Course Syllabus

**ITLS6710 Instructional Development Tools**

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Teacher
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[Instructional Technology & Learning Sciences (Links to an external site.)](https://www.its.usu.edu/)
By Appointment

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**Course Description**

This course gives you a broad overview of what Instructional Design tools are available and how and when you should use them. You will also get a better understanding of what job skills are required to be successful in our field.

Course discussions will not be graded and most will be held via Slack (this is a great tool and understanding it will help you in the future if you haven’t used it). Instructions on how to use Slack will be provided.

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**Required Textbooks**

There is not a required textbook for this course but it may be helpful to have access to a Lynda.com subscription. Often times a Lynda.com subscription will be available through your local library free of charge.

The cost of your chosen tool for your Tools Presentation assignment will be by your choice. You will not be required to buy anything. Either the tool you choose will be free, or a trial subscription should be available. If you already have access to a tool that you pay for you may choose to use it for your assignment. This will be by your choice and not a required cost.
Idea Objectives

1. Learning to Apply Course Material (to improve thinking, problem-solving, and decisions)
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
3. Acquiring skills in working with others as a member of a team Learning how to find and use resources for answering questions or solving problems
4. Learning to analyze and critically evaluate ideas, arguments, and points of view Acquiring an interest in learning more by asking questions and seeking answers

Canvas Information

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

- [http://canvas.usu.edu](http://canvas.usu.edu) Links to an external site.
  - Your **username** is your A#, and your **password** is your global password (the same one you use for Banner or Aggiemail).
- For [Canvas](http://canvas.usu.edu) Links to an external site., [Password](http://canvas.usu.edu) Links to an external site., or any other computer-related technical support contact the [IT Service Desk](http://canvas.usu.edu) Links to an external site.
  - 435 797-4357 (797-HELP)
  - 877 878-8325
  - [http://it.usu.edu](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](http://canvas.usu.edu) 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. 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 by 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.

For additional information go to [ARTICLE VI. University Regulations Regarding Academic Integrity](http://example.com).
Sexual Harassment/Title IX
Utah State University is committed to creating and maintaining an environment free from acts of sexual misconduct and discrimination and to fostering respect and dignity for all members of the USU community. Title IX and USU Policy 339 (https://www.usu.edu/policies/339) address sexual harassment in the workplace and academic setting. The university responds promptly upon learning of any form of possible discrimination or sexual misconduct. Any individual may contact USU’s Affirmative Action/Equal Opportunity (AA/OEO) Office for available options and resources or clarification, leading to an informal resolution of the matter. Further information and forms for reporting an incident to USU can be found here: http://aaeo.usu.edu (Links to an external site.)Links to an external site.

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 course work 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.)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:

- Division of Student Affairs: https://studentaffairs.usu.edu (Links to an external site.)Links to an external site., (435) 797-1712, studentservices@usu.edu, TSC 220
- Student Legal Services: https://ususa.usu.edu/student-association/student-advocacy/legal-services (Links to an external site.)Links to an external site., (435) 797-2912, TSC 326,
• Access and Diversity: [http://accesscenter.usu.edu](http://accesscenter.usu.edu) (Links to an external site.), (435) 797-1728, [access@usu.edu](mailto:access@usu.edu); TSC 315
• Multicultural Programs: [http://accesscenter.usu.edu/multiculture](http://accesscenter.usu.edu/multiculture) (Links to an external site.), (435) 797-1728, TSC 315
• LGBTQA Programs: [http://accesscenter.usu.edu/lgbtqa](http://accesscenter.usu.edu/lgbtqa) (Links to an external site.), (435) 797-1728, TSC 3145
• Provost’s Office Diversity Resources: [https://www.usu.edu/provost/diversity](https://www.usu.edu/provost/diversity) (Links to an external site.), (435) 797-8176

You can learn about your student rights by visiting:
The Code of Policies and Procedures for Students at Utah State University: [https://studentconduct.usu.edu/studentcode](https://studentconduct.usu.edu/studentcode) (Links to an external site.).

**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](https://www.usu.edu/provost/diversity) (Links to an external site.).

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

- [Student Conduct](https://www.usu.edu/provost/diversity) (Links to an external site.).
- [Student Code](https://www.usu.edu/provost/diversity) (Links to an external site.).
- [Academic Integrity](https://www.usu.edu/provost/diversity) (Links to an external site.).
- [USU Selected Academic Policies and Procedures](https://www.usu.edu/provost/diversity) (Links to an external site.).
- [USU Academic Policies and Procedures](https://www.usu.edu/provost/diversity) (Links to an external site.).
- [Academic Freedom and Professional Responsibility Policy](https://www.usu.edu/provost/diversity) (Links to an external site.).

**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.

**Grade Scheme**

The following grading standards will be used in this class:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 % to 94.0%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94.0 % to 90.0%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90.0 % to 87.0%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87.0 % to 84.0%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84.0 % to 80.0%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80.0 % to 77.0%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77.0 % to 74.0%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74.0 % to 70.0%</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70.0 % to 67.0%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0 % to 64.0%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64.0 % to 61.0%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61.0 % to 0.0%</td>
</tr>
</tbody>
</table>

### Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date Week Starts</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>August 27, 2018</td>
<td>Welcome-Introductions-Importance of tools-Job Search Assignment</td>
</tr>
<tr>
<td>Week 2</td>
<td>September 3, 2018</td>
<td>Samples of Elearning-Challenges in eLearning-Copyright-Choose tool assignment</td>
</tr>
<tr>
<td>Week 3</td>
<td>September 10, 2018</td>
<td>Challenges in eLearning brainstorm session-Elearning Brothers resources</td>
</tr>
<tr>
<td>Week 4</td>
<td>September 17, 2018</td>
<td>Tools presentation #1 w/assignment-Job interview discussion question</td>
</tr>
<tr>
<td>Week 5</td>
<td>September 24, 2018</td>
<td>Tools presentation #2 &amp; #3 w/assignments-AR-VR Reading and Discussion</td>
</tr>
<tr>
<td>Week 6</td>
<td>October 1, 2018</td>
<td>Tools presentation #4 &amp; #5 w/assignments-AR-VR Assignment</td>
</tr>
<tr>
<td>Week 7</td>
<td>October 8, 2018</td>
<td>Tools presentation #6 &amp; #7 w/assignments-Job interview question #2 discussion</td>
</tr>
<tr>
<td>Week 8</td>
<td>October 15, 2018</td>
<td>Tools presentation #8 &amp; #9 w/assignments-Guest speaker from industry</td>
</tr>
<tr>
<td>Week 9</td>
<td>October 22, 2018</td>
<td>Tools recap discussion-LMS basics-LMS assignment</td>
</tr>
<tr>
<td>Week 10</td>
<td>October 29, 2018</td>
<td>Project Management basics and tools-Group projects intro-Job interview question #3</td>
</tr>
<tr>
<td>Week 11</td>
<td>November 5, 2018</td>
<td>Group project discussion-Guest speaker from industry</td>
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<tr>
<td>Week 12</td>
<td>November 12, 2018</td>
<td>Work on projects-Mock problem discussion</td>
</tr>
<tr>
<td>Week 13</td>
<td>November 19, 2018</td>
<td>Present projects to employer-Get feedback-Discussion on challenges w/group work</td>
</tr>
<tr>
<td>Week 14</td>
<td>November 26, 2018</td>
<td>Update projects based on client feedback-Resubmit projects</td>
</tr>
<tr>
<td>Week 15</td>
<td>December 3, 2018</td>
<td>Project evaluation-course evaluation-Lessons learned sessions</td>
</tr>
<tr>
<td>Week 16</td>
<td>December 10, 2018</td>
<td>Finals week</td>
</tr>
</tbody>
</table>