LTEC 4741
Applied Technology and Performance Improvement Capstone

Textbook/Required Reading

Recommended Reading

Professional Learning Organizations and/or Training & Development resources:
- The Society for Human Resource Management: www.shrm.org
- The Society for Industrial and Organizational Psychology: www.siop.org
- Academy of Human Resource Development: www.ahrd.org
- The Society for Organizational Learning: www.solonline.org
- Association for Talent Development (Formerly ASTD) www.td.org
- International Society for Performance Improvement: www.ispi.org
- Online Learning Consortium (OLC): www.onlinelearningconsortium.org
- Training Magazine: www.trainingmag.com
- Centre for Learning & Performance Technologies http://c4lpt.co.uk/
- Training Industry Associations: www.trainingindustry.com

Course Overview:
This course is designed for students to synthesize the knowledge, skills and attitudes learned throughout the undergraduate degree in Applied Technology and Performance Improvement. Students demonstrate their ability to articulate career pathways, apply technology in the workplace, and contribute to the organizational structure of either business and industry or education. **Prerequisite(s):** None.

May only be taken during the final semester of the ATPI professional development sequence.
Course Objectives:
After completing this course, the learner should be able to

1. Develop a personal mission statement for the world of work.
2. Demonstrate current knowledge of industry or education skill set(s) desired by potential employers.
3. Discuss and define potential employment opportunities in the field of technology and performance improvement.
4. Demonstrate competencies in the applications of pertinent technologies.
5. Understand and articulate the linkage between academic coursework and practical application in the world of work.

Note Regarding Course Assignments:
1. It is the responsibility of the student to insure that assignments are completed on or prior to the due date. Only an appropriate Medical Excuse (see syllabus) will be acceptable for a late assignment.
2. Discussions between students - utilize the Discussions Tool on the Tool Bar.
3. Assignments to be turned in must be attached to the respective assignment in the Assignments Tool. Unless this is done the assignment does not reach the instructor for grading. Never submit assignments through Messages, email, or the Discussions Tool. Any assignments placed in the Discussions Tool WILL NOT be graded by the instructor.
4. Not having the book does not justify an extension or late submission. It is the student’s responsibility to get the required texts.

Course Evaluation Scale:
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or below

Late Policy:
All assignments are due at 11:59 p.m. (CST) on the date the assignment is due. Late work (after the due date and time) will RECEIVE ZERO POINTS WITHOUT AN APPROPRIATE MEDICAL EXCUSE. NO EXCEPTIONS. Students are encouraged to submit assignments early.

Writing Skills:
Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. This is a writing intensive course, students should prepare accordingly.
Submissions must have complete sentences, correct punctuation and capitalization. Avoid using abbreviations and acronyms.

Directions for Submitting Discussion Assignments:
1. Each student will submit an original discussion item, and respond to the posting of two fellow students, a total of at least three discussion entries for each discussion assignment in the course.
2. DO NOT SUBMIT DISCUSSION ASSIGNMENTS UNTIL ALL THREE COMPONENTS ARE COMPLETED. THE INSTRUCTOR WILL NOT CONTINUE TO GRADE INCOMPLETE DISCUSSION SUBMISSIONS multiple times.
3. Do NOT put attachments in discussion tool. Do NOT submit assignments in the discussion tool. The instructor WILL NOT GRADE ASSIGNMENTS PLACED IN THE DISCUSSION TOOL AREA.
4. If you begin a discussion assignment in the discussion tool area IT IS NOT SUBMITTED TO THE INSTRUCTOR FOR GRADING UNTIL ALL THREE COMPONENT PARTS HAVE BEEN COMPLETED. If you see the phrase “needs grading” for the discussion assignment that you have started, it means that you have not completed all three component parts. In this case, your incomplete discussion assignment will remain in the discussion tool area and will NOT be submitted to the instructor for grading. You will not receive any credit for incomplete discussion assignments.

Course Assignments
There are **NO mandatory online class meetings**. Please review this calendar, each module assignment AND the course syllabus when verifying dates and deadlines for required work.

Submit all work as specified by on the course calendar. Organize your personal calendar with the **course calendar and syllabus deadlines so you are always aware of each assignment due date**. **Students are responsible for all course deadlines and must keep a copy of all assignments.** All assignments must be turned in by or before the designated due dates found on the Canvas calendar and on the assignment tool.

**NOTE:** The syllabus and course due dates are subject to revision by the instructor throughout the semester. Students will be notified promptly of any changes, or contact the instructor if you have questions about a deadline **IN ADVANCE.**

**Attendance and Participation**

The instructor reserves the right to request of the Registrar that a student be dropped from a course, due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities. If there is an issue, questions, or concern about participation in the LTEC course, it is the students’ responsibility to contact the instructor and communicate these issues directly with the instructor of the LTEC course. Unless otherwise indicated assignments must be sent to the instructor via the assignments tool within the class Canvas.

If a student has not participated in a discussion or submitted an assignment before the **Census Day** outlined by the **UNT Academic Calendar** they may be dropped for non-attendance. Additionally, if assignments are missed for two or more modules without contacting the instructor, the student will be dropped for non-participation.

**Course Assignments**

There are **NO mandatory online class meetings** for this course.

Submit all work as specified by on the course calendar and as specified by the instructor. Organize your calendar with the **course calendar and syllabus deadlines so you are always aware when assignment are due. Students are responsible for all course deadlines and must keep a copy of all**
assignments. All assignments must be turned in by or before the “designated due dates” which can be found on the Canvas calendar and on the assignment tool.

NOTE: The syllabus and course due dates are subject to revision by the instructor throughout the semester. Students will be notified promptly of any changes or contact the instructor if you have questions about a deadline IN ADVANCE. Late work is not accepted and will receive a zero (0) grade. It is suggested that you plan on completing your work the day prior to the due date.

Student Responsibilities for Distributed Learning Courses
Include:
• Being able to work independently on course objectives. The format for interaction with faculty and students will be non traditional.
• Verifying that all required hardware and software is working accordingly (i.e., Canvas my.unt email, Adobe Reader).
• Contacting the instructor if any problems develop with regard to accessing the course.
• Adhering to the communication parameters of course (i.e., email, discussion, chat)
• Completing the Canvas tutorial prior to taking the first Canvas course.
• Complying with appropriate electronic etiquette and abbreviations – AT ALL TIMES.
• Acquiring all necessary software and books.
• Completing all course requirements and submitting by the posted deadlines.

It is the responsibility of the student to verify that all messages AND attachments were sent to and received by the course instructor.

Medical Emergencies:
If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC or to DROP this course based on a medical emergency WILL NOT be granted after the medical emergency (e.g. at the end of the course). All requests must meet standard university policy.
Doctor’s notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once the medical emergency is over will not be accepted.

**Policy on Incompletes:**
An “incomplete” will be awarded only in cases where 75% of the coursework has been completed AND the grade is warranted by an excuse (e.g., medical, military). Inability to complete coursework in a timely manner does NOT constitute an acceptable reason for requesting or receiving an incomplete. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for meeting with the instructor to request an incomplete and discussing requirements and a specific date for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student, the instructor may assign a grade of F.

**Information for LTEC Web-based Courses:**
Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

- Microsoft Word
- Microsoft Excel

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course.

**Communication Parameters:**
Students should contact the instructor via the instructor's preferred communication. Instructors will attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes. Students are encouraged to develop communication networks with other class members via electronic communication vehicles. Students should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.
Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester. In many cases, this will be BEFORE the first class meeting.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account (Eagle mail, Blackboard or private provider).
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the "Sequence of Tests, Papers, and Activities" section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See "Course Attendance and Participation" section for more information.

All students should activate and regularly check their Eagle Mail (e-mail) account. Eagle Mail is used for official communication from the University to students. Many important announcements for the University and College are sent to students via Eagle Mail. For information about Eagle Mail, including how to activate an account and how to have Eagle Mail forwarded to another e-mail address, visit https://eaglemail.unt.edu

Information for ALL LTEC Courses

Attendance and Participation:
The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes all web-based activities.
University Policy of Absence for Religious Holidays
In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. Assignments must be sent to the instructor via the Assignments tool within the class Canvas.

Honesty and Integrity:
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. 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. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. 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. If a student
Students caught cheating or plagiarizing will receive a “0” for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students may not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11, Plagiarism)” (Section 1.10, p. 15). All students must become familiar with the APA guidelines concerning plagiarism, self-plagiarism, how to directly quote another’s work, how to paraphrase another’s work, etc...

NOTE: The following cautionary notes are provided to help students avoid any problems with academic integrity:

Each book review and all assignments for this course must be a new, original work. This work must not have been done for another separate course and it cannot be conducted in conjunction with another separate course during the same semester (some exceptions may apply with permission from both instructors), must be conducted in your own words and not the words of the original authors. Ask questions first – do not ask for forgiveness, by then it is too late. Academic honesty and integrity is a serious issue for the college, the university, and the research field. You need to be proficient in APA guidelines so that you can avoid any complications with academic integrity.

Professionalism:
At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.
engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

**University Policy Regarding Disability Accommodations:**
In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.
Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 203, Administration Building, 940.565.2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union , 940.565.4323.

**Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders:**
To read INS regulations for F-1 students taking online courses, please go to this website http://www.immigration.gov/graphics/services/visas.htm and select the link to "8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at http://www.immigration.gov/graphics/lawsregs/fr121102.pdf

Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

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 Advising Office. The UNT International Advising Office 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 Advising Office (telephone 940-565-2195 or email international@unt.edu ) to get clarification before the one-week deadline.
Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty preventing 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 also contact the UNT Student Help Desk: vista@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
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<td>- Get textbooks and review syllabus</td>
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<td>- Complete the items in “Start Here”</td>
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<td>- Post your self-introduction in the Discussion</td>
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<td>Module 1: Understanding the Portfolio</td>
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<td>- Shaped Who You Are</td>
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<td>- Review the professional resume Power Point presentation</td>
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<td>- Submit professional resume and cover letter to UNT career center AND</td>
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<td>- Discussion #3 assignment: Resume Review</td>
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<td>- Review module Power Point</td>
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<td>- Watch the TED talk video referenced in ppt.</td>
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