

**Syllabus**  
**EME 6457: Distance Education: Technology, Products, and Processes**  
**Spring 2009**  
**Dr. Kelvin Thompson**

<b>Contacting the Instructor</b>	
<b>Office Hrs:</b>	Online: Alternate Mondays 8pm-9pm F2F: Alternate Mondays immediately following class (Note: I'd appreciate a "heads-up" beforehand letting me know that you'd like to meet, but it's not imperative.)
<b>Instant Messaging</b>	For casual contact or quick questions, feel free to use any one of the following. Otherwise, please use email. AIM: drkelvinthompson Yahoo: drkelvin_thompson GTalk: kelvin_thompson
<b>Twitter</b>	Feel free to "follow" me on Twitter. Apart from a social connection, you'll also likely benefit from knowing how I'm doing with your grading. ☺ <a href="http://twitter.com/kthompso">http://twitter.com/kthompso</a>
<b>Office:</b>	LIB-103E
<b>Phone</b>	407.823.0462
<b>FAX:</b>	407.823.3511
<b>E-Mail:</b>	<a href="mailto:kthompso@mail.ucf.edu">kthompso@mail.ucf.edu</a> [Note: Please do not send messages using any other systems than those listed here.]
<b>Web:</b>	<a href="http://pegasus.cc.ucf.edu/~kthompso">http://pegasus.cc.ucf.edu/~kthompso</a>
<b>Online Course Access:</b>	<ol style="list-style-type: none"> <li>1. Log-in to the MyUCF portal at <a href="http://my.ucf.edu">http://my.ucf.edu</a></li> <li>2. Click the "Online Course Tools" tab</li> <li>3. Find "ePortfolio@UCF" pagelet/section (all the way at bottom of page)</li> <li>4. Click the "Distance Education Technology" link</li> </ol>
<b>Face-to-Face Course Access</b>	Teaching Academy (TA) Room 321 5:30pm-8:20pm 1/12, 1/26, 2/9, 2/23, 3/23, 4/6, 4/20
<b>Video of F2F</b>	All face-to-face sessions will be available via live (or recorded) video at <a href="http://www.ustream.tv/channel/emc6457">http://www.ustream.tv/channel/emc6457</a>

## **Course Description**

PR: EME 6207 (or equivalent) and EME 6613 or C.I.

Instruction and how it is delivered at a distance. Examines technologies, processes, and products of distance education with emphasis on e-learning.

## **Course Objectives:**

The primary goal is to systematically design, develop and formatively evaluate one unit of Web-based education or training (often referred to as online learning).

To achieve this goal, we will:

- explore alternative DE delivery systems and theories
- examine DE proprietary and opensource development and delivery tools
- experience robust asynchronous online interactions
- identify online learning best practices in higher education and corporate contexts
- develop a module of Web-based instruction
- identify management issues relevant to online learning
- locate, interpret and apply DE research

## **Required Texts**

### **Print text:**

Simonson, M., Smaldino, S., Albright, M. and Zvacek, S. (2009). *Teaching and Learning at a Distance: Foundations of Distance Education (4th Ed.)*. Upper Saddle River, NJ: Prentice Hall, Inc.  
ISBN: 0135137764

### **Free e-text:**

Iiyoshi, T. and Kumar, M.S.V. (eds.)(2008). *Opening Up Education: The Collective Advancement of Education through Open Technology, Open Content, and Open Knowledge*. Boston: The MIT Press. Available online:  
<http://mitpress.mit.edu/catalog/item/default.asp?ttype=2&tid=11309&mode=toc>

Professional journals, textbooks, and articles available through the Internet, AskERIC, on-line databases (e.g., ERIC, PsychLit), libraries and bookstores.

## **Supplemental Texts**

### **For those interested in higher education implementations:**

Neidorf, R. (2006). *Teach Beyond Your Reach: An Instructor's Guide to Developing and Running Successful Distance Learning Classes, Workshops, Training Sessions and More*. Medford, NJ: Information Today, Inc.  
ISBN: 0910965730

**For those interested in corporate implementations:**

Van Dam, N. (2003). *The E-Learning Fieldbook: Implementation Lessons and Case Studies from Companies that are Making E-Learning Work*. New York: McGraw-Hill. ISBN: 0071418709

Note: Specific readings from the suggested texts will be provided when relevant to topics being discussed by the class. Purchase of either of the supplemental texts is wholly at the student’s discretion but is also strongly suggested. There will be no penalty for students who do not purchase these texts.

**Library Resources**

UCF offers many resources through the Library. Many (but not all) are available online. Please familiarize yourself with the resources listed below as you may find them helpful in this course.

Library Online Learning Resources (including off-campus library access)  
<http://library.ucf.edu/Services/DistanceServices.asp>

Library Tutorial (specific to College of Education students)  
<http://library.ucf.edu/CMC/edtut/default.asp>

Ask A Librarian  
<http://library.ucf.edu/Ask/>

Library Research Consultation  
<http://library.ucf.edu/Reference/ResearchConsultations/Default.asp>

**Assessment Methods**

Grade Categories	Description of the Requirements	Weight Toward Final Grade
Course Preparation Checklist	Course Preparation Checklist ( <b>Required Submission</b> before other assignments will be accepted. All items should be checked off and signed digitally.)	0% (0 points)
Information Literacy Modules	Completion of each of the following online modules at a level of 80% or higher: Avoiding Plagiarism Citing Sources Using APA Evaluating Web Sites	2% (130 points)
DE Autobiography	This is a part of your "Week 0" orienting activities, but it also lays a foundation for our learning community and for your own personal learning plan.	0% (0 points)
Course Profile Reflections	Six blog postings in which you reflect	5%

	upon each presented course profile using a given outline	(325 points)
Interviews	Documentation of 3 interviews with approved online course practitioners <i>and</i> reflective blog postings on each interview using a given outline	10% (650 points)
Annotated Web Bibliography (using Diigo)	Eight annotated links to specified categories of tools and systems + 6 annotated links to articles/web sites on themes of your choosing for a total of 14 annotated web resources	15% (975 points)
Online Discussion Participation	Weekly participation in 13 online discussions following "Protocols" and posted discussion rubric. (Note: Two discussions per week will be available to you, but participation only in your <i>assigned</i> discussion is required.)	20% (1300 points)
Facilitation of Online Discussion	Facilitation of one online discussion according to facilitation rubric and instructor directions	5% (325 points)
Proposal	1-2 page description of the online instructional module you plan to develop	3% (195 points)
Personal Learning Plan	Building upon your earlier DE Autobiography, a more refined statement in which you identify skills/knowledge you would like to master during the remainder of the course.	0% (0 points)
Online Instructional Module	One online module, ready for implementation by learners using system(s)/tools of your choosing, open content resources, and designed instructional strategies.	25% (1625 points)
Development Explanation Paper	3-5 page paper in which you explain how your online module relates to your proposal, identify any particular management issues related to implementing your module, and elaborate upon how your design relates to existing DE theories/professional practice and your learning plan.	15% (975 points)
Learning Summary	A written statement of what you feel that you have learned during EME6457. While unscored, this statement is required before a final course grade will be submitted.	0% (0 points)
	<b>Total</b>	<b>100%*</b> <b>(6500 points)</b>

## Due Dates

All dates listed are **due dates**, not “do” dates. Please plan your time accordingly. While assignments may be completed early, late assignments **will not** be accepted. Submissions are due at **11:59pm** (Eastern time) on the date stated. Times will be based on the WebCT server’s internal clock.

## Technology Requirements

Technology	Expectations for Use
Computer/ Internet	<p>You will need extensive access to an Internet-connected personal computer for successful completion of this course. (See <a href="http://www.cstore.ucf.edu/Student/Info.php?name=PC_Standards">http://www.cstore.ucf.edu/Student/Info.php?name=PC_Standards</a> for detailed specifications.)</p> <p>UCF provides access to computers in a variety of labs. (See <a href="http://edcollege.ucf.edu/techfac/resources/">http://edcollege.ucf.edu/techfac/resources/</a> and <a href="http://www.acs.ucf.edu/computerlabs.html">http://www.acs.ucf.edu/computerlabs.html</a>)</p> <p>Your Web browser should be able to display Flash media and *.pdf files. Free downloads of <a href="#">Flash Player</a> and <a href="#">Acrobat Reader</a> are available online.</p>
DC3	<p>The majority of the interactions between and among students and instructor will take place online in the Sakai open source course management system (branded at UCF as "DC3"). We are one of the first courses piloting use of this CMS in "R&amp;D" mode at UCF. There are specific online assignments throughout the course, but you will find it in your best interest to develop a <i>habit</i> of logging in regularly (preferably <i>once per day</i> but no less than once every two days). Note: The Announcements tool will be used to post information of a general nature to everyone in the class <b>including weekly multimedia "wrap-ups"/"kick-offs"</b>. (Please note that you must have the <a href="#">Flash Player</a> installed in order to access this audio/video content.) Get in the habit of checking the Announcements each time you log-in.</p>
RCampus	<p>While your grades are displayed in the DC3 gradebook, substantive feedback will be made available through the online rubric tools on the <a href="http://rcampus.com">http://rcampus.com</a> site. You will need to register on this free site right away using your "NID" as your username. (Instructions are posted under the "Syllabus" tab in DC3.)</p>
Email/ MyUCF	<p>Most interactions will take place within DC3, but email may be used for occasional important messages from your instructor. Please check your email regularly (at least twice per week). Email messages sent to your instructor will be answered within 24 hours during business days. (Please put “EME6457” in the subject line of any email messages you initiate.) You are expected to <i>keep MyUCF updated</i> with your current email address if you change your address during the term. (See <a href="https://my.ucf.edu">https://my.ucf.edu</a>)</p>
Word Processing	<p>Word processing documents created for this course <i>must</i> be saved as either Microsoft Word documents (*.doc) or rich text files (*.rtf). <i>Files in other formats will not be accepted.</i> (You are expected to keep electronic copies of any</p>

	documents you submit. You might also find it helpful to compose discussion postings off-line in your word processing program before submitting them.)
<b>Diigo</b>	You must become familiar with the social bookmarking site <a href="http://diigo.com">http://diigo.com</a> as we will be using this as the basis for our semester long annotated web site bibliography project. Basic instructions are posted in the “Syllabus” area within DC3, but feel free to go to the site and try it out if you haven’t already.
<b>Virus Protection</b>	Please maintain an up-to-date virus protection software program on your computer. There are free programs available online. One such program is available at <a href="http://www.avast.com/eng/avast_4_home.html">http://www.avast.com/eng/avast_4_home.html</a>
<b>Other Systems/Tools</b>	You will have extensive opportunities throughout this course to register for and use various freely available online systems and tools useful in the development of online courses. You should be comfortable with typical online registration processes.

### **Technical Support**

If you encounter difficulty with technology as you participate in this course, the following avenues are available to you.

<b>Technology Problem</b>	<b>Resource</b>	<b>Sequence</b>
Difficulty logging in initially to DC3 through the MyUCF portal	Portal Help <a href="http://portal-help.ucf.edu">http://portal-help.ucf.edu</a>	First
	Techrangers <a href="mailto:techrangers@mail.ucf.edu">techrangers@mail.ucf.edu</a> 407.823.3808	Second
	Instructor <a href="mailto:kthomps@mail.ucf.edu">kthomps@mail.ucf.edu</a> 407.823.0462	Third
Problems using DC3 tools during the course	Sakai Tutorials (from Oregon Health & Science University) <a href="http://www.ohsu.edu/edcomm/academictech/sakai/help/tutorials.shtml">http://www.ohsu.edu/edcomm/academictech/sakai/help/tutorials.shtml</a> Video (Adobe Captivate) demos for many student features <i>Note: Ignore institution-specific content!</i>	First
	Techrangers <a href="mailto:techrangers@mail.ucf.edu">techrangers@mail.ucf.edu</a> 407.823.3808	Second
	“Technical Help” Discussion Area	Third
	Instructor <a href="mailto:kthomps@mail.ucf.edu">kthomps@mail.ucf.edu</a> 407.823.0462	Fourth
Problems with your	UCF Helpdesk <a href="mailto:helpdesk@mail.ucf.edu">helpdesk@mail.ucf.edu</a>	First

computer, your software, or connectivity to the UCF network	407.823.5117 <a href="http://helpdesk.ucf.edu">http://helpdesk.ucf.edu</a>	
	“Technical Help” Discussion Area	Second
	Instructor <a href="mailto:kthompso@mail.ucf.edu">kthompso@mail.ucf.edu</a> 407.823.0462	Third

### **Face-to-Face vs. Online Modes**

Regardless of whether you registered for the online (“W”) or reduced-seat-time/hybrid (“M”) section of EME 6457, you have the opportunity to participate in both face-to-face and online modalities during this course. Interactions with fellow students and instructor will occur primarily in the online mode. There are, however, seven face-to-face class meetings scheduled in room 321 of the Teaching Academy (TA 321). The purpose of these sessions is primarily to explore various online learning implementations (i.e., online course profiles) and also to ask questions and get feedback prior to the submission of the next assignment. Discussions of course content will occur online. Each face-to-face session will also be streamed live/captured via video through the <http://www.ustream.tv/channel/emc6547> site. The face-to-face sessions are **not** required for anyone, but everyone (whether registered for “M” or “W” sections) who wishes to meet face-to-face is welcome to attend. However, please note that you are *responsible for accessing* the course profile content *either* f2f or online. (In addition, for those who are interested, I’ll host a **celebrative gathering** at the Thompson home following the completion of the course. This is tentatively scheduled for the evening of **Saturday, April 25, 2009.**)

### **Academic Integrity**

Academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule in the University of Central Florida's Student Handbook. <http://www.goldenrule.sdes.ucf.edu/>

**Important Note:** Plagiarism is the misrepresentation of the work of another person as your own, whether this work is paraphrased or quoted directly, without attribution. Evidence of plagiarism or cheating on an assignment in this course will *at least* result immediately in a failing grade on the assignment. At the discretion of the instructor, any evidence of plagiarism or cheating will be submitted for disciplinary action to the Office of Student Rights and Responsibilities and may result in severe consequences.