

Syllabus
CIS 237 Web Based Teaching & Learning II
Summer 2009 I, Section #: 57629

Meet the Professor

Instructor Contact Information

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Communication Policy

Preferred contact information where you will receive the quickest response is if you send an email message. You are welcome to call me however, the response time will be slower as I am not always on campus every day. I will ensure to respond to questions within 24 hours on weekdays and within 48 hours on weekends. ***When e-mailing me please start your subject title with: "CIS 237"***

Grading and Feedback

At the conclusion of each Module, which ends each Sunday, I will return your graded submissions to you on the following Sunday. Please check the Gradebook in the WebCT course for your progress.

About the Instructor

I work in the Center for Teaching & Learning at Mesa Community College as a Faculty member supporting colleagues as we all attempt to explore the use of technology in our teaching practice. I earned my doctorate in Educational Technology from the Ohio State University where I also participated in a DOE PT3 Grant integrating technology into the Teacher Education program. I later taught at CSU Long Beach and U of San Diego in the Educational Technology programs. Prior to that I was an elementary school teacher here in Phoenix and in Boston. I believe technology is an essential and powerful means of facilitating our teaching and allows our students to engage with our content on new levels.

Required Technologies

This course is fully online and utilizes the Mesa Community College learning management system, WebCT, for most activities. Although for your project/module construction, you may use whatever system you choose as long as it serves your teaching methodology, content, and students. You are welcome to use WebCT. You

may use Blackboard if you are in another Maricopa college, a Web 2.0 site, or any website, etc. the only requirement is that I have access to your course to provide feedback. Additionally, you will be asked to use the internet regularly to research and find resources in order to complete assignments during this class. Below are the technologies required / used within this course.

1. All students must have access to a computer with an Internet connection (preferably high-speed).
2. MS Word or other word processor software in order to open assignment documents.
3. The Flash Player and Java plug-in are required for this course; view the Before You Begin folder for information about these plug-ins.
4. It is recommended that you have multiple browsers on your computer in case there are issues with your primary browser, you can download the Firefox browser at <http://www.firefox.com>.
5. We will be using the Delicious website (<http://www.delicious.com>) during the course and will be using search engines (i.e. <http://www.google.com>, <http://www.yahoo.com>, others) to search for resources that can be used during class and after this class has finished.
6. Additionally you will be using either WebCT, Blackboard, or a free website to design an online module and discussion board.
7. We will also use Elluminate to explore online synchronous experience and will need to have audio.

Student Help Resources

Online Student Orientation

Links to the course management system tutorials are available within the course, but the distance learning tutorials website related to the course management system is available at <http://ctl.mc.maricopa.edu/dltutorials/webct/index.html>. In addition, student support and in person orientations are offered at the beginning of the semester through MCC Online: <http://www.mc.maricopa.edu/distance>.

Technology Support

You are welcome to ask me any technology related question as you work through this course. However, for most courses, basic technology support is available to all students through the MCC Technology Support Services department by phone (480) 461-7217 or through e-mailing tss@mcmail.maricopa.edu.

Course Readings

Required Materials

There is not a required textbook for this course as there is a wealth of information related to teaching online available on the Internet. There will be assigned readings for most weeks. You can skim to determine key concept or delve deeply into the articles depending on your interest and ability to participate fully in discussions and activities.

Optional Materials

There are a number of books available related to teaching online that are recommended. One book I highly recommend to anyone wishing to teach online is:

Teaching Online: A Practical Guide (2008)
by Susan Ko (Author), Steve Rossen (Author)

Course Description

From the MCCCDC course catalog, the official description of this course is: "Create an online or hybrid course using a web-based learning environment. Create, prepare, and manage content and resource files; locate and add resources; and manage a course homepage. Add, delete, and revise tools; create, maintain, and release quizzes and assignments; and manage a course. Track students, data, and revise student grades, submissions, and attendance. Hands-on experience with creating a course using a web-based learning environment. Prerequisites: CIS236, or permission of instructor."

Course Competencies and Objectives

The official course competencies are available within the MCC course schedule at <http://www.mc.maricopa.edu> (click on Class Schedule), however, the specific learning objectives are posted within each module of this course. This course expands on the official course competencies to include related topics of interest to potential online instructors

Grading Criteria

There are 1000 points possible for this course; each module is worth 100 points except for Module 7 & 8 which are worth 200 points each. The grade you earn for this course depends on the number of points you earn for each module. Your grade will be based on the following standard percentage scale:

900 – 1000: A
800 – 890: B
700 – 790: C

600 – 690: D
below 600: F

Note: A grade of “I” indicates the course has finished with the student not yet completing the work. An “I” will be assigned only by instructor approval of a student request.

Discussions

As this class is a class of instructors with full-time responsibilities, there will be several weeks of discussions so the grading criteria is less restrictive than the typical online class would be. You will be required to post one original response to each question and to respond to at least two other people to receive full credit. View the grading rubric (click on Grading Rubric in the discussions area) for further details.

Assignments

The goal of the written assignments is for the student to think about issues and ideas related to online teaching & learning or to research the Internet and find resources related to online teaching and learning. It is expected that you answer the questions within the assignment but each assignment question does not need to be longer than 1-2 paragraphs in length. The assignments are meant to validate that you are doing the work and researching / learning, they are not meant to be a burden.

Course Policies

Attendance

As per university policies, students are expected to attend classes. Within the online environment, this may be difficult to determine at times. The expectation is that the student will login no less than once a week and will complete assignments in a timely manner (see below late-assignment policy for further details). Please contact me if you anticipate not being able to login to the course for a full week during the semester. If I determine through the tracking data that a student has not logged in during the week, I will contact the student via e-mail and through a Mail message within the course prior to withdrawing you.

Late Assignment Policy

As this course is designed for existing instructors, the assignment due dates are flexible as instructors have their own workloads that may take priority to this course. I have outlined the ideal due dates for each assignment within the course with weekly due dates to keep you on task but there will be no late assignment penalty and if needed you are able to work at your own pace. The last date that all assignments must be submitted is midnight 7/2/09. While I am flexible in the due dates, as we are all professionals with heavy work loads, due to the fact that this course is often used for Professional Growth development and rewards, I am not

flexible in the completion of the work. Please complete all the work before the 2nd of July to ensure course completion and credit.

Course Disclaimer

This syllabus is intended to contain complete and accurate information, however, I reserve the right to make adjustments to this syllabus during the course. I will notify students via the Mail tool if there are additions or modifications to the syllabus during the course.

Code of Conduct

Academic Integrity

Students in this course are expected to adhere to the Academic Dishonesty Policy as explained in detail in the Mesa Community College Handbook available at: <http://www.mc.maricopa.edu/students/pdfs/handbook.pdf>. Please contact me if you have any questions about this policy.

Netiquette

Netiquette refers to the rules of behavior while on the Internet. When interacting within the online course environment, please follow the below guidelines.

- Show professionalism and courtesy in all communications within the course.
- No one else should be given access to the course or conferences without the instructor's permission.
- Do not use the words or text from others without acknowledging the source.
- Humor can easily be misinterpreted within the online environment, please be cautious with the use of humor and use symbols to help prevent misunderstandings. :-) :-{
- Adhere to the same behavioral standards as you would in a face to face classroom and as is specified in the student handbook.
- Avoid typing in all capital letters, for those of us using the Internet frequently, this can seem like you are 'yelling'.
- Respect other people's time and contribute thoughtful comments and ideas to the discussions rather than simply making statements such as 'I agree'.
- Use correct spelling and grammar. Avoid the use of abbreviations and use spell check within your word processor or within the course to check the spelling of your communications.

Safe Classroom Environment Statement

Disagreement within the classroom does not equal disrespect, you are encouraged to have different points of view, different opinions and values, however, it is required that students monitor their language within discussions. Racist, sexist, or homophobic language will not be tolerated. Consult the student handbook for college policies regarding these types of behavior.

Special Accommodations

If you anticipate issues related to the format or requirements of this course, please contact me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you register with Disability Resources and Services office at Mesa Community at (480) 461-7447 and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Note to Employees of Maricopa Community College District

If you are enrolled in this course and you are an employee of the Maricopa Community College District AND you are using a Tuition you will need to Declare this course in the Employee Disclosure. Please visit the Disclosure site here: <http://www.maricopa.edu/disclosure/> and Complete the form the 2009 Employee Taking an MCCCCD class when using a Waiver.

Course Schedule

Summer session I is an intense (not quite) 5 week course. Please keep in mind this is a full; 3 credit, college course compressed into 5 weeks, this will be a lot of information, fast. The course schedule is as below and on the course WebCT site. Please refer to the Late Assignment Policy if you have a conflict in meeting these deadlines. All Modules begin at 1 am on Monday morning and end the following Sunday night at midnight.

Module 01: 6/1/09-6/7/09

Module 02: 6/1/09-6/7/09

Module 03: 6/8/09-6/14/09

Module 04: 6/8/09-6/14/09

Module 05: 6/15/09-6/21/09

Module 06: 6/15/09-6/21/09

Module 07: 6/22/09-7/2/09

Module 08: 6/22/09-7/2/09

Last date that all assignments must be turned in by midnight 7/2/09