

ITLS 6720: Instructional Technology in Adult Education

Summer 2018

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Textbooks:

Philosophical Foundations of Adult Education - John L. Elias & Sharan B. Merriam
Publisher: Krieger Pub Co; 3rd edition (December 1, 2004)

Designing Instruction for Adult Learners – by Gary J. Dean
Publisher: Krieger Pub Co; 2nd edition (2002)

Adult Learning: Linking Theory and Practice – Sharan B. Merriam & Laura L Bierema
Publisher: Jossey-Bass; 1st edition (2014)

This course is designed for those who are interested in adult learning and adult learners. The course will be run more like a seminar* where students have responsibility to choose the content and direction to develop a deeper understanding in the subject matter.

[*a small group of students, as in a university, engaged in advanced study and original research under a member of the faculty and meeting regularly to exchange information and hold discussions]

The instructional strategy is “learning by doing.” Students will choose some of the topics, activities, and individually pertinent and relevant learning outcomes. As reading and discussion are foundational for any type of learning, reading and group discussions will be required. Active reading is expected; you are encouraged to apply your reading and discussions to your particular situation. Weekly readings, discussions, learning activities, and assignments are arranged and carried out based on student need and interest.

As the course is delivered at a distance, the class will be communicated mainly via Canvas – <https://usu.instructure.com/>. Students should plan to visit the class Canvas site as frequently as necessary – but at least once a week is advised. Individualizing your contact settings in Canvas is encouraged.

Course Goals:

Each student will:

1. Define relevant labels, ideas, and practices - starting with 'adult'.
2. Investigate multiple philosophies of adult education and contribute to class discussions.
3. Identify, refine, and articulate a personal philosophy of adult education.
4. Customize instruction for adult learners based on reading from the Dean textbook – either existing or evolving.
5. Create an individual learning contract or an individual change project and follow through on self-determined goals.
6. Choose appropriate reading material for personal study/research and to

- share with fellow students.
7. Contribute to the overall positive experience by actively participating. This includes taking responsibility for course content, direction, and outcomes.
 8. Foster and maintain a learning environment with mutual respect, trust, helpfulness, freedom of expression, and acceptance of differences.

Course Objectives:

Additionally, there are some general overarching objectives I have for this course. These come from the Individual Development and Educational Assessment (IDEA) evaluation system USU uses for course evaluations.

- a. Learn to apply course material (to improve thinking, problem solving, and decisions) [IDEA 3]
- b. Develop specific skills, competencies, and points of view needed by professionals in the field [IDEA 4]
- c. Learn how to find and use resources for answering questions or solving problems [IDEA 9]
- d. Acquire an interest in learning more by asking questions and seeking answers [IDEA 12]

Although the structure of the class is open for collective development, we will have at least 4 components. Students are required to participate in all 4 modules to some extent.

Component 1: Glossary (goal 1 & objective b)

Component 2: Philosophy (goal 2 & objective b)

Component 3: Adult Learners (goal 4 & objective c)

Component 4: Individual Learning Contract or Individual Change Project (goal 5 & objectives a, b, c & d)

Grading:

Once students have their initial learning contracts or change project plans submitted, they will be peer & instructor reviewed. Students will revise their learning contracts or change project plans based on the feedback and will then contract for the grade their learning contract or change project supports. At the end of the semester, the instructor and the student will determine the final grade based on completion of all learning objectives to a satisfactory level.

Course Policies

Late Work Policy. To receive full points, assignments must be completed on time. If there are circumstances that prevent you from completing an assignment on time, please notify me and we will determine if a grace period is appropriate. For each week an assignment is late, 10% of the total possible points is deducted.

Active Engagement in Learning. To make learning worthwhile for you and others in our learning community, it is important that you actively engage with your fellow students, your teacher, the required textbooks, and the materials presented through Canvas. A prerequisite to student learning is that a student feel comfortable with the learning community. Please contact me and share problems and questions so we can work together

to make sure the environment is conducive to learning for you.

In our learning environment we do not harass or discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; nor for any other reason.

USU Policies

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. 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.

(See Article VI of the student code (University Regulations Regarding Academic Integrity) - <http://www.usu.edu/studentservices/studentcode/article6.cfm>)

Plagiarism. Plagiarism includes knowingly "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 the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling. (See Article VI of the student code (University Regulations Regarding Academic Integrity) -

<http://www.usu.edu/studentservices/studentcode/article6.cfm>. Professors in the Instructional Technology and Learning Sciences Department are required to officially report ANY case of plagiarism, no exceptions.

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 797-1266.

Students with disabilities. The Americans with Disabilities Act states: "Reasonable

accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

Absence from class. Students are responsible for participating in Canvas Learning Environment Assignments every week. If students cannot participate they are required to notify the instructor ahead of time of their expected absence from participation. Students who are unable to participate for a full week of Canvas Learning Environment assignments must submit a one-page summary (around 500 words) of the missed module based on the postings of fellow classmates and the readings. This summary needs to be submitted before the end of the next week of classes.

Withdrawals and incompletes. USU 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.

Grievance process. Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code: <http://www.usu.edu/studentservices/studentcode/article7.cfm> (Article VII. Grievances).

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](#) further defines academic freedom and professional responsibilities.

Academic Integrity – "The Honor System"

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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.
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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.
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- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
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- **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.
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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

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC). Please contact the DRC prior to or as early in the semester as possible. Alternate formats for course content are available with advanced notice.

Contacting the Disability Resource Center (DRC):

- On Campus: Room 101 of the University Inn
- Phone: 435-797-2444
- Website: <http://www.usu.edu/drc/>

Disability related resources for current students:

- [DRC Student Handbook](#)
- [Deaf and Hard of Hearing Student Handbook](#)
- [Disability Related Scholarships](#)
- [Campus Resources](#)
- [Documentation Guidelines](#)
- [Online Resources for Students with Disabilities](#)

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/student-services/>, 435.797.1712, studentservices@usu.edu, TSC 220
- Student Advocates: <http://www.usu.edu/ususa/legal/>, 435.797.2912, TSC 340,
- Access and Diversity: <http://www.usu.edu/accesscenter/>, 435.797.1728, <mailto: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: <http://www.usu.edu/provost/faculty/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/student-services/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](#)