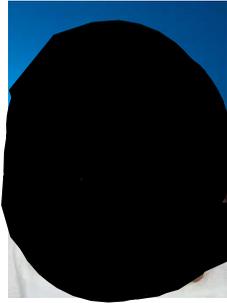


CIMT-657 – COURSEWARE DESIGN AND THE WEB FALL 2021 – ALL SECTIONS

Contact Information



[Redacted contact information]

Course Introduction

This course is designed to prepare students for independent Web-based courseware design and development. Students acquire the ability to create valid Web-based instruction through reviewing instructional design principles and strategies, previewing and critiquing various computer-based training courses, creating a timeline for project management, creating design documents, and producing a tutorial, drills and practice, and instructional games, or an assessment tool embedded on their Web site.

CIMT 657 covers the design and development of courseware for the Web using authorship systems and languages. The goal of this course is to enhance / develop your ability to generate valid instruction, in order to emphasize the design process. You will be able to complete an individual project, but in a collaborative learning environment, you will be working. You select the subject area and type of course for the project, including lessons, instructional games, or evaluation tools. By studying instructional design concepts and techniques, previewing and criticizing various computer-based training courses and instructional games, and practicing course-development skills, you will learn to design efficient instructions. When learning development skills, you are encouraged to support each other, but you have to complete your project on your own. Skills in research will be strengthened as well. This course will be at the level of application and development.

Regarding the course structure and delivery, this **8-week course** is completely **online** and **asynchronous**, which means that you do **not** have to come to campus to attend weekly classes, and you work on the class assignments when and where it fits your schedule as long as the work is turned in by the due date. If you are a student taking the campus delivery section, you have the opportunity to meet with me in my office each week as needed. I will reach out to you to schedule a day and time that fits everyone's needs.

Each **weekly module starts on a Monday and ends on the following Sunday**. Hence, weekly modules become accessible on Monday at the latest, and **most assignments are due by the following Sunday at 11:59 p.m.** I will try to do my best to open up folders earlier to allow you to work ahead. Please see the course schedule for the list of assignments and their due dates.

Disclaimer: The instructor reserves the right to make changes to the syllabus, schedule, course content, course materials, and course delivery techniques if needed. All changes will be communicated to students as soon as possible.

Dropping/Withdrawal: If you cannot complete this course, you must withdraw from the course by notifying the Records and Registration office before the drop/add date on the academic calendar. Failure to withdraw properly will result in a final grade of F. Ultimately; withdrawal is the student's responsibility.

Prerequisites

620 or consent of the instructor

Learning Objectives for the Course

By the end of this course, you are expected to:

1. Apply instructional design principles and strategies and professional policies to the web-based courseware design.
2. Establish appropriate timelines for project management.
3. Design web-based instruction that incorporates perspectives and needs of diverse groups including universal design and accessibility.
4. Create aligned course objectives, assessments and activities, materials, and resources.
5. Critique various computer-based courses or instructional products.

The course also aligns with a list of **AECT and ISTE standards** that can be found in a separate file posted under the syllabus.

Textbooks and Course Materials

For this course, no textbook is required and all the required materials will be linked from the internet.

Technology Requirements and Help

For this course, you will need access to a reliable computer with high-speed internet access. Your computer should meet [Indiana State's Laptop MINIMUM Hardware Specifications](#). It is recommended that you do not log into [Blackboard](#) through the MyISU Portal; if you do, your access may get timed out, and you will likely lose some of your work! For additional technology requirements, computer skills, recommended software, and free software information, please visit the [Technology Requirements](#) page on [Indiana State Online's website](#). You will be asked to register for a Quality Matters account in order to access their 6th edition standards. You may review QM's [privacy policy](#).

For this course you will also need:

- Webcam (often built into your laptop; otherwise can be purchased online at numerous retailers for \$10-20)
- Noise-Cancelling Headset (can be purchased online at numerous retailers for around \$20)
- Video recording program (available free of charge, as described in [recommended software](#))

For course-related **Blackboard Tech Support**, please contact Instructional Tools (isu-blackboard-support@mail.indstate.edu, 812-237-7000) or refer to the [Blackboard Tech Support](#) button in Blackboard.

Course Policies

1. **Be Responsible:** My goal is for you to excel in this class and to develop the skills necessary to succeed in your chosen career. However, **you have the major responsibility for doing well**. You are expected to clearly and frequently communicate with the instructor and the SME. Ask for and consider the feedback returned to you throughout the course duration. Also, you are expected to ask questions and or/schedule individual appointments with me if you have any questions.
2. **Be Active:** You are expected to **log into Blackboard at least three times a week** and **check your Indiana State email at least every other day** in order to stay current with course updates.
3. **Be Committed:** Time-management is crucial in online courses. Because this course is considered an advanced course to be completed in **16 weeks**, as [per Indiana State Distance Education Guidelines](#), you should be willing and able to commit about **9-15 hours per week** to be successful. TIP: Treat this course like a part-time job and set aside several hours a week for completing the projects and weekly assignments.
4. **Be Credible:** Follow the required **formatting** for all coursework:
 - a. **Submit** all work using Microsoft Word (downloadable at [ISU's downloads page](#)).
 - b. **Use APA 7th edition style formatting** and citations for major papers. For more information on APA, please refer to [Purdue's Online Writing Lab \(OWL\)](#) or the writing resources available within Blackboard.
5. **Be Prompt:** Turn in all work on time. Work turned in after the posted due date and time is considered late. **Late work on projects and class activities will not be accepted**. It is always possible to submit an assignment before the due date. Always make backup copies of your work in the event of a computer problem, as technical issues are not a valid excuse for late work. Extensions for papers are granted only in exceptional circumstances and must be *made in advance*. The decision to accept a late paper is at the instructor's discretion. Inform the instructor of any difficult circumstances as soon as possible so that she can accommodate your situation.
6. **Be Kind: Be courteous and respectful** to your classmates, instructor, and SME through considerate **etiquette**. In this course, you are expected to comply with the [Sycamore Standard](#), which emphasizes respect, dignity, and integrity. In this course, that includes (but is not limited to):
 - a. Maintain a formal, respectful, civil, professional tone with all course communications to all course participants, including but not limited to journals, discussion boards, wikis, and emails.
 - b. Use Standard American English for all projects, posts, and emails. This means no text-speak.
 - c. Avoid derogatory language, obscenity, and hate speech.
 - d. Avoid the use of CAPS in writing, as this indicates shouting.

Consider applying these [Examples of Good Netiquette](#) to your online communications throughout the course. The [Indiana State Code of Student Conduct](#) grants instructors authority to maintain classroom discipline, including asking disruptive students to leave the classroom, and this includes the digital classroom.

Communication Policies

Please use the following guidelines when communicating with me (and the SME):

- As per the [Indiana State University Policy Library](#), emails must be sent **using your Indiana State email account**. Student emails that are sent using non-ISU accounts will not be opened.
- Before emailing or calling me, please **consult the Syllabus, Blackboard site, and other available resources**. You will find many answers among the sources provided.
- I am here to support your learning journey. However, please understand that I am not on-call 24/7. I will **answer emails in 2 business days**; inquiries are not likely to be answered during the weekend or on holidays. Please do not expect me to return your email at 10 p.m.; just because you work late, does not mean that I will be available then.
- **ALL emails must contain the following information:**
 1. SUBJECT LINE: Class – Topic (e.g. CIMT 657)
 2. BODY OF EMAIL:
 - BEGINNING: A formal, professional, appropriate salutation (e.g. Dear Dr. Stewart,)
 - BODY: A brief introduction to your concern, question, or situation as well as a clear request regarding the purpose of your communication; be sure to adhere to etiquette expectations (as described above)
 - ENDING: A formal, respectful, appropriate closure and signature (Sincerely, With Kind Regards, etc. as well as your name)
- The easiest and most efficient way to get ahold of me is email; however, if you choose to call, **voicemails** to my office phone will be returned within 2 business days. I am not available to take phone calls after 4:30 p.m. Eastern.

Grades

Your success is important to me, and I will do my best to support you in your learning journey. However, keep in mind that *you* have the major responsibility for your learning, which means you *earn* the grade you receive based on your performance. While grades are non-negotiable, if you spot a discrepancy in My Grades, please inform me as soon as possible. The following scale will be used to determine grades in this course:

A+	97-100%	B-	80-82%
A	93-96%	C+	77-79%
A-	90-92%	C	73-76%
B+	87-89%	F	0-72%
B	83-86 %		

As you can see, when reporting course grades in this graduate course, based on the [graduate grading system](#), C-, D+, D, and D- grades are not awarded.

You can expect to receive grades (and feedback) on each task within 2 weeks of the due date which is in compliance with [ISU policies](#).

Here is the list of **tentative** assignments (and their respective point values) for this course.

Assignments	Alignment with CO #	Point Values
Module 1 Introductory Video	1	100
Module 1 Project Proposal	3	100
Module 2 Discussion on COs and MOs	4, 5	50
Module 2 Draft of Course/Curriculum Map	1, 2, 3, 4	40
Module 3 Discussion	1	50
Module 3 Final Course/Curriculum Map	1, 2, 3, 4	100
Module 4 Development #1	1, 3, 4	40
Module 4 Peer Review	5	30
Module 5 Development #2	1, 3, 4	60
Module 6 Project Progress Report #1	1, 3, 4	30
Module 6 Peer Review	5	30
Module 7 Project Progress Report #2	1, 3, 4	30
Module 7 Course Schedule	2, 3	30
Module 7 Syllabus	2, 3	40
Module 7 Peer Review	5	30
Module 8 Welcome Video or screencast course tour	1, 3	80
Module 8 Final Course Project	1, 2, 3, 4	100
Module 8 Reflection	1, 2, 3, 4	60
Total		1000
End-of-Course Survey (10 bonus points)	5	10

Instructions on how to change the notification settings in Blackboard:

1. Log in to Blackboard.
2. At the top right corner of the window, where the logout button is, click on the drop-down arrow located next to your name.
3. Once the drop-down menu is displayed, click on the icon that looks like an alarm clock to the left of the Global Navigation Menu. You should now be on the "Updates" page.
4. At the top right of the "Updates" page, click on the Show/Hide Notifications icon that looks like a wheel.
5. Click on the "View Notifications Setting" option at the bottom of the panel that opened up.
6. Under the "Edit Individual Course Settings" header, click on the name of course for which you want to modify the notification settings.
7. You will see various options for which you can receive notifications. Make your choices by placing a check mark into each desired notification option and click "Submit."

Be sure to turn on emails for "Announcement Available" and "Item Graded" for this course. You are welcome to adjust other settings as desired. Note: If you do not adjust your settings, you will not receive emails when a new announcement is posted!

An incomplete grade (IN) may be given only at the end of a semester to those students whose work is passing but who have left unfinished a small amount of work--for instance, a final examination, a paper, or a term project, which may be completed without further class attendance. This policy can be viewed on the [Academic Affairs' grading system website](#).

Academic Integrity, Plagiarism, and Citing Sources

Academic integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The [Student Guide to Academic Integrity](#) describes appropriate academic conduct in research, writing, assessment, and ethics.

The following behaviors are *some examples of academic dishonesty*:

- Cheating (e.g. use of cheat sheets, unauthorized material, resources, or people etc.)
- Obtaining a copy of a test before it is given
- Taking an exam for another student or having someone else take an exam for you
- Working together with other individuals without the consent of the instructor to complete course work, such as exams, projects, and papers
- Copying (with or without another person's knowledge) and claiming it as one's own work
- Doing assignments for someone else
- "Recycling a Paper": Submitting the same or modified paper you wrote for a different course for this course without the consent of the instructor (multiple submissions)
- Paying someone to write a paper to submit under one's own name or writing a paper for someone else
- Paraphrasing a source without citing the source
- Copying and pasting text from a source without quotations and citation of source
- Including items on a list of references that were not used.
- Using in-text citations for sources not used in the paper.
- Forging or altering an official document.

Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to [Student Conduct and Integrity](#) to face formal conduct charges. **Students found in violation may be suspended or expelled and can have a permanent notation affixed to their official transcript indicating that an academic integrity violation occurred.** **If you commit academic dishonesty in this class, you will fail the class**, and the case will be reported to Student Conduct and Integrity.

For this course you will be using **APA 7th edition style citations**. Generally, the following principles apply:

1. All **quotes, summaries, paraphrases**, and facts must have two types of documentation. The first is a **parenthetical or in-text citation** inserted in the text where the referenced content appears. The second is a bibliographic entry on a **References** page at the end of the paper.
2. Anything **cited word-for-word** is a quote and must appear in **quotation marks**. The citation for a quotation must also include **page numbers** (when available).

You will be turning in papers through Turnitin, an online tool that assists in discovering plagiarism. A great resource to help you avoid plagiarism is the [Plagiarism Tutorial](#) offered by Indiana State's Cunningham Memorial Library.

Accessibility – Students with Disabilities

Indiana State University seeks to provide effective services and accommodation for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. Contact the Director of Student Support Services. The telephone number is **812-237-2700** and the office is located in **1st floor Normal Hall**. The Director will ensure that you receive all the additional help that Indiana State offers. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

Once a faculty member is notified by Student Support Services that a student is qualified to receive academic accommodations, a faculty member is obligated to provide or allow a [reasonable classroom accommodation under ADA](#).

Statement on Non-Discrimination, Harassment, and Sexual Misconduct

Indiana State University is committed to inclusive excellence. To further this goal, the university does not tolerate discrimination in its programs or activities on the basis of: race, color, national origin, gender, age, sexual orientation, gender identity or expression, disability, veteran status, or any other protected class. Title IX of the Educational Amendments of 1972 in particular prohibits discrimination based on sex in any educational institution that receives federal funding. This includes sexual violence, sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking. If you witness or experience any form of the above discrimination, you are asked to report the incident immediately to Public Safety: 812-237-5555 or to The Office of Equal Opportunity & Title IX: 812-237-8954.

With respect to sexual discrimination, instructors, faculty, and some staff are required by law and institutional policy to report what you share with them to The Office of Equal Opportunity & Title IX. You do, however, have the option of sharing your information with the following confidential resources on campus that are not required to share:

- [ISU Student Counseling Center](#): 812-237-3939; Gillum Hall, 2nd Floor
- [Women's Resource Center/Victim Advocate](#): 812-237-3829; HMSU 7th Floor
- Associate Dean of Students/Respondent Advocate: 812-237-3829; HMSU 8th Floor

For more information about discrimination and the support resources available to you through [The Office of Equal Opportunity & Title IX](#), visit their website or [send concerns to: Associate Vice President for Inclusive Excellence and Title IX Coordinator](#); 812-237-8954; Rankin Hall 426.

Sycamores Care

Sycamores Care about you! [Sycamores Care](#) is a campus-wide program that cares for students and helps students overcome obstacles. The Office of the Dean of Students collaborates with all Indiana State University departments to create a caring culture at Indiana State. Family members, fellow students, faculty, staff, and employers can make a referral to Sycamores Care. Anonymous referrals are accepted

and students may refer themselves too. You can make a referral through the [Sycamores Care Referral Form](#), emailing ISU-DeanOfStudents@mail.indstate.edu, or by calling **812-237-3829**.

Academic Freedom

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.” The preceding comes from the [American Association of University Professors statement on academic freedom](#). Though the entire statement speaks to many issues, it is this portion on the conduct of the course that is most relevant. For the purpose of Foundational Studies courses, this means that faculty have the right to conduct their class in a fashion they deem appropriate as long as the material presented meets the learning objectives laid out by the entire faculty.

Departmental Diversity Statement

The faculty, staff and candidates of the Department of Teaching and Learning recognize and value diversity. The department embraces the contributions of all groups, including those formed by gender, ethnicity, race, culture, sexual orientation, age, religion, personal experience, disability and ability in the creation of a diverse, inclusive environment. Professional preparation of candidates in the department and college includes knowledge of diversity issues, recognizing the benefit to all from the combination of many voices. This affirmation of diversity is critical to developing candidates as full partners in local, national and global communities.

COVID-19 Statements

Student Health: Students who are ill, under quarantine for COVID-19, or suspect they are ill will report that to Student Affairs. Student Affairs will verify and notify all faculty who have that student. Once notification is made, all faculty will make every reasonable effort to accommodate the student’s absence and will communicate that accommodation directly to the student. Students who need to report an illness should contact the [Office of the Dean of Student](#), and visit the [Community Health Emergency Concerns](#) website. Students may also call: 812-237-3829.

Masks/Shields: Masks/Shields will be worn by all students and faculty in classrooms as well as in buildings (unless you are alone in an office). What is said/printed on a mask will be held to the same Student Code of Conduct standard as if it were printed on a shirt or hat. As a result, a political statement such as MAGA, BIDEN2020, or BLM is not grounds for demanding that it be removed/replaced. In judging what constitutes an offensive statement on a mask, the determination will be made by Student Affairs using the Student Code of Conduct. If there is a question about a mask, the faculty member will refer the matter to Student Affairs and only insist upon its immediate removal if there is no doubt that it violates the Code. Medical waivers will be made through Student Affairs and students with such a waiver are expected to carry the documentation with them and present it when asked.