020

The full class will be open May 14 through August 1, 2020

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Instructor Information

Primary Instructor: Elaine Clark

Office: Arts & Sciences Bldg. Room 142C, UNM-Valencia or Zoom room below
email: ewclark@unm.edu or send a message in Learn. I will check email Monday mornings through Thursday afternoons unless there is a university holiday, and usually on Sunday afternoons unless I am out of town. 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.

Office Hours:

Office hours will take place in our dedicated Zoom room:

<https://unm.zoom.us/j/99893124116>

To enter you will need a password which will be sent in a course message in Learn.

Official Hours (June 1 through July 31):

Monday 3:00 to 5:00 PM

Tuesday 12:00 to 2:00 PM

Wednesday 10:30 AM to 12:30 PM

Thursday 9:00 to 11:00 AM

Other hours by appointment. I am quite happy to be available in the evenings or on Fridays or Sundays if that works better for your schedule.

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 Course Design and Delivery 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 practice with some of the tools you can use 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. Provide clear expectations and guidance to learners in an online/hybrid course in order to manage behavior and interactions.

2. Create or document policies and procedures in the course that provide a broad perspective for learner mastery and allow learners to track their progress throughout the course.
3. Develop student-centered, measurable unit/module-level (and possibly course-level) learning objectives that establish the foundation upon which the course is built.
4. Choose course materials that are appropriate, current, and align with the stated learning objectives.
5. Develop assignments that promote active learning, provide strong instructor-learner and learner-learner interactions (as appropriate), and align with the stated learning objectives.
6. Incorporate appropriate tools and technologies into the course that will assist learners in achieving the stated learning objectives.
7. Discuss and provide peer critique of a module or unit based on the current review instrument used by UNM-Valencia.
8. Use universal design methodologies throughout.

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.
- **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. I will have a PDF version of this text available for download.
- **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. – but some programs just work better on a computer. 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, or make arrangements with UNM-Valencia IT to download those programs.
- **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 the Adobe Acrobat Reader DC version or better. If you have the full Adobe suite or Adobe DC, 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. We will also use MS Teams which comes with the MS Office 365 suite available to you as faculty at The University of New Mexico.

Time for this Course

The time you allot to this course should be equivalent to what you would expect from a three-credit-hour course. Plan to spend a minimum of **8 to 12 hours per week for summer and about 10 to 12 hours during the intersession portion** for this 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

This is a non-Banner course so you will not be given an actual grade (there may be some exceptions). However, we will track points for each module and by achieving the equivalent of a B or better in this class you will earn a completion certificate for the course.

Your “grade” for the course will be determined by an accumulation of points as follows:

- Module 1: Tools for Teaching Online (May 14 through 31)
 - Preliminaries (May 14-17) 30
 - Blackboard Learn (May 18-21) 25
 - Zoom (May 22-26) 40
 - Screen Capture (May 25-27) 10
 - MS Teams (May 28-30) 30
- (RE)START HERE Unit (June 1 and 2) 10
- Module 2: Instructor Presence, Universal Design, Student Behavior and Support (June 3 through 28)
 - Instructor Presence 30
 - Establishing an Online Community 30
 - Student Behavior and Support 40
 - Universal Design 40
- Module 3: Establishing the Foundation, Student Interaction, Alignment (June 29 through July 22)
 - Establishing Learning Objectives 30
 - Assessment and Alignment 40
 - Course Materials, Copyright 30
 - Activities and Student Interaction 30
- Capstone: Make sure your START HERE Unit and one Content Unit are ready to go (July 23 through 31)
 - START HERE unit 50
 - One Content Unit 100
 - Peer Review 40
 - Total 605 (total possible)

Check in Learn for specific due dates for each assignment

These points are about 90% accurate. I reserve the right to adjust but will not do so to lower your overall grade. I plan to drop one or two scores so your actual average will be out of a total a little bit less than 605. This gives you some leeway in case you are late with or miss any assignments (see below for late assignment policy).

In order to receive a completion certificate, you need to have received enough points that you would earn a “grade” of B or better for the course. A letter grade would be determined as shown below.

89.5% or more	A
79.5% up to but not including 89.5%	B
Less than 79.5%	NC

After Module 1 is complete I will update your scores regularly in Blackboard Learn.

W grade: Since most of you are not taking this course for credit, if you decide this is not the semester for you to complete this training course you will need to ask me to remove you from the course. You will not receive any sort of W grade since this class is not tied to the grading system in Banner (there may be some exceptions). If you are signed up in the credit-bearing EDUC 1996, then the W grade is the same as for regular for-credit courses. Since the EDUC 1996 course is “open learning” deadline dates are skewed. Plan to decide to drop in the first week or two in order to avoid the W grade.

Reasons I will drop you from the course:

- Student who does not log into Learn and complete course agreement during the first week of June.
- If you specifically request me to drop you from the course.

If you do not log into Learn and complete the course agreement during the first week of June, you will be dropped. This means that if you just want to complete Module 1 and be done, I will remove you at the end of the first week of June.

How to Complete Work for This Course

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

Temp 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 or you may use the course you plan to teach online in an upcoming semester. This should be an empty shell that does not have students working in it. During the Blackboard Learn unit in Module 1 you will be asked to make sure we have this set up. Ideally, if I am requesting temp course shells, I would like to request them all at one time from Learn support. In that case I 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 content units of this course and will have the final week of class to put everything together. This final project will be critiqued by at least one peer in this course. I will provide rubrics for how your peers and I will analyze your units.

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

During this course 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 but check the point distribution on each assignment. It is important for you to post by deadline so that other people in the class can respond on time. Please also 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,
- helping you make your materials accessible to all students,
- creating an active learning environment in your course,
- and helping you understand the importance of instructor presence and participation in an online course.

Working Ahead and Late Assignments

It is conceivable that you may be able to work ahead on your assignments. This is a good idea, especially 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%. This late assignment policy will not go into effect until June 1. However, any missing or late assignments from Module 1 that ran in May may get docked the points if completed after June 1.

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 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, some of our student tutors know various tools better than you might, especially if you are new to online teaching or conferencing tools. Also, you may wish to ask for help from other instructors who teach online. Be aware, not all people who teach online have had training, 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 (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>

Important Semester Dates

Course Opens in Bb Learn	May 14
July Fourth Holiday	July 3
Course Closes in Bb Learn (will no longer be able to access the course)	August 1