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| <b>COURSE TITLE<br/>BLACKBOARD SITE</b>                               | Applied Instructional Technology MET 6213 CRN 3965<br>Spring 2011 – <a href="https://my.ltu.edu">https://my.ltu.edu</a> and select CRN 3965                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>INSTRUCTOR</b>                                                     | Dr. Pam Lowry<br>Associate Professor, Mathematics/Computer Science<br>Co-Director, Master of Educational Technology Program<br><a href="mailto:plowry@ltu.edu">plowry@ltu.edu</a><br>Office: S121D<br>Office Phone 248.204.3653<br>Cell Phone 248.943.3733<br>Office hours by appointment – We can meet online in Live Classroom or by phone.                                                                                                                                                                                                                                                                                                                      |
| <b>SCHEDULE</b>                                                       | Starting Date: Monday, January 17, 2011<br>Ending Date: Friday, April 29, 2011<br>See <a href="http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp">http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for LTU academic calendar information.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>LEVEL/ HOURS<br/>PREREQUISITE</b>                                  | Master's Degree / 3 credit hours<br><b>Admission / prerequisite requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>REQUIRED TEXT</b><br><br>(See Blackboard for additional resources) | Title & Edition:<br>Instructional Design, 3rd edition<br>Author: Patricia L. Smith & Tillman J. Ragan<br>Publisher: Wiley Jossey - Bass Education<br>Year 2005 Pin 0-471-39353-3<br>Available for online purchase through LTU Bookstore at:<br><a href="http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489">http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</a>                                                                                                                                                                                                                                                           |
| <b>ADDITIONAL<br/>RESOURCES</b>                                       | LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/currentonline.asp">http://www.ltu.edu/ltuonline/currentonline.asp</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>TECHNICAL SUPPORT</b>                                              | Technical support for using Blackboard is provided by the Helpdesk. Visit <a href="http://www.ltu.edu/ehelp">www.ltu.edu/ehelp</a> or 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a> . Send the Help Desk a form detailing any issues by clicking here <a href="http://tinyurl.com/3yqrvne">http://tinyurl.com/3yqrvne</a><br><br>Live Classroom is provided by Wimba Help number: 866-3504978 or email them at <a href="mailto:technicalsupport@wimba.com">technicalsupport@wimba.com</a><br><br>Call the LTU University Status line at 248-204-2222 to find out about school closing, emergencies, Blackboard status, and Banner status. |
| <b>CATALOG DESCRIPTION</b>                                            | This course is designed to provide students with the understanding of the concepts and operations of educational technology including research findings, trends, history, and future implications of new technologies. Students apply various instructional technology strategies in the design and development of units in their field.                                                                                                                                                                                                                                                                                                                           |
| <b>COURSE DESIGN</b><br><br><b>THEORY<br/>PRACTICE<br/>ASSESSMENT</b> | <b>This course is designed to provide solid <u>Theory</u>, relevant <u>Practice</u>, and criterion-referenced <u>Assessment</u>.</b><br><br><b>Solid theory</b> will be established for using instructional technology/instructional design principles in teaching, training, management, and evaluation. Challenging, relevant and engaging activities and assignments will be provided so that you can engage in <b>relevant practice</b> that has been designed to increase your knowledge and skills.                                                                                                                                                          |

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|                                   | <p><b>Theory and practice</b> opportunities will be integrated as we discover, share, discuss, and learn about new ideas and methods from external sources and from each other</p> <p><b>Criterion-referenced assessment</b> will be utilized so that students can achieve the stated objectives</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>COURSE OBJECTIVES</b></p>   | <p><b>This course is designed to provide students with the knowledge and skills to:</b></p> <ol style="list-style-type: none"> <li>1. Participate actively in online discussions and share ideas, resources, and best practices</li> <li>2. Identify and apply basic procedural steps in an instructional design model (e.g. ADDIE + R: Analyze, Design, Develop, Implement, Evaluate, + Revise) to a unit of instruction that includes the application of computer technology (computer, Internet, PDA, etc.) to teaching and learning.</li> <li>3. Identify, explain and apply Bloom's Taxonomy for the Cognitive Domain</li> <li>4. Identify, explain and apply Gagne's five learning domains and his nine events of instruction.</li> <li>5. Describe technology and an internet site you use with students</li> <li>6. Analyze your district (or institution's) technology plan and policy</li> <li>7. Analyze, summarize and provide a PowerPoint presentation of the objectives and key content elements of one of the textbook's chapters to the class via Wimba Live Classroom</li> <li>8. Design a unit that follows this design process and incorporated computer and Internet technology:             <ul style="list-style-type: none"> <li>• Analyze content, learners and context and identify the design considerations of each</li> <li>• Write behavioral/cognitive objectives</li> <li>• Match objectives to strategies and technology/media</li> <li>• Construct assessment components (i.e., criterion referenced test, project, activity and rubric) that match objectives</li> </ul> </li> <li>9. Define relevant terms and theories related to Instructional Technology</li> </ol> |
| <p><b>PREREQUISITE SKILLS</b></p> | <p><b>Course Skills:</b> Students should have the ability to:</p> <ul style="list-style-type: none"> <li>• Use Bb functions, including discussion forums and Wimba Live Classroom</li> <li>• Think and write at the masters' graduate-level</li> <li>• Produce documents in Microsoft or PowerPoint</li> <li>• Conduct searches on the Internet</li> <li>• Use LTU and other available library resources</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <p><b>COURSE GOAL AND EXPECTATIONS</b></p> | <p>My goal is to provide a valuable, challenging, relevant, and interactive learning experience. You will help ensure that this goal is reached as you commit to the following course expectations:</p> <ol style="list-style-type: none"> <li>1) <b>Prepare</b> thoroughly as you read the chapter and any other assigned material, listen to the recorded lectures, access recommended Web sites, and review past and future chapters to see concepts in context.</li> <li>2) <b>Participate</b> as an active collaborator as you access the online forums. Contribute positively with quality comments, questions, and responses during on each one of the assigned days for the discussion. <b>Participate during scheduled times.</b> * Readings, discussion forum participation, and written assignments must be completed according to the class schedule. Because the class is available 24/7, you are expected to participate in all discussion forums and submit all assignments on time even if you have to travel. If you have a family emergency (e.g. hospitalization), call me and let me know your circumstances. <b>Familiarize yourself with the Bb. Log into Blackboard at least once each day.</b> Focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you. <b>Respond to my emails with questions for you within 24 hours.</b></li> <li>3) <b>Provide</b> me your correct e-mail address. Each student has a LTU e-mail account. If you wish to use a different e-mail address for this course, <b>change your e-mail address in Blackboard under “Student Tools”</b> and send an e-mail to me. Also, send a picture of yourself to me so that I put a face to a name.</li> <li>4) <b>Produce</b> assignments using Microsoft Office-compatible software (Word, PowerPoint, and Excel).</li> <li>5) <b>Present</b> activities and assignments according to these expectations:       <ul style="list-style-type: none"> <li>• Submit on time. Grades will be reduced by 10% for each day late (up to 30%). Some assignments (e.g. forum discussions) cannot be submitted late.</li> <li>• Submit assignments via the Assignment function in Bb. <b>(Send by email if requested.</b> If you use email, put your last name and assignment title in the subject line of the email). <b>DO NOT use the digital drop box.</b></li> </ul> </li> </ol> <p><b>This is an online course and requires that you have consistent and reliable access to a computer, the Internet, and email.</b> As an adult learner, you have the responsibility of staying connected. If your computer or Internet goes down, then you should find an alternative (e.g., school, library, LTU). Not having access, except for regional power outages, is no excuse for non-participation.</p> <p>Use correct grammar and spelling for assignments. Use APA style for guidelines for assignments if requested. See <a href="http://apastyle.apa.org">http://apastyle.apa.org</a> for headers, footers, insertion of tables, etc. (Cover pages are only required for major assignments.)</p> <p>Participate in the mid and final course evaluations because these help LTU and your instructor make decisions on how to improve the program and each course.</p> |
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| <b>ACADEMIC HONESTY</b>      | Students who violate University rules as stated in the Academic Honor Code are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the University. Please review the Academic Honor Code at <a href="http://www.ltu.edu/currentstudents/honor_code.asp">http://www.ltu.edu/currentstudents/honor_code.asp</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>INSTRUCTIONAL METHODS</b> | <p>The following instructional methodologies will be used in this course:</p> <p><b>Blackboard learning environment:</b> Blackboard at <a href="http://my.ltu.edu">my.ltu.edu</a> contains the Modules and the related materials, which are in Theory and Practice folders.</p> <p><b>Theory:</b> Reading/resource materials, narrated PowerPoint lectures (recorded), Web links.</p> <p><b>Required readings and lectures:</b> You are expected to read textbook chapters and listen to presentations according to the schedule outlined. Concepts from the lectures and readings will be discussed online.</p> <p><b>Practice:</b> Assignments, chapter quizzes, and discussion forums.</p> <p><b>Online Forums:</b> You are expected to participate in discussion topics each week as specified in the schedule. Participation is required during the scheduled time. If you do not attend a forum, your score will be zero for that session. Online forums cannot be made up.</p> <p><b>Activities and Assignments:</b> You will demonstrate your achievement of the objectives by completing the activities and assignments according to the criteria. Rubrics will be provided for selected assignments.</p> <p><b>Student/Instructor Communication:</b> We will communicate via Bb announcements and email. My phone number is listed—you can call or send me a text message if you need to contact me immediately.</p>                                                                                                                                                                                              |
| <b>MY COMMITMENT</b>         | <p>I want to provide a learning environment in which you are challenged and are able to achieve the stated course objectives. I will:</p> <ul style="list-style-type: none"> <li>• Provide relevant lectures, criterion-referenced assignments, and positive, directive feedback</li> <li>• Provide a positive environment in which to learn and share best practices</li> <li>• Participate actively in forum discussions</li> <li>• Be available to you via e-mail, Wimba Live Classroom, and phone, and will promptly reply to your messages within 36 hours; usually within 12 hours. Call if you need a response more quickly.</li> <li>• Maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.</li> <li>• I will send out e-mail updated to all class members to guide upcoming work and remind you of assignment due dates</li> <li>• Return your assignments in a timely manner and provide specific feedback as appropriate</li> <li>• Keep personal written or verbal communications we have in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.</li> <li>• I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.</li> </ul> <p>If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally. I am available by email (and by phone for urgent matters).</p> |

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| <p><b>PRACTICAL TIME COMMITMENT AND LOAD EXPECTATIONS</b></p> | <p><b>A three-credit course generally requires <u>at least</u> nine hours per week of time commitment.</b></p> <p>Here are some practical guidelines to help schedule your time commitments for this online course:</p> <ul style="list-style-type: none"> <li>• A 14-week semester requires 126 to 160 hours of time commitment to complete all readings, activities, assignments, and assessments successfully.</li> <li>• You should reserve at least 7–9 hours per week to read the required textbook chapters and resources, participate in online discussions, listen to online presentation, and work through online quizzes.</li> <li>• You should organize your remaining time to correspond with the point value of each major assignment. This means that you should plan to spend <u>at least</u>:             <ul style="list-style-type: none"> <li>▪ 6-8 hours on your technology project</li> <li>▪ 8-10 hours on your chapter or special topic presentation</li> <li>▪ 24-36 hours working on your semester-long project</li> </ul> </li> </ul> <p>These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. If emergencies arise, please contact me for a determination of how to handle the requirements <b>before</b> an assignment is due.</p> |
| <p><b>GRADING CRITERIA</b></p>                                | <p>Course grades will be based on an accumulation of points and will be posted on Blackboard throughout the semester. Each student's final grade will be arrived at by adding the combined points achieved and dividing by the total possible to determine the percentage, which will be converted to a letter grade. See the Grading Scale for specifics.</p> <p>If you have a question about the scores for an assignment you submitted, please contact me by email. I will provide directions and grading criteria for assignments. Most assignments will be evaluated by the instructor. Some assignments will be for completion, others might include self-evaluation, or peer review. If I request a revision so that you can improve your score on selected assignments, you will be given a second due date. Assignments must be submitted on time to qualify for this benefit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>LATE POLICY</b></p>                                     | <p><b>Criteria regarding late and or incomplete work:</b></p> <p>Assignments late will be marked down 10% for each day late—but no more than 30% if submitted during the allotted time for the assignment. If I ask you to revise an assignment, I will provide second deadline within the next few days. Revisions handed in after the second due date will be marked down for being late.</p> <p><b>Participation in online discussion forums cannot be submitted late</b> after the class has completed the discussion because the forums are considered the same as class attendance and required. If you do not participate in a forum, you will receive a zero for that forum grade.</p> <p>Incomplete grades are discouraged and will be given only in extreme circumstances. If you have more than one major assignment to complete, an incomplete grade might not be applied. Granting of incomplete grades and a schedule for completion must be negotiated with me and the Dean's office before class ends.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>ASSIGNMENTS AND TOTAL POINTS*</b> | Discussion Boards | 134 pts        |
|                                      | Assignments       | 396 pts.       |
|                                      | Quizzes           | 125 pts        |
|                                      | <b>TOTAL</b>      | <b>655 pts</b> |

(\*NOTE: These are subject to change.)

### LTU Grading Scale

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| Weekly participation is required. Listening to lectures, participating in online forums, attending any scheduled live meetings represent class attendance. Participation points will be allocated for each forum and live meeting. Self report, quizzes and assignments will reflect knowledge learned from lectures and readings. Each student's final grade will be arrived at by adding the combined points achieved and dividing by the total possible to determine the percentage, which will be converted to a letter grade. <i>Note: Grades lower than a "B" fall below the LTU graduate standard</i> | <b>Percentage based on Total Pts</b> | <b>Letter Grade</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 96 and above                         | A                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 90 – 95                              | A-                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 87 – 89                              | B+                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 83 – 86                              | B                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 80 – 82                              | B-                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 77 – 79                              | C+                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 73 – 76                              | C                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 70 – 72                              | C-                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 61 – 70                              | D (Undergrad Only)  |
| 60 and below                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | E                                    |                     |