Faculty Member: Dr. Leaunda S. Hemphill

Office: Knoblauch B32, Western Illinois University (WIU), Macomb, IL  61455

Office Hours: Monday: 9-9:30 am (in Horrabin 72), 11 am to noon (Knoblauch B32); Tuesday: 8:30 -11:30 am; Wednesday: 9-9:30 am (in Horrabin 72), 11 am to noon (Knoblauch B32). Additional office hours by appointment.

Voice: 309-298-1186

Fax: 309-298-1061

Email: LS-Hemphill@wiu.edu

Course Times: Mondays and Wednesdays, 9:30-10:45 am

Room: Horrabin 72

Access to Computer Lab Outside of Class: You will have access to the Mac Lab in Horrabin Hall. Check the lab's door for assisted lab hours.

WesternOnline Companion Course Site: Access https://westernonline.wiu.edu. Log in using your ECOM username and password. These are the same username and password used to access your WIU email account.

Technical Assistance: If you need technical assistance for the WesternOnline system, please call the University Technology Support Center (uTech) at (309-298-2704), or you can email the Help Desk at support@wiu.edu.

COURSE DESCRIPTION

This course will include the study of central issues and concepts in the field of distance learning with emphasis on the Web. Students will also apply distance learning concepts and design principles to coursework. An emphasis will be placed on global development of online learning, as part of the Global Issues requirement for the degree program.

The course will provide an overview of the central issues and core concepts that make up the field of distance learning. Special emphasis will be placed on the Web as the primary distance learning tool to meet the educational needs of K12 (Kindergarten through 12th grade), post-secondary institutions, and corporate training environments worldwide. Global issues on the trends and issues in the global development of online learning will be reviewed and discussed.

Student assignments may be used as part of a professional development or publication process. If you do not want your assignments used, please contact me immediately.
Objectives

Upon completion of the course, students will be able to:

- Explain the terms that are used to refer to instruction and learning delivered at distance via technologies.
- Describe global and workplace trends that impact the growth of distance education and understand how the actions of the U.S., in terms of policy, economy, and technology adoption can impact those trends.
- Describe current leading-edge work in distance education in global K-12, higher education, and business settings.
- Discuss the central issues involved in creating, managing, and teaching a successful distance education course in consideration of learners distributed across time and locations.
- Recognize how different forces (geopolitical, historical, economic, and technological) have shaped the development of online learning in different cultures and countries.
- Demonstrate an understanding of different perspectives and approaches used for online learning in various countries and cultures.
- Create various examples of distance learning activities and assessment and evaluate their effectiveness in terms of meeting learner needs of student in different cultures and countries.
- Use a variety of the Internet tools to create an online course that meets diverse (and global) learner needs.
- Present sound rationale and evidence of pedagogical guidelines for course development decisions that best meet diverse (and global) learner needs.

Prerequisites

IDT 310 or permission of the instructor. Access to email, the World Wide Web, and the required software and hardware.

REQUIRED MATERIALS

Textbook (You must have the correct edition of the book in order to be successful in this course. No exceptions!)


Additional Resources

Additional required resources will be accessed from the World Wide Web and Western Illinois University’s library resources.

Hardware and Software Requirements

All students participating in this course must have a computer capable of running the recommended web browsers for accessing the Western Online course on the Internet and for running the software described below. You may choose to use the Horrabin Hall computer labs that have the necessary hardware and software requirements. Contact the uTech Help Desk if you have questions about hardware requirements for WesternOnline.
The following hardware and software requirements are necessary to complete this course:

1. A WIU email account.

2. World Wide Web access with a forms-capable browser. Click the “Supported Browsers” link on the Western Online homepage (https://westernonline.wiu.edu) to see what browsers are recommended for use with the Western Online system. Note that you must have Java enabled to use the course’s Virtual Chat option, as well as the cookies enabled and the pop-up blockers disabled. You can run the browser check to ensure that you have the correct browser and settings for Western Online. This checker validates for Java, JavaScript, cookies, pop-ups, etc.

3. You will need to submit some of your course activities in Microsoft Word format or Rich Text Format (.rtf).


5. You may be required to download other programs during the course.

**COURSE EXPECTATIONS**

**Course Activities and Assignments**

Course activities and assignments will include: in-class activities, quizzes, and presentations; individual homework assignments; and group projects. You are responsible for ALL information given out in class and on the WesternOnline companion course area. Expect to spend nine to 12 hours a week on the course. This includes three hours of classroom/lab instruction.

Attendance is required at every class meeting due to the "hands-on" and collaborative course format. Attendance will be taken at the beginning of every class meeting. Participation points will be given for each class meeting. Quiz points cannot be made up if you are not present in class when the quiz is given. Participation points cannot be made up if a class is missed. You are also responsible for completing the reading assignments, participating regularly in the face-to-face and online discussions and activities, posting assignments, taking quizzes, and contributing your equal share in group projects.

Activities are listed below with their point values:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Quizzes (9)</td>
<td>45</td>
</tr>
<tr>
<td>Online Discussions (4)</td>
<td>100</td>
</tr>
<tr>
<td>Dropbox Assignments (7)</td>
<td>280</td>
</tr>
<tr>
<td>Project Plan</td>
<td>35</td>
</tr>
<tr>
<td>Project Updates (3)</td>
<td>90</td>
</tr>
<tr>
<td>Project Website Prototype</td>
<td>30</td>
</tr>
<tr>
<td>Project Report Draft</td>
<td>35</td>
</tr>
<tr>
<td>Final Project Website &amp; Report</td>
<td>250</td>
</tr>
<tr>
<td>Project Self/Peer Evaluations</td>
<td>30</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>50</td>
</tr>
<tr>
<td>Attendance/Participation (Each absence is –7 points)</td>
<td>100</td>
</tr>
</tbody>
</table>

**TOTAL POINTS POSSIBLE** | **1045**
Assignment Due Dates

Specific due dates associated with homework assignments are described at the end of this document. Unless otherwise specified, late completion of the assignments will result in a 20% deduction per day late. All assignments must be submitted by midnight on the due date.

Special Needs Request

Any special needs request for missing a class or adjusting the due date should be arranged at least one week ahead of the schedule, and such a notification and/or follow-up communications should be initiated by the student. I will determine if a legitimate conflict is appropriate for each request individually. The university attendance policy (http://www.wiu.edu/provost/students/) states:

"Students are expected to attend all classes in which they are enrolled except in cases of illness or other serious emergency. Instructors should exercise good judgment in considering excuses for absences, but it is the student's responsibility to confer with the instructor and to agree to any reasonable arrangements to compensate for his/her nonattendance."

Final Grade

Your final grade will be determined according to the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>971-1045</td>
<td>A</td>
</tr>
<tr>
<td>940-970</td>
<td>A-</td>
</tr>
<tr>
<td>909-939</td>
<td>B+</td>
</tr>
<tr>
<td>867-908</td>
<td>B</td>
</tr>
<tr>
<td>836-866</td>
<td>B-</td>
</tr>
<tr>
<td>804-835</td>
<td>C+</td>
</tr>
<tr>
<td>762-803</td>
<td>C</td>
</tr>
<tr>
<td>731-761</td>
<td>C-</td>
</tr>
<tr>
<td>700-730</td>
<td>D+</td>
</tr>
<tr>
<td>658-699</td>
<td>D</td>
</tr>
<tr>
<td>627-657</td>
<td>D-</td>
</tr>
<tr>
<td>626 or Below</td>
<td>F</td>
</tr>
</tbody>
</table>

If you feel that a grade has not been entered correctly for an assignment, it is your responsibility to immediately bring it to my attention.

Early Warning Grade Notification

Western Illinois University provides an early warning (mid-term) notification procedure to alert undergraduate students to poor academic performance in time for them to take corrective measures. Since this course does not have a mid-term, your work progress will be used as evaluation of your performance. You can track your assignment grades throughout the semester on the WesternOnlinecompanion course site.
Incompletes

The IDT Department does not give grades of Incomplete unless the student has been unable to complete course work due to circumstances beyond his or her control and the request is approved by the instructor. The department recommends you drop the course and re-enroll in it the following semester, instead of taking an incomplete grade.

Internal WesternOnline Mail

The Internal mail tool within WesternOnline should be used for all e-mail correspondence for this course. You need to check your WesternOnline Mail inbox several times a week for messages from the instructor.

CLASSROOM CONDUCT

In accordance with University policy, disruptive classroom behavior will not be acceptable. Students will be asked to stop disruptive behavior. If the behavior continues, or is extreme, students will be asked to leave the classroom. If such behavior continues over more than one period, or is extreme, the student may be dropped from the course.

TITLE IX

University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-1977 or anonymously online at: http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php. If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: http://www.wiu.edu/vpas/policies/titleIX.php.

ACADEMIC HONESTY

When creating images or Web sites, treat Web content as you would treat content from a published article or book. Any source-based materials should be appropriately cited and copyrighted on your website. If you need assistance with this matter, be sure to consult with the instructor before you publish contents on the Web. Stealing content is unethical, and students guilty of academic dishonesty will receive a zero for the assignment and may be suspended or expelled. If you copy text, graphics, codes from another student, the textbook, or a website, this will be also considered as plagiarism. In case you want to take advantage of any existing material, you should obtain permission from the instructor.

STUDENTS WITH DISABILITIES

In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.
STUDENTS RIGHTS AND RESPONSIBILITIES

Please refer to the WIU Students Rights and Responsibilities website at http://www.wiu.edu/provost/students.php for information on WIU policies on academic dishonesty, grade appeal, etc.

COURSE MATERIAL COST

You are required to pay a $30 course material cost. Money orders or checks should be made out to the IDT Department and turned into the Engineering Technology office in 135 Knoblauch Hall. The materials cost needs to be paid between the second and fourth week of the semester. You will not be reimbursed for the materials cost if you drop the course.