COURSE SYLLABUS

EDF 6931
THE CULTURE OF ONLINE LEARNING
FALL 2014, ONLINE

Instructor: Dr. Dina Osborn
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Office Telephone: 941 359-4531

Office Hours and Availability: Email is the best way to contact me. I will ordinarily respond within 24 hours. If you wish, you may set up an appointment to meet with me on campus.

COURSE E-TEXT:
Stavredes, Tina. Effective Online Teaching: Foundations and Strategies for Student Success. You should receive an email with information on how to access your text. If you have trouble, please contact the SAR bookstore. You may also access the etext at: http://www.barnesandnoble.com/w/effective-online-teaching-tina-stavredes/1101175200?ean=9781118038802&itm=3&usri=effective+online+teaching+tina+stavredes

Each course Module contains additional readings or video resources

Prerequisites:
1. Basic computer skills. At a minimum, you must be able to:
   - Browse the Internet using browsing software
   - Save, find, and organize files and folders on your hard drive
   - Send and receive files using email
   - Use word processing software (Microsoft Word or compatible)

2. Reliable Internet access (you must provide your own Internet Service Provider). Important- A high speed connection is strongly recommended, as some course materials are offered as audio or video over the Internet. If you do not have a high speed Internet connection, you must have access to a computer with a high speed Internet connection several times throughout the course, so you may need to go to a campus or library to view the material.

3. Browser - Mozilla Firefox is preferred with CANVAS. You may experience difficulty accessing the course if you use Internet Explorer or another browser.

Note: Computer skills are not taught in this course. If you are lacking basic computer skills you should reconsider taking this course until you have acquired those skills.
**COURSE FORMAT:** This is an accelerated, 8 week online course that is taught in CANVAS and is asynchronous. This means you can log on anytime during the week to participate. We do not meet on a specific day of the week unless otherwise noted in the announcements. Since there will be no face-to-face class meetings, it is imperative that participants are conscientious, motivated and self-disciplined. While the course is very flexible in terms of when you put in the time, you can expect to average about 8-10 hours per week on the course, for a period of 8 weeks.

Your class assignments will include some combination of reading the textbook/articles, viewing/listening to online videos, completing discussion questions, and participating in the discussion board. A list of all assignments and their due dates is included in the course calendar, as well as in the modules in Canvas. You are expected to refer to the calendar and modules in order to complete all assignments on time. The modules are consecutive and you will need to move through them sequentially to complete assignments.

In forming an online community, you will have many opportunities to interact with other participants enrolled in the course. Participation in the discussion boards is an integral part of the course and a graded requirement. You are encouraged to engage with other participants in the course as much as possible as interaction with your peers will enrich your learning experience and make it much more enjoyable.

**COURSE DESCRIPTION:** The course will explore the culture of the online teaching and learning community and instructor competencies used in facilitating online courses. As a participant, you will experience online learning from the students' perspective and explore and master specific competencies needed in order to successfully teach online.

**COURSE SCHEDULE:** ALL topics and assignment due dates can be found in CANVAS.

Topics covered include theories of online learning, cognitive learning strategies, facilitation technique and strategies for the online classroom, the concept of presence in an online community, and legal issues (ADA, FERPA and copyright).

**COURSE OBJECTIVES:**
Upon completion of this course, participants will be able to:

1. Identify strategies to effectively teach online learners;
2. Describe and select pedagogical components for quality online teaching and learning;
3. Recognize and establish the concept of presence in order to facilitate learning and build online learning communities;
4. Understand and apply current online research theories;
5. Identify basic legal issues related to online teaching.

**COURSE ATTENDANCE:** You MUST submit your bio in the Discussions Forum by Friday of the first week so I know you are present (Trust me, it is a hassle to be reinstated, so you will want to do this). Aside from attendance, the bio allows you the opportunity to introduce yourself and get acquainted with your classmates.
CANVAS AND WEB PORTAL INFORMATION: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. I only use USF email addresses for email communications with students, as the university provides me with these and it is too difficult to keep up with students' personal emails. Check Canvas/USF email on a daily basis to see if any announcements, such as class changes, alterations in assignments, etc., have been posted on the announcement board. These are the only two ways I have of communicating with the whole class. **You will post all assignments through Canvas unless otherwise directed.** You will be viewing several Canvas videos during the first course module. If you need additional assistance with Canvas please contact a Canvas instructional designer at your USF campus. Canvas information can be found at: [http://www.usfsm.edu/infocommons/students.php](http://www.usfsm.edu/infocommons/students.php)

COURSE FORUMS:
Announcements: Check these daily as I sometimes post revised due dates or clarify course requirements.
 Modules: This is where you will find the assignments for the course. You will go through each module sequentially. **Not moving sequentially will lock you out of participation in the discussion!!!**
 Discussions: This is where discussion questions are posted and where you will participate in discussions. It has read-and-write access for everyone.
 Files: This is where the course supplemental materials and readings are located.
 Q and A: This will appear in the Discussions Board and will allow you to ask questions regarding assignments or policies. It has access to everyone so others can benefit from questions you have and you can be of help to your classmates.
 Collaboration: You will use this tool to work on team projects.

GRADING, EVALUATION AND ATTENDANCE POLICIES:
USFSM policy requires that all students receive a graded assignment or examination prior to the semester’s drop/withdraw date.

DISCUSSION QUESTIONS (DQ): You will have five topics for discussion throughout this course. Each response is worth 5 points and is due by Friday of the week it is scheduled. Post your response to each question by hitting REPLY. I will be grading you on the substantive quality of your answers, therefore, **your responses should be minimum of 200 words and I will be looking for ways you integrate the topic readings and materials in your responses.** Remember to cite all references you use to avoid plagiarism. Whereas you are encouraged to use references to support your responses, you must use your own words to form the majority of your answer. You may receive partial credit for your response if you do not follow these guidelines. A participation rubric is included in the first course module. *While the DQ response is part of the discussion, your response to the question does not count toward the participation requirement; only your responses to others count as participation (see below).*

COURSE PARTICIPATION REQUIREMENTS: You must participate in class discussions by
posting at least three responses (3 pts each) to another classmate per each discussion. While your DQ response is due by the specified date in the module, do not wait until the module is nearly over to post your responses. This gives little time for the discussions to develop. You may be deducted points if all responses are at the end of the discussion time. All responses must be substantive in nature which means, in the opinion of the instructor, they are significantly adding to the discussion. One or two sentence responses are not considered substantive. Substantive responses are about 75 words or more. You are highly encouraged to include experiences, thoughts and opinions but remember to always be respectful of others. An important teaching skill is critical reflection, which you are developing as you think, analyze and critique each other, however using a respectful tone is inappropriate and rude responses will not count for credit.

Note: Online Discussions are much like extended class sessions. Once the discussion is over and we have moved to the next one, I will not accept participation responses as the class is over.

ASSIGNMENTS: All course assignments are in CANVAS.

LATE POLICY:
Late assignments ordinarily receive a 20% deduction for each day they are late. Technological issues are not considered valid grounds for late assignment submission. In the event of a server outage or other issue with Canvas, students should submit assignments through email to the instructor and post to the main forum when systems are restored. I recommend you save your work in the event there is a glitch in the system. If you cannot complete an assignment due to a difficult circumstance, you should communicate with me immediately.

Unless an Incomplete grade has been granted, learner assignments submitted after the last day of class will not be accepted. Incompletes will not be granted unless you are earning a passing grade in the class at the time of your request. Completion dates are up to the instructor.

DISABILITIES ACCOMMODATION: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.

RELIGIOUS OBSERVANCES: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

PLIAGIARISM: The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared
automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

Any attempt to use the work of others as your own is grounds for failing the course. A high score indicates most of the work is by another author. There is no negotiation if I find you have plagiarized. PLAGIARISM OF ANY TYPE WILL RESULT IN A ZERO FOR THE ASSIGNMENT AND POSSIBLE FAILURE OF THE COURSE. Be aware that you can self-plagiarize by submitting the same assignment you submitted for another course. I will not accept prior assignments. If you are unsure what constitutes plagiarism, see: http://www.lib.usf.edu.proxy.usf.edu/services/plagiarism.html http://owl.english.purdue.edu/handouts/research/r_plagiar.html

**GRADING:**

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<tr>
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Point Values for Course Assignments

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<td>Discussion Question (5 pts each)</td>
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<td>Participation (3 pt per response; 9 pts per DQ) *14 pts possible per module</td>
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<tr>
<td><strong>Total</strong></td>
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