



Syllabus

**Course Information: EDTECH 523: Advanced Online Teaching Methods
Spring 2012, Section 4172/4173 Online**

Instructor Information:

Glori Hinck, RD, MS, MET, DC **Office Hours:**
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Course Description

Participants in this course will develop, analyze and evaluate the tools, methods, and environments in online teaching and learning. Emphasis is placed on the development of content specific instructional strategies in the use of synchronous tools, particularly Adobe Connect and methods to achieve the desired learning outcomes. Students will also incorporate the use of data analysis application tools to assist in developing strategies to inform instructional decisions and will examine structures for improving communication among diverse stakeholders.

It is recommended that participants have prior experience with web-based video/audio communication tools (i.e. Adobe Connect).

Course Goals:

This course is designed to allow students the opportunity to interact and collaborate in the development of effective instructional strategies to teach in higher education and K-12 virtual school settings using the Internet as a conduit for instruction. Much of the work will be self-directed and situation specific. The outcome will be the development of a set of "best practices" and materials for use in individual teaching practice but with potential for broad applications to others teaching in these environments.

Course Objectives ([AECT Standards Addressed](#)):

At the end of the course, each participant will be able to:

1. Understand the significance of building community in online environments.
2. Identify and develop strategies for building community online.
3. Develop content specific instructional strategies for various asynchronous and synchronous online teaching tools (i.e. threaded discussions, Breeze products, etc.)
4. Develop effective ways to manage the virtual student caseload.
5. Identify a theoretical basis for the development of effective teaching strategies for engaging learners in online environments.
6. Incorporate constructivist teaching strategies for engaging learners in a virtual environment,
7. Develop data analysis techniques designed to assist in individualizing instruction,
8. Develop additional strategies to differentiate instruction (i.e. learning styles, adaptive/assistive technologies, pacing, supplemental activities and remediation.),
9. Create and deliver lessons suitable for asynchronous and synchronous delivery that use appropriate and effective multimedia design elements.
10. Develop strategies for involving, communicating, and connecting with diverse students and parents.
11. Identify leading recommendations, guidelines and standards for online environments.

Source: AECT Accreditation Standards for Programs in Educational Communications and Instructional Technology (ECIT) <http://www.aect-members.org/standards/>

Required Textbooks

Finkelstein, J. E. (2006). *Learning in Real Time: Synchronous Teaching and Learning Online*. San Francisco: Jossey-Bass.
 ISBN: 978-0-7879-7921-8

Paloff, R. M. & Pratt, K. (2007). *Building online learning communities: Effective Strategies for the Virtual*

Classroom, 2nd Edition. San Francisco: Jossey-Bass. ISBN: 978-0-7879-8825-8

Optional Textbooks:

Rice, K. (2012). *Making the Move to K-12 Online Teaching: Research-based Strategies and Practices*. Allyn & Bacon.

ISBN-10: 0132107619

ISBN-13: 9780132107617

Texts may be ordered through one of the following:

- BSU Bookstore: <http://www.boisestatebooks.com>
- Barnes & Noble: <http://www.barnesandnoble.com/>
- Amazon: <http://www.amazon.com/>
- Textbookmedia.com: <http://www.textbookmedia.com/> (Not all books are available, but check here first for cheap books.

Equipment:

This is an online course requiring a computer with speakers and an Internet connection. Minimum hardware requirements for the EDTECH online courses may be located at: <http://edtech.boisestate.edu/web/hardware.htm>

Software: (Many of these are free.)

Current software requirements for the EDTECH program: <http://edtech.boisestate.edu/web/hardware.htm>

Please do not pay full price for your software!!! An academic discount is available for students and teachers with proof of eligibility. The academic price shaves hundreds of dollars from the original cost.

Here are two places where you can obtain the academic (lower priced) versions of the software:

- Boise State Bookstore: <http://www.boisestatebooks.com/> (Click Technology/Software)
- Academic Superstore: <http://www.academicssuperstore.com/> (Search for titles)

Antivirus Software: Please make sure to have up to date antivirus software installed and running on your computer.

Popup Blocker: This is highly recommended. Google has one built into their free toolbar if you want to try it: http://toolbar.google.com/T4/index_pack.html Free

Software: Please make sure that the following are installed and up to date on your computer.

- Adobe Reader: <http://www.adobe.com/products/acrobat/readstep2.html>
- Flash Player: <http://www.adobe.com/products/flashplayer/>
- QuickTime Player: <http://www.apple.com/quicktime/download/>
- Firefox Web Browser: <http://www.mozilla.com/en-US/firefox>

Of course, an Internet connection is required to participate in this online course. If you have a high speed connection it is preferable to dial-up access. If you only have dial-up access you can still get by, but patience is a virtue when waiting for files to download.

Course Policies

An online course can take a considerable amount of time. For this reason, I would strongly suggest beginning each assignment early. Work on it regularly over the week rather than waiting until the last day or two. This will allow you to have the chance to work out problems or get help if needed.

Participation:

Depending on the class activities, you are responsible for completing weekly assignments, participating in discussion groups, and checking in to the course site on a consistent basis.

Assignments: You will always be given explicit instructions on where to send your assignments. Assignments are usually due on a weekly basis – the exact dates will always be found in the activities. If you wish to complete an assignment prior to the due date, you may (however, a group assignment must be completed during the week assigned OR upon approval of every member of the group). I DO NOT ACCEPT LATE ASSIGNMENTS. This applies especially to assignments that require participation and interaction with classmates (i.e discussion forums, collaborative projects, peer review and evaluation). PLEASE BE AWARE OF THIS POLICY AND SUBMIT YOUR WORK ON TIME.

Backing up your files: You will be offered several ways to save your work online. However . . . and this is important, you should always save your work on another storage device on your own computer. I cannot stress this enough . . .

Faculty Initiated Drop: Please be advised that if you do not "attend" class at least once during the first week, I will drop you from class. Since this is an online course, this requirement means that you **MUST** be present in our Moodle course site during the first week and participate in the introductions.

Incompletes: Please be advised that I strictly follow the rules for incompletes. In order for me to give you an incomplete in this course, the following two criteria **MUST** be met.

- Your work has been satisfactory up to the last three weeks of the semester.
- Extenuating circumstances make it impossible for you to complete the course before the end of the semester

In order to receive an incomplete, we must create a contract stipulating the work you must do and the time in which it must be completed for you to receive a grade in the class. The contract time may not exceed one year. If no grade other than incomplete has been assigned one year after the original incomplete, the grade of 'F' will automatically be assigned. The grade of 'F' may not be changed without the approval of the University Appeals Committee. You may not remove the incomplete from your transcript by re-enrolling in the class during another semester. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course. If I assign a grade of incomplete you will received an email notification that you have "Registrar To Do Items" on BroncoWeb.

Student Code of Conduct: It is expected that students in this class will create original works for each assignment. We will follow the BSU Student Code of Conduct. In the event of academic dishonesty a complaint is filed with the BSU Student Conduct Office with supporting documentation. This complaint remains on file and actions may be taken against the student (e.g., loss or credit, grade reduction, expulsion, etc.). We will also observe U.S. copyright laws in this course. Several great links to copyright information are available on the BSU Academic Technologies site at <http://itc.boisestate.edu/resource.htm> In addition to the above, please respect the following guidelines:

Please submit original work for each project. Projects that were created for other classes may not be submitted for credit in EDTECH 523. Each project may only be submitted for credit one time by the person who created it. The BSU Student Code of Conduct states: "Academic dishonesty also includes submitting substantial portions of the same academic course work to more than one course for credit without prior permission of the instructor(s)." All project text should be original text written by the student who is creating the project.

The exception to this is the use of small amounts of quoted material that is properly cited. Copying and pasting from other Web sites or projects (including the instructor's examples) is not allowed. Images and sound clips used in projects should be original, or used with permission of the owner, or come from the public domain. Please check "terms of use" on sites containing these items. Please cite the source(s) for materials that are obtained for your projects unless they are created by you. If permission is granted for use of copyrighted materials please post a statement explaining that near those materials. Contact me if you have any questions regarding this issue. Thank you for abiding by the Course Policies.

The Professional Educator

Boise State University's conceptual framework, "The Professional Educator," establishes our shared vision in preparing educators to work effectively in P-12 schools. It provides direction for programs, courses, teaching, candidate performance, scholarship, service, and accountability. The Professional Educator Boise State University strives to develop knowledgeable educators who integrate complex roles and dispositions in the service of diverse communities of learners. Believing that all children, adolescents, and adults can learn, educators dedicate themselves to supporting that learning. Using effective approaches that promote high levels of student achievement, educators create environments that prepare learners to be citizens who contribute to a complex world. Educators serve learners as reflective practitioners, scholars and artists, problem solvers, and partners.

The Department of Educational Technology contributes to this vision by emphasizing the following: The Department of Educational Technology supports the study and practice of facilitating and improving learning of a diverse population by creating, using, and managing appropriate technological processes and resources. Believing technology is a tool that enhances and expands the educational environment, we promote the use of current and emergent technologies for teaching and learning in a dynamic global society. Educational technologists are leaders and innovators, serving in institutions of higher education, public or private school settings, federal, state or local educational agencies, community organizations, and the private sector.

Grading

Grades are based on assignments, projects, and participation in online discussions. Point values are specified when the assignments are posted. You can check your grades in Moodle to track your progress. Grades are updated regularly throughout the semester. Final letter grades will be based upon the following scale:

Highest	Lowest	Letter
100.00	100.00	A+

99.99	93.00	A
92.99	90.00	A-
89.99	87.00	B+
86.99	83.00	B
82.99	80.00	B-
79.99	77.00	C+
76.99	73.00	C
72.99	70.00	C-
69.99	67.00	D+
66.66	60.00	D
59.99	00.00	F

Modification of the Syllabus and Schedule

I reserve the right to modify the syllabus and schedule at any time. Notice of any change will be emailed and posted as an announcement.

How to Get Help

If you have questions or need help please contact your instructor by phone, email, or by posting a note on the class discussion board. I will do my best to respond within 24 hours on weekdays. Weekend messages will be answered on Mondays by the end of the day.