

ITLS 5205/6250 | Computer Applications for Instruction and Training Syllabus

Information

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How to Contact Me

I will do my best to respond to any messages within 48 hours. I get to work in the Distance Education Building around 8 am and leave at 5 pm, feel free to stop in to talk (make sure you email me if you want to come around lunchtime to make sure I'll be around). We can chat via Google Hangouts and you can even Tweet me. If you would prefer to Skype or talk on the phone we can do that as well. Basically, I want you to feel like I'm here to help you - so, let me know what is convenient for you and I can usually make it work.

How I Will Contact You

I will send messages to the whole class via Announcements - you will see those at the top of our course Home Page or in the Announcements link in the left navigation of the course. I strongly recommend setting your notification preference for Announcements and Conversation Messages to "right away." I will send individual messages via Canvas Conversations.

- Canvas Guide: How Do I Set My Notification Preferences?
- Canvas Guide: What is Canvas Conversations?

Course Description

Designing and developing materials for communication, instruction, and training are major responsibilities for professionals involved in Instructional Technology, Learning Sciences, and other related education and human services fields.

This course is an introduction to some widely used applications for media authoring, editing, and delivery and how they can be used to support the development of such materials.

A smattering of technology we will be covering:

- Learning Management Systems
- Project Management
- Design Software
- Open Educational Resources
- Lecture Capture
- Social Media
- Virtual Reality
- General Awesomeness

Course Objectives

By the end of this course students will be able to:

- Demonstrate how to leverage technology for instruction.
 - Organize their time and abilities in order to create instruction on a deadline.
 - Compare types of technology in order to decipher which is best for instruction.
 - Produce instruction containing technology that benefits and encourages their audience.
 - Understand that their ideas can lead to advancement in educating and training all types of learners.
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IDEA Objectives

- Gaining factual knowledge (terminology, classifications, methods, trends)
- Learning fundamental principles, generalizations, or theories
- Learning to Apply Course Material (to improve thinking, problem solving, and decisions)
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
- Acquiring skills in working with others as a member of a team
- Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
- Gaining a broader understanding and appreciation of intellectual/cultural activity
- Developing skill in expressing myself orally or in writing
- Learning how to find and use resources for answering questions or solving problems
- Developing a clearer understanding of, and commitment to, personal values
- Learning to analyze and critically evaluate ideas, arguments, and points of view
- Acquiring an interest in learning more by asking questions and seeking answers - this one is my favorite!

Course Details

Course Layout

This class is presented in an online format with students engaging in content and activities between August 28 - December 15, 2017. The class is divided into 15 weeks of online content with each module representing the equivalent workload of a traditional face-to-face class with readings, content, and activities. Each module will have a class interaction activity, and some modules will require readings and assessment. Students will also engage in an Instructional Development Project over the course of the semester.

There are no textbooks for this course, but there will be readings (articles, book chapters, etc.) that will be made available to you through Canvas.

Students are required to complete the following items in the "Start Here" module to unlock content for the course:

- Start Here page - must view
- Canvas Profile Setup - must submit quiz
- Syllabus Quiz - must score at least 80% or 8/10
- Intros - must post/contribute to the discussion

We have face-to-face work sessions Thursdays 3:30 - 6:00 pm in EDUC 280. You are not required to come to the work sessions, but if you need help or just want to talk technology or instructional design I'll see you there

- if you are not in Logan but want to attend give me a shout and I will make sure you can video in. I will leave if no one shows up by 4:15 (unless you let me know you need to come later).

Technology Statement

This course utilizes integrated technology throughout the coursework to the extent that mastery of their use is required for successful completion of the course. However, as problems arise you can always contact me and I will help as much as possible. Your greater ally for technology support are the friendly folks at USU IT Service Desk (Links to an external site.) Links to an external site., and if you have a Canvas related problem you can contact the USU CIDI Team at 435-797-9506 (M-F, 8am-5pm). Please let me know if technology is getting in the way of learning, and I'll do all that I can to provide the support you need.

Grade Scheme

Assignment Groups

In this course, your assignments are weighted based the assignment group. The breakdown of your grades is as follows:

% of Final Grade	Assignment Group
5%	Start Here
45%	Instructional Development Project
25%	Project Management
25%	Discussions
100%	Total

The following grading standards will be used in this class:

Grade	Range
A	100 % to 93.0%
A-	< 93.0 % to 90.0%
B+	< 90.0 % to 87.0%
B	< 87.0 % to 83.0%
B-	< 83.0 % to 80.0%
C+	< 80.0 % to 77.0%
C	< 77.0 % to 73.0%
C-	< 73.0 % to 70.0%
D+	< 70.0 % to 67.0%
D	< 67.0 % to 60.0%
F	< 60.0 % to 0.0%

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- <http://canvas.usu.edu>
 - Your username is your A#, and your password is your global password (the same one you use for Banner or Aggiemail).
- For CanvasLinks to an external site., PasswordsLinks to an external site., or any other computer-related technical support contact the IT Service DeskLinks to an external site..
 - 435 797-4357 (797-HELP)
 - 877 878-8325
 - <http://it.usu.edu>Links to an external site.
 - servicedesk@usu.edu

UNIVERSITY POLICIES & PROCEDURES

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. Faculty Code Policy #403 (Links to an external site.)Links to an external site. further defines academic freedom and professional responsibilities.

Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge (Links to an external site.)Links to an external site.: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
 - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
 - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
 - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Sexual Harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term ‘extenuating’ circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

Students with Disabilities

USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the Disability Resource Center (DRC) ([Links to an external site.](#)) as early in the semester as possible (University Inn # 101, 435-797-2444, drc@usu.edu). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Student Services: <http://www.usu.edu/studentservices/>, 435.797.1712, studentservices@usu.edu, TSC 220
- Student Advocates: <https://ususa.usu.edu/resources/student-advocacy/legal-services> , 435.797.2912, TSC 326,
- Access and Diversity: <http://www.usu.edu/accesscenter/> , 435.797.1728, access@usu.edu; TSC 315
- Multicultural Programs: <http://www.usu.edu/accesscenter/multiculture/> , 435-797-1728, TSC 315
- LGBTQA Programs: <http://www.usu.edu/accesscenter/lgbtqa/> , 435-797-GAYS, TSC 314
- Provost's Office Diversity Resources: <https://www.usu.edu/provost/diversity/> , (435) 797-8176

You can learn about your student rights by visiting:

The Code of Policies and Procedures for Students at Utah State University: <http://www.usu.edu/studentservices/studentcode/>

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: Article VII. Grievances.

Full details for USU Academic Policies and Procedures can be found at:

- Student Conduct
- Student Code
- Academic Integrity
- USU Selected Academic Policies and Procedures
- USU Academic Policies and Procedures
- Academic Freedom and Professional Responsibility Policy

Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.