LTEC 5211 Instructional Systems Design II

Course Information:

- LTEC 5211: Instructional Systems Design II (3 credit hours)
- The intent of this course is to provide both an overview of instructional design process(es) and give students the opportunity to practice the application of models of online/distance instructional design as part of a team.
- There will be no face-to-face campus meetings for this course. Communications will consist primarily of email and online synchronous meetings scheduled at specific times/dates with student input.

Course Instructor

Dr. Regina Kaplan-Rakowski is Lecturer of Learning Technologies and the Director of the Master of Science Program in Learning Technologies at the University of North Texas. Dr. Kaplan-Rakowski’s research and teaching interests include immersive learning environments (virtual reality, augmented reality, mixed reality, virtual worlds), online learning/teaching, computer-assisted language learning, artificial intelligence, multimedia learning, mobile learning, 3D visualizations of learning content, emerging technologies, performance anxiety, second language acquisition, vocabulary learning/teaching, wellness/mindfulness.

Communication

Email: Regina.KaplanRakowski@unt.edu
Office Location: Discovery Park, G159

Course Pre-requisites, Co-requisites, and/or Other Restrictions

This course is a follow-up of LTEC 5211.

Materials – Textbook and Readings

Textbook: *Rapid Instructional Design: Learning ID Fast and Right* by George M. Piskurich.
ISBN-10: 0787980730

Readings: Your main readings will be posted in Canvas.
Course Description and Purpose

The intent of this course is to provide both an overview of instructional design process(es) and give students the opportunity to practice the application of models of online/distance instructional design as part of a team. To the degree that most instruction is embedded within a system, the course will provide insight into what makes a system, what makes systems function, what makes them dysfunctional, and what processes can allow the examination and repair of existing instructional or educational systems. The goal of this class is to provide both a general set of tools and means of thinking about instructional design regardless of the content area anywhere from corporate training systems, K-12 classroom instruction, higher education and onto massive educational systemic change projects.

Format

This course will be offered 100% online in a 16-week format using Canvas accessed using 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 scheduled week.

Learning Expectations

Learners must be prepared to:

1. Be able to work independently on course objectives, given the format for interaction with faculty and students will be nontraditional.
2. Access Canvas course or initiate contact with instructor prior to 3rd class day.
3. Verify appropriate hardware and software as described in the course description.
4. Provide instructor with access to at least one working email account (you may use your UNT email address).
5. Contact instructor within two days if any problems develop with regard to accessing the course.
6. Adhere to communication parameters of the course.
7. Comply with appropriate netiquette as described in the getting started section of this course.
8. Acquire all necessary software and books.
9. Complete all course requirements by posted deadlines.
10. Access any other online resources.

ASSESSMENT/GRADING

Again, the intent of this course is to provide the student with an advanced theoretical basis for online instructional design and an opportunity to participate in all phases of more than one instructional project as part of a group. To this end the following requirements will be met:
1. Design two projects reflecting instructional designs from different theoretical perspectives. These designs will meet the needs of actual clients and will follow the basic rules of color and art theory in addition to the core rules of the instructional design process used.

- Project A: Small online ID project to support learning one concept – 200 points
- Project B: Large online ID project to develop an online course in Canvas – 900 points

2. A blog will be kept in which you will reflect on readings and experiences with instructional design – 150 points

3. Complete quizzes – 270 points

4. Participation in class is an important part of a class of this nature, not only to validate your own ideas but to also share with others. Participation credit is available based on the quality of Forum contributions – 225 points

5. Submit an individual paper about the class – 50 points

6. Course Meetings Attendance – 40 points

Grades will be determined based on the above requirements. Test grades will be calculated on an individual basis and enough points will be added to each test grade so that the best grade in the class will equal 100% Grades below 90 will be assigned as ‘B’ and below 80 as ‘C’ and below 70 as ‘D’. Incomplete can be requested by students only in the last one-fourth of the semester and only if a student (1) is passing the course; (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the electronic grade roster. All work in the course must be completed within the specified time (not to exceed one year after taking the course.) For more information, visit https://registrar.unt.edu/grades/incompletes.

No late assignments are accepted unless the instructor agreed to the delay prior to the deadline.

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<th>Grading Scale</th>
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<tr>
<td>90-100%</td>
<td>A</td>
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<td>80-89.4%</td>
<td>B</td>
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<td>70-79.4%</td>
<td>C</td>
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<td>60-69.4%</td>
<td>D</td>
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<td>Below 60%</td>
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TECHNICAL REQUIREMENTS

- Hardware and software necessary to use Canvas: http://www.unt.edu/helpdesk/
- Browser and plug in requirements: https://community.canvaslms.com/docs/DOC-10721
- Computer and Internet Literacy: http://clt.odu.edu/os/index.php?src=pe_comp_lit
- Headset/Microphone (if required for synchronous chats)
- Microsoft Office compatible software including word processing and presentation applications Discount student software available: https://untsystem.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_cs=1&cmi_mnuMain=31c804d4-3fe3-e211-9d05-f04da23e67f4
- Java running on your local machine so that you can access: Windows Media player or QuickTime with the .wmv format plug-in

ACCESS/NAVIGATION/RESOURCES

Access and Log in Information
This course was developed and is facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn. To get started with the course, please go to: https://unt.instructure.com.

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources
As a student, you will have access to:
- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Canvas Community help and Guides https://community.canvaslms.com/community/answers/guides

Being a Successful Online Student
- What Makes a Successful Online Student?: http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
- Self-Evaluation for Potential Online Students: http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp

EagleConnect
Your access point for business and academic services at UNT occurs at http://www.my.unt.edu.
All official communication from the university will be delivered to your EagleConnect account. Your EagleConnect email address will be firstlast@my.unt.edu. For more information, please visit the website that explains EagleConnect and how to forward your e-mail: http://it.unt.edu/eagleconnect

Student Support
The University of North Texas provides student technical support in the use of Blackboard Learn and supported resources. Regular hours are maintained to provide support to students. Please refer to the website for updated hours.
The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Online: http://www.unt.edu/helpdesk/

UNT is committed to providing a reliable online course system to all users. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Additional Resources
- UNT Portal: http://my.unt.edu
- UNT Library Information: http://www.library.unt.edu/
- UNT Computing and Information Technology Center: https://it.unt.edu/
- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

COURSE COMMUNICATIONS
Students should contact the instructor via email or Canvas conversation platform. The instructor will respond to student emails within three working days (72 hours). Working days do not include weekends or holidays. In most cases, response time is much faster than the stated 72-hour timeframe. Students are also encouraged to develop communication networks with other class members via electronic communication vehicles such as Learn email, Forums, and/or other chat tools.

Students should consider the communication parameters with regard to assignment due dates. Please be aware that the instructor will not be able to respond to last-minute emails asking for assignment clarification. You should be aware that there are always unforeseen problems with your Internet provider, software, or hardware, so do not wait until the last minute to work on assignments for this course.
Resources regarding netiquette:

- [http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)
- [http://online.uwc.edu/academics/how-online-education-works/online-etiquette](http://online.uwc.edu/academics/how-online-education-works/online-etiquette)

Late Work Information
All course-related assignments are expected to be submitted on time. Any assignments not turned in by the stated deadline may be assigned a grade of zero unless the student has made prior arrangements with the instructor. If there are any questions concerning a late policy, please contact your instructor.

Incomplete Grade Information
The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see [http://registrar.unt.edu/grades/incompletes](http://registrar.unt.edu/grades/incompletes) for information. Per UNT policy, a grade of Incomplete can only be awarded to a student who is 1) passing the course at the time of the request 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.

Turnitin Notice
Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. If your instructor requires you to use this service, please remove your title page and other personal information prior to submitting your assignment to Turnitin.

COURSE EVALUATION
Students will be asked to complete the SPOT evaluation found at [https://my.unt.edu](https://my.unt.edu) at the end of the semester.

SCHOLARLY EXPECTATIONS
Student Conduct and Academic Integrity
All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. You are encouraged to become familiar with the university's Student Standards of Academic Integrity policy: [http://policy.unt.edu/sites/default/files/06.003_AcademicIntegrity_2009_0.pdf](http://policy.unt.edu/sites/default/files/06.003_AcademicIntegrity_2009_0.pdf)
Of particular interest are the following terms:

- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one’s own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

**Copyright Notice**

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at:

https://copyright.unt.edu/

**UNT POLICIES**

**Student Conduct and Discipline**

You are encouraged to become familiar with the University Student Code of Conduct maintained by the Dean of Students in the Office of Student Affairs: https://deanofstudents.unt.edu/conduct.

**ADA Policy**

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940-565-4323.
Add/Drop Policy
The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information (http://registrar.unt.edu/registration/registration-guides-by-semester).

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 at http://www.ecfr.gov.

The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT

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) to get clarification before the one-week deadline.