1 Instructor

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Office Hours: By appointment

2 Required Software and Hardware Required:

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
- Microsoft Access

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. Canvas is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing. In addition, upon starting this or any UNT Canvas course, students should review the “Check Browser” link in Canvas and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

3 Communication Parameters:

Students should contact the instructor via the instructor's preferred communication (see above). 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 such as Canvas email, bulletin board, and/or chat. 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.

4 Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be nontraditional.
• Verify appropriate hardware and software as described in the course description.
• Provide instructor with access to a working email account (EagleConnect, Canvas 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)
• Complete UNT Student Tutorial prior to taking the first Canvas 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"

MEDICAL EMERGENCIES NOTE ABOUT 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 indicating 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 CAN NOT be granted after the medical emergency. Of course all requests must meet standard university policy. 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 web-based activities.

5 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.

6 Course Resources

6.1 Required Text:

The Value of Innovation: Knowing, Proving, and Showing the Value of Innovation and Creativity
6.2 Optional Resources:

7 Course Description:
Methods and procedures used in evaluating applied technology and industrial training programs; services, activities, and current practices used in determining and improving accountability.

7.1 Course Objectives:
7.1.1 Course Goals
Upon successful completion of this course, the learner will be able to

CO1: evaluate projects, programs, events, or other educational situations, using various models and data collection methods.

CO2: determine the return on investment and forecast the value of a project, program, event, or other educational situation.

7.1.2 Step-by-Step Objectives:
The learner will be able to:

1. Determine why evaluation is important.
2. Examine various myths about evaluation.
3. Examine common mistakes made about evaluation.
4. Review popular models/approaches to evaluation.
5. Review the advantages and limitations of utilizing existing data in evaluation.
6. Review the advantages and limitations of various data collection methods.
7. Construct a variety of evaluation plans and instruments.
8. Evaluate and analyze evaluation reports and data.
9. Evaluate a journal article of an evaluation report.
10. Prepare a final evaluation report.
7.2 Sequence of Tests, Papers, and Activities

Module 1 Discussion - individual post (20) and response to another post (10)
Module 1 Assignment - Journal article evaluation (20)
Module 2 Discussion - individual post (20) and response to another post (10)
Module 2 Assignment - Case study assessment (20)
Module 3 Discussion - individual post (20) and response to another post (10)
Module 3 Assignment - Case study assessment (20)
Module 4 Discussion - individual post (20) and response to another post (10)
Module 4 Assignment - Case study assessment (20)
Module 5 Discussion - individual post (20) and response to another post (10)
Module 5 Assignment - Case study assessment (20)
Module 6 Assignment - Final paper (100)

7.2.1 General Course Requirements

1. You are expected to post responses to the learning activities in the homework folder for the module assessments and assignments. These need to come from your readings of the current training and development literature and from the chapters in the text.
2. Completion of the assignments is necessary in order for students to obtain information to meet course requirements. Feedback and questions from students after the instructor provides feedback is beneficial.
3. All students are expected to fully participate in all class activities.
4. At all times, students are to conduct themselves in a professional manner. Professionalism includes such things as establishing positive relationships and interactions with peers, colleagues, and your instructor. It also includes attending respectfully to others who are sharing information with the class, being flexible to unforeseen changes in schedules and assignments, and being prepared for all class assignments.
5. All assignments will be turned in on the date assigned. Points will be deducted for late work. Unless otherwise stated, all written assignments must be presented in typed/computer format utilizing the format prescribed by the American Psychological Association (APA).

7.2.2 Assignments:

Assignments are to be posted in the Canvas learning environment. Create the response in a MS Word document and attach the document to the submission.

If you have a document that you think is better presented in a format other than MS Word, submit the assignment within the Canvas assignment submission in one of the accepted formats below:

- MS Word or WordPerfect for documents
- MS Excel for spreadsheets
- MS PowerPoint for slide presentations
- Adobe PDF
8 Classroom Disability Accommodations:

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. A copy of the College of Education ADA Compliance Document is available in the Dean's Office, Matthews Hall 214. It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications. The following information is from: http://www.unt.edu/oda/oda-facg.htm. Additionally, this site provides a set of FAQ for students and faculty.

8.1 University Policy of 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 Cassandra Berry, Equal Opportunity Office, Room 203, Administration Building, 565-2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union, (940)565-4323.

9 Grading and Grade Reporting:

Assignment grades are generally reported within one week of the due date on the course calendar. Suggestions for improvement are provided to students receiving less than full credit for an assignment. Students can access their assignment grades within the course gradebook. Assignments posted less than one week AFTER the due date listed on the course calendar are eligible for one-half of the assignment points indicated in the “Sequence of Tests, Papers, and Activities” section of this syllabus. In order to receive credit, all assignment emails, discussion postings,
attachments, etc. must include a heading with the following elements: your name, assignment #, and assignment title. Students who have assignments that are more than two weeks behind will be administratively dropped from the course.

9.1 Course Evaluation Scale

Evaluation

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

Submit all work as specified by the instructor. You must take into consideration: postal mail time and electronic communication difficulties. The student is responsible for all course deadlines. Student must keep a copy of all assignments. All assignments must be turned in by the “due date”.

9.2 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.

10 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 7 "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

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.

11 Master’s and Doctoral Programs:

In order to successfully complete one of these graduate degrees you must first be accepted into the desired program of study. Acceptance into the graduate school does not guarantee acceptance into the program. To be accepted into a program you must meet the prescribed criteria for the specific program. YOU CANNOT COUNT MORE THAN 12 HOURS TOWARD ANY GRADUATE DEGREE WITHOUT FIRST BEING ADMITTED INTO A PROGRAM. Any hours earned over 12 hours working on a certification or endorsement as a non-degree seeking student will not be accepted as work toward a degree.

Prior to being considered for acceptance into a degree program you might be required to complete the GRE (or GMAT where applicable) with an acceptable score. The GRE or GMAT should be taken BEFORE YOU COMPLETE your first semester of enrollment and may be taken more than once to improve your score.

Course Summary:

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<thead>
<tr>
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<th>Details</th>
<th>Details</th>
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<tr>
<td>Wed Jan 15, 2020</td>
<td><a href="https://unt.instructure.com/courses/28720/assignments/508153">Meet Your Instructor/Introduce Yourself</a></td>
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<td>Sun May 3, 2020</td>
<td><a href="https://unt.instructure.com/courses/28720/assignments/508147">Module 6 Discussion</a></td>
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<td>Mon May 4, 2020</td>
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