Faculty Member: Dr. Leaunda S. Hemphill

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Office Hours: Monday, Tuesday, & Wednesday: 10:30-11:30 AM. Additional office hours by appointment.

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Class Delivery: Access https://westernonline.wiu.edu starting on the first day of the semester. 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, contact uTech Support Center at 309-298-2704 or e-mail them at supportcenter@wiu.edu.

COURSE DESCRIPTION

In this three-credit course, you will explore contemporary issues and trends related to professional development in educational and training environments. You will also plan and develop resources to support instruction, learning, and professional growth using technological resources and solid instructional design principles. The online course is organized on the paradigm of collaborative learning where student participation is a necessity for effective online learning. Information is provided through readings, presentations, and discussions. Activities include discussions, critiques, reflection papers, and projects. Your projects will involve at least 10 to 12 hours of field experiences at your workplace or approved locations.

Student activities may be used as part of a professional development or publication process. If you do not want me to use your postings, please contact me immediately.
Objectives:
Upon completion of this course, the successful student will be able to:
- Identify professional development organizations, groups, and resources that support the field of educational computing and technology.
- Research human and equity issues related to the use of computers and other technologies in education and training.
- Identify issues and models related to leadership in staff development.
- Explain the value of professional development experiences in observing the use of technology.
- Understand how to manage, evaluate, and apply technological resources to support instruction.
- Recommend purchasing strategies and procedures for acquiring administrative and instructional software for educational and training settings.
- Develop evaluation criteria for administrative and instructional software.
- Identify reliable sources of software evaluations.
- Identify resources for staff development.
- Plan, design, and evaluate staff development programs.
- Customize staff development for differing audiences.

PREREQUISITES
You are expected to have a working knowledge of computer hardware and concepts; the ability to email, ability to search the Internet; be able to download text and graphics from the Internet; and have experience with word processing and presentation software.

REQUIRED MATERIALS

Textbook and Resources:

Additional resources will be accessed from the Internet and Western Illinois University’s online library resources.

Hardware Requirements: All students participating in this course must have a computer capable of running the recommended web browsers for accessing the WesternOnline course on the Internet and for running the software described in the next section. Your computer must have a sound card with speakers. Contact uTech Support Center if you have additional questions about hardware requirements for WesternOnline.

Software Requirements: All students participating in this course must have the following software.
- **Web Browser:** Click the Browser Tune-up page link on the Western Online homepage (http://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.
- **Plug-ins:** See the Western Online Support Browser webpage for information on browser plug-ins we will be using in class. We will be using Adobe Acrobat Reader. Others may be required during the course.
• **Word Processor:** Recent version of Microsoft Word or similar word processing software that saves documents as Word (.doc or .docx) or Rich Text Format (.rtf).

• **Presentation Program:** Recent version of Microsoft PowerPoint or similar presentation software that can be saved as a PowerPoint slideshow.

• Others as needed.

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**COURSE EXPECTATIONS**

**Course Assignments:** You are responsible for accessing the online course areas several times a week, completing the reading assignments, participating regularly in the discussions, posting assignments, and contributing your equal share in peer activities. You are responsible for ALL information given out online. *If you are seeking the IDT M.S. degree with a Technology Specialist emphasis or an Educational Technologist Specialist Post Baccalaureate Certificate, you will be required to complete an additional portfolio artifact and short reflection at the end of the semester.*

**Assignment Policies:** Due dates for assignments are posted in Tentative Schedule. *Unless otherwise specified, late completion of activities will result in a 20% deduction per day late.* Problems with submitting due to WIU server problems will be addressed on an individual assignment basis.

Activities are graded either by rubric or criteria specified for that activity in the directions. Your grades will be posted in the online gradebook area.

**Final Grade:** Your final grade for this course will be the result of adding all individual grades together. Final grades will be based on the following percentages: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, and <60%=F. If you feel that a grade was not recorded correctly online for an assignment, it is your responsibility to bring it to my attention as soon as possible. Rubrics and point systems for individual assignments are available online.

**Incompletes:** The IDT program 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 program recommends you drop the course and re-enroll in it the following semester, instead of taking an incomplete grade.

**Instructor Response and Feedback:** I try to respond to your questions in the WesternOnline mail and General Questions discussion areas within 24 hours on the weekdays and 48 hours on the weekends, unless otherwise specified. I try to grade your activities within one week after the end of the module.

I read all WesternOnline Mail messages, discussion postings, and submitted activities. I often respond in the discussion areas, but not to every discussion message.

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**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.
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.