

## LTEC 4440.020/026 & LTEC 5440.020/.026 - Advanced Instructional Strategies, Fall 2020



### Instructor

**Name:** Dr. Ennis-Cole

**Office Location:** Virtual, Normally DP G183

**Phone Number:** 940-565-2057

**Office Hours:** Virtual – T & W 10:00am – 1:00pm

**Email:** [Demetria.Ennis-Cole@unt.edu](mailto:Demetria.Ennis-Cole@unt.edu)

### Course Communication

Communication will take place through the Canvas Learning Management System. Please send all your questions and requests to me through the email in Canvas. You should expect a reply within 48 hours. Feedback on your assignments should be expected within 48 hours as well. Grades will be posted using the same time frame. You should plan to communicate through the discussion boards in Canvas. There you will post your answers to questions along with your replies to your classmates' posts. You may find the following communication tips useful - [a webpage for students that provides Online Communication Tips](#).

### Course Description

This course emphasizes advanced instructional techniques, and these include questioning, discussion, problem-solving, motivation, and instructional development used in applied technology and industrial training settings.

### Course Structure

This course is 100% online. All work for the course must be submitted through Canvas during this session (**Aug. 24<sup>th</sup>, - Dec. 11<sup>th</sup>, 2020**). The course is presented in weekly modules in Canvas, and each week contains all of the required course work (discussions and assignments), learning objectives, and resources to help you understand the content.

### Course Prerequisites or Other Restrictions

Students taking this course should be familiar with the Canvas LMS, access to the UNT Library Catalog, search techniques, and writing in APA.

## Course Objectives

This course will familiarize you with the art of facilitation and advanced instructional techniques: forming questions, discussing topics, problem-solving, motivating, and tips for developing learner-centered instructional content. Your assignments will be worth 99% of your total grade. Discussion posts will account for the remaining percentage of your grade, and your active participation in chat sessions will provide you with extra credit. All assignments and discussion posts are mandatory, and they will help you gain a better understanding of facilitation and advanced instructional strategies.

By the end of this course, you will be able to:

1. Demonstrate skills for facilitating effective virtual and face-to-face meetings, interactions, and discussions.
2. Describe the role of a facilitator and the differences between internal and external facilitation.
3. Describe effective methods for asking questions, identifying types of questions, and recognizing their formats.
4. Explain methods for managing conflict, making interventions, and dealing with resistance.
5. Demonstrate effective group decision-making strategies.
6. Demonstrate skills for using process tools and structured conversations to solve organizational and instructional problems.
7. Describe activities that are useful for motivating and engaging participants during a facilitated session.

## Materials

### Textbook - Required Reading:

- Bens, I. (2018). *Facilitating with ease! Core skills for facilitators, team leaders and members, managers, consultants, and trainers*. 4<sup>th</sup> ed. Hoboken: John Wiley & Sons, Inc. (ISBN: 978:1119434252) – This book can be obtained from the UNT Bookstore (<http://unt.bncollege.com/>)

### Supplemental Source for Notes:

- Bates, A.W. (2019). *Teaching in a digital age: Guidelines for designing teaching and learning*. 2<sup>nd</sup> ed. Vancouver, B.C.: Tony Bates Associates Ltd. Retrieved from <https://pressbooks.bccampus.ca/teachinginadigitalagev2/>

## Teaching Philosophy

My approach teaching this course is one that is cooperative and collaborative. I will serve as your **facilitator** as we explore tools, processes, and methods to make meetings and instruction more effective. I will provide you with learning opportunities through independent research, discussion, selected readings, questions, assignments, and supplemental course notes. You will

need to consume the material and produce artifacts in order to gain knowledge of an skills that will help you make groups and teams more effective.

## Technical Requirements & Skills

### Minimum Technology Requirements

At a minimum, you will need the following items to complete the course:

- Computer
- Reliable Internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](#)

### Computer Skills & Digital Literacy

Technically, you will need to do the following in order to succeed in this course:

- Use Canvas
- Use email with attachments
- Download and install software
- Use presentation software
- Use graphics software to create your infographic

### Interaction Requirements

Two-way interaction is necessary. You are expected to interact with each other and with me following these general guidelines:

- Treat your instructor and classmates with respect in all email, discussions, and any other communication.
- Use clear and concise language.
- Remember that all communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang and abbreviations (short cuts from text messages).
- Use standard fonts such as Arial, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature; IT CAN BE INTERPRETTED AS YELLING.
- Limit the use of emoticons like :) or ☺.
- Exercise caution when you use humor or sarcasm, because the tone is sometimes lost in an email or discussion post, and your message might be misconstrued and sound offensive.

- Avoid sharing sensitive personal information (both yours and other's).
- Refrain from sending confidential information via e-mail.

See these [Guidelines](#) for more information.

### Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online courses requires certain additional skills and expectations. See the tips listed here:

<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>.

### Getting Help

#### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and the frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** <http://www.unt.edu/helpdesk/index.htm>

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](#)  
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### Student Support Services

UNT provides mental health resources to students to help ensure there are outlets to meet students' needs, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](#) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](#) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](#) (<https://studentaffairs.unt.edu/care>)

- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

#### Course Requirements

<b>Graded Course Activities</b>	<b>Points Possible</b>	<b>% Final Grade</b>
<i>Assignment 1 – Facilitation Self-Assessment</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 2 – Core Practices of Facilitation</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 3 – Facilitation Techniques</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 4 - High Participation Techniques</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 5 - Effective Decision-Making</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 6 - Facilitating Conflict</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 7 - Managing Meetings and Course Design</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 8 - Analyzing Process Tools</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>Assignment 9 - Structured Conversations</i>	<i>100 points</i>	<i>10.2 or 9.25%</i>
<i>*LTEC 5540 Mini-Paper Assignment #10</i>	<i>100 points</i>	<i>- or 9.25%</i>
<i>(8) Discussion Posts (@ 10.0 points €)</i>	<i>80 points</i>	<i>8.16 or 7.41%</i>
<i>Total Points Possible</i>	<i>980 or 1080 points for *LTEC 5540</i>	
<i>Extra Credit(3) Class Chats (2.0 points €)</i>	<i>06 points</i>	<i>986 or 1086</i>

## Grading

This is the grading scale for your final grade for either LTEC 4440 or LTEC 5440:

<b><i>Letter Grade</i></b>	<b><i>LTEC 4440.020/.026</i></b>	<b><i>LTEC 5440.020/.026</i></b>
<i>A</i>	980 - 882	1080 – 972
<i>B</i>	881 - 784	971 – 864
<i>C</i>	783 - 686	863 – 756
<i>D</i>	685 - 588	755 - 648
<i>F</i>	587 - 0	647 - 0

Criteria for each assignment can be found under Assignments in Canvas; this information can also be found within each Module.

## Course Policies

### Assignment Policy

All assignment due dates are included both within the Modules and under Assignments in Canvas. All official due dates are listed as well as requirements, instructions, and deliverables. All work should be uploaded to Canvas as a .pdf, doc, or docx.

**UNT** is committed to providing a reliable online course system for all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues in a timely manner.

### Instructor Responsibilities and Feedback

It is my responsibility to expose you to AI Tools, Philosophy, Research, and Practical Implications. I will help you learn more about AI so that you can make informed choices, and I will expose you to research and trends to expand your understanding of the field. You are responsible for spending time each day reading the material, completing the assignments, and turning your work in on time. I will make every effort to read your assignments and provide you with feedback within 48 hours.

### Late Work

Late work is not advised. It may be accepted at the instructor's discretion; if accepted, 20 points will be deducted for each day the work is late, and all assignments and discussions will be unavailable five days after the due date.

### Attendance Policy

We will meet in chat sessions in Canvas; these are optional, but they are a good learning

opportunity, and they give you the opportunity to earn bonus points. You are required to post completed work in the discussion forums and assignment pages, and your work must follow all the guidelines provided and be submitted on or before the due date and time. Visit the [University of North Texas' Attendance Policy](#) to learn more about the attendance policy.

### Class Participation

You are required to participate in all activities and provide the requested information in order to receive maximum credit.

### Syllabus Change Policy

Any changes to the syllabus will appear on the Announcement Board or through email in Canvas. If none are announced, regard the existing syllabus as the road map for the course during this semester.

### UNT Policies

#### Academic Integrity Policy

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Such penalties include failure in the course to expulsion from the University.

#### ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If your disability is verified, the ODA will provide you with a reasonable accommodation letter that should be delivered to your instructor to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. You must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. You are strongly encouraged to deliver letters of reasonable accommodation by appointment. Faculty members have the authority to ask students to discuss such letters to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](#). You may also contact ODA by phone at (940) 565-4323.

#### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students of critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to <http://unt.edu> for a contingency plan.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the course and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

### Access to Information - Eagle Connect

Your access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to your Eagle Connect Account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](#).

### Student Evaluation Administration Dates

Student feedback is an important and essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be available during **the last two weeks** of the fall session (**around Dec 2<sup>nd</sup>**) to provide you with an opportunity to confidentially evaluate how this course is taught. You will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. You should look for the email in your UNT email inbox. Simply click on the link and complete the survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) or email [spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and



stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students taking Distance Education Courses

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

### Use of Student Work

You own the copyright for all work you complete (e.g. software, photographs, reports, presentations, and email postings) in a class, and the University is not entitled to use any of your work without your permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the [UNT System Permission, Waiver and Release Form](#).

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. I will let you know if recordings will be available for study purposes.