IDT 565: Management of Instructional Technology

COURSE SYLLABUS – Spring 2017

Class Time and Room: Online

Class Course Instructor: Hoyet Hemphill, Professor and Chair, Instructional Design and Technology (IDT) Program

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Office Hours: To be announced.

Course Description:

The purpose of this course is to provide a forum to learn more about managing instructional projects. The project topics include online and/or web-based learning in addition to developing infrastructure to facilitate instructional development and delivery within organizations.

The course focus is on planning for and managing the multiple facets of successfully using state-of-the-art instructional technologies in education and training settings. Emphasis is given to management and leadership, communication, team building, and the application of project management methodology.

The course is organized partly on the theory of collaborative learning where student participation is necessary for effective online education. The course is divided into modules. Information is provided through readings, presentations, online resources, and discussions.

You may be requested in this class to ask subjects to evaluate your projects. The data are intended only for class use and for the purpose of providing formative evaluation of your projects. It is your responsibility to keep this information confidential and not share it outside of this class. If you intend to use such data outside of class, you must notify me beforehand to determine if you need to file an Institutional Review Board (IRB) request.

Student activities may be used as part of a professional development or publication process. If you do not want the instructor to use your postings, please contact him immediately.
Course Goals:

By the end of this course, students will be able to:

- Understand the basic concepts and tools of project management
- Develop a practical and effective management plan for an organization or online learning project.
- Demonstrate the ability to manage a simple project
- Discover strategies and tools for building a "learning organization" or online learning project through effective management
- Gain insight into various management styles and their impact on the training/technology functions of organizations and instructional projects
- List the members of a typical instructional development team, their individual roles, and describe strategies to motivate superior performance from these different types of individuals.

Prerequisite:

IDT 505 or IDT 510

Course Requirements:

This course does not teach basic computer skills. It is expected that you already have the necessary computer competencies before registering for this course.

The following requirements are necessary to complete this course:

1. A WIU email account and access to the World Wide Web.

2. Access to Microsoft Word, Microsoft PowerPoint, and Adobe Acrobat Reader. You will need to submit some of your course assignments in Microsoft Word and PowerPoint Format and you will need to view some Adobe Acrobat documents.

Textbooks:

There are three required textbooks for the course.


Other reading resources will be accessed from the World Wide Web.
Course Assignments:

Expect to spend approximately 10 to 12 hours per week on this course. This includes three hours of classroom/lab instruction plus two to three hours per semester hour of outside work. You are responsible for completing the reading assignments, participating regularly in the discussions, posting assignments, and contributing your equal share in group projects. You are required to log on to the online course area at least three times each week.

Assignment Due Dates:

Specific due dates and points for discussions and assignments are described in the Tentative Course Activities Schedule document. *Unless otherwise specified, late completion of the assignments will result in a 20% deduction per day late.* Your grades will be posted on the Western Online website.

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: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (<60%).

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 area within 24 hours on the week days and 48 hours on the weekends, unless otherwise specified. Note that I do not respond to all discussion postings, but monitor them closely and respond as needed. I try to grade your activities within one week after the due date. My comments on your activities in the Student Submission area will be posted in the My Grades area.

Use of WesternOnline:

Do everything in this course within the Desire to Learn (D2L) WesternOnline course. Use WesternOnline Mail for emailing me. Use the Discussion area for asynchronous discussions with your group members.
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.