LITEC 3440: Introduction to Instructional Technology

Instructor Contact Information

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Office Location Discovery Park, Learning Technologies Suite (G150), Room G171
Office Hours By appointment unless notified otherwise.

Please send an appointment request to LT-MS@unt.edu. Be sure you include:

1. Name,
2. Course Info (eg LTEC 5260),
3. 8-digit student ID,
4. Preferred meeting format (phone, F2F, online meeting), and
5. Preferred time of day (morning, afternoon, evening).

Course Description

This course provides students with a basic introduction to learning technology and its application in education and business with an emphasis on online learning and environments.

Course Objectives

The goal of this course is to introduce students to the field of instructional technology and design. The course will emphasize specific aspects of instructional design and technology in the online learning environment including: accessibility and connectivity considerations, copyright issues, quality design standards, encouraging learner engagement, assessing learning, and creating audio-visual materials.

At the end of this course, the learner will be able to:

1. Create brief instructional messages to share information with a group in a computer mediated environment.
2. Discuss the value of adding audio and video to text-based, computer-mediated instructional messages for instruction.
3. Identify knowledge, skills, attitudes, and work activities of instructional designers/technologists.
4. Identify career opportunities and employment trends for instructional designers/technologists.
5. Identify key considerations for developing quality instruction.
6. Design a 30-60 minute instruction plan.
7. Evaluate projects according to established standards.
8. Compare instructional design/technology career requirements to personal skill set.
9. Reflect on course-related assignments/projects, process, and growth.

Format

The course will be offered 100% online in a full-session format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. There will be NO face-to-face campus meetings. Communication will be a mixture of asynchronous discussion postings and online synchronous meetings in Zoom. These synchronous meetings will be scheduled at specific times/dates with student input.

Course Requirements

Assignments

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Notes</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quizzes</strong></td>
<td>2 Quizzes @ 5 points each</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td>Week 1 Activity (2 points) Module 1 Activities (8 points) Module 3 Activities (5 points) Module 4 Activities (10 points) Module 5 Activities (10 points) Module 6 Activities (10 points) Module 7 Activities (10 points) Module 8 Activities (10 points)</td>
<td>65</td>
<td>65%</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td>5 Discussions @ 5 points each</td>
<td>25</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Total Points Possible** 100 100%

**Extra Credit** 5 5%
## Grading

**General Grade Criteria**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point/Percentage Range</th>
<th>Descriptive Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
<td>Outstanding, excellent work. The student performs well above the minimum criteria.</td>
</tr>
<tr>
<td>B</td>
<td>79.5-89.4</td>
<td>Good, impressive work. The student performs above the minimum criteria.</td>
</tr>
<tr>
<td>C</td>
<td>69.5-79.4</td>
<td>Solid, college-level work. The student meets the criteria of the assignment.</td>
</tr>
<tr>
<td>D</td>
<td>59.5-69.4</td>
<td>Below average work. The student fails to meet the minimum criteria.</td>
</tr>
<tr>
<td>F</td>
<td>59.4 and below</td>
<td>Sub-par work. The student fails to complete the assignment.</td>
</tr>
</tbody>
</table>

## Grade-related Policies

### Activities

1. All assignments not turned in by the date listed on the course syllabus will be assigned a grade of zero, unless the student has made prior arrangements with the instructor.
2. Students are encouraged to carefully check the activity requirements before submitting them for review and grading.

### Quizzes

Quizzes will open 3 days prior to the published due date. Quizzes will be timed and must be submitted prior to 11:59pm on the published due date. Students have 20 minutes to complete 10 questions; be sure to complete the quiz before the expiration time of the quiz or your quiz will be cut short.

### Discussions

Students are expected to actively participate in an asynchronous discussion forum within the following guidelines:
• Discussion Assignment Postings are due the day of the assignment due date.
• Replies to assignment postings can be made up to three days after the due date of the assignment.

Grading
In most cases, students will receive feedback on their course projects and assignments within 1 week. If feedback cannot be provided within this time frame, the instructor will notify students when they should expect to see feedback.

Assignment Grade Disputes
Students need to wait 48 hours after assignment grades are posted by the instructor to send questions or assignment grade appeals. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a phone call to discuss. You should come to our scheduled phone call prepared with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled phone call, you forfeit your right to a grade dispute. If you do not contact me to schedule a phone call within seven days of receiving your assignment grade, you also forfeit your right to a grade dispute on that particular assignment.

Incomplete Grade Information
The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see http://essc.unt.edu/registrar/academic-record-incomplete.html for information. Per UNT policy, a grade of Incomplete can only be awarded during the last quarter of a class to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Technical Requirements and Skills
Course Requirements
There are no special technical skills, beyond the general requirements outlined below, needed for the completion of this course.

Technical Requirements
Please familiarize yourself with the technical requirements to complete this online course:

• Hardware and Software requirements for Canvas (Links to an external site.)
• Canvas Browser Check (Links to an external site.)
Technical Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Opening or printing Word documents OR pdf files, using free Adobe Acrobat Reader (Links to an external site.)
- Navigating Canvas (Links to an external site.)

Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Please read through this Netiquette Guide for Online Courses (Links to an external site.).

Course Policies

Requirements

There will be assigned projects that learners will be expected to complete independently. These projects will require the students to spend time at the computer. A minimum of six to nine hours a week (in a normal semester) of outside preparation is a safe time allocation for successfully completing this course.

Participation and punctuality are professional behaviors expected. Educational or Instructional technology is not "doing computer projects" - it is much more. Hence, you need to be involved in class discussions and learning activities. Students may be dropped from the course, with notice from the instructor, due to lack of participation or nonattendance online.

Due dates, for all assigned materials, will be announced in advance. Changes, on the assignments and requirements or due dates may be announced at later dates, in class forums. Therefore, reading the class forums is required. It is the student's responsibility to keep up with these updates and to have all assignments ready on time.

Format

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University Policies

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity (Links to an external site.), 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.

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 classroom 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 (Links to an external site.). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code of Student Conduct (Links to an external site.). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

ADA Accommodation

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (Links to an external site.). You may also contact them by phone at 940.565.4323.

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 visit the Electronic Code of Federal Regulations (Links to an external site.) website. 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 (Links to an external site.) by telephone 940-565-2195 or email internationaladvising@unt.edu to get clarification before the one-week deadline.

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**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information (Links to an external site.) for more resources.
Undocumented Students

Please see UNT'S [Resources for DACA Students](http://example.com) web page for more information.

Emergency Notification & Procedures

UNT uses a system called [Eagle Alert](http://example.com) to quickly notify students with 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 Blackboard for contingency plans for covering course materials.