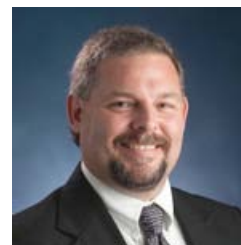# HIED 628: Survey of Developmental Education
COURSE SYLLABUS: Fall, 2011

Instructor: Jason Lee Davis, PhD – Associate Professor & ETEC Coord.
Office Location: Main Campus - Young Education North, 106
Office Hours: Instructor Schedule *(on Faculty WebPage)*
Office Phone: 903-886-5598
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University Email Address: Jason_Davis@tamu-commerce.edu
Faculty WebPage URL: http://www.JDavis.us/ or http://faculty.tamu-commerce.edu/jdavis/
Class WebPage URL: http://faculty.tamu-commerce.edu/jdavis1/HIED/628/118/
Courseware URL: http://online.tamuc.org/

COURSE INFORMATION

Delivery format: Online, Web-based. No required physical meetings.

Semester Credit Hours: 3 SCH

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required: N/A. On-line resources will be utilized.

Course Description: Survey of Developmental Education – A survey of best practices and current and emerging trends in the administration and delivery of effective developmental education programs.

Student Learning Outcomes:

1. The learner will be an active, engaged participant within the learning community through contributions of relevant questions and value-added responses in the Virtual Classroom and threaded discussions.

2. The learner will demonstrate an awareness of the various forms of developmental education programs.

3. The learner will demonstrate an understating of the role of technology in developmental education.

4. The learner will be able to identify and describe trends and best practices in developmental education programs.

5. The learner will demonstrate the ability to articulate ideas and information in a clear and concise manner using advanced modes of communication.

COURSE REQUIREMENTS

Instructional Activities / Methods / Activities Assessments

Participation/Attendance - 10%: All students must be active participants in all aspects of class activities. In on-line courses, attendance is equated to the demonstration of an active presence in the virtual course environment. An active presence may be shown through regular, consistent visits to the on-line course and through participation in, and contributions to, the Virtual Classroom. All interaction must be conducted in a professional and respectful manner and model best practices of netiquette.   Just as one would be required to be present for class in a traditional classroom, students are required to "show-up" for class in the virtual classroom. Regardless of current assignments or activities, students are required to login on a minimum of three (3) separate days per academic week (Monday-Sunday) to check for announcements and/or assignment updates. Since activities in the class are asynchronous, as a convenience to students, attendance requirements are spread out to a three day check-in minimum. A prudent student may well find themselves connecting to the course on a daily basis. The courseware automatically tracks all student access and activity. Participation grade will be based on fulfilling the requirements of general class assignments and participation in activities not included in other assessment categories as well as meeting the three minimum weekly login requirement.

Discussion Activities – 30%: A number of discussion opportunities will be provided through the semester in a threaded discussion forum. Discussion activities may require responses, reflections, research, reports, etc. Students must make value-added contributions or responses to each of the topics presented for discussion.

Presentation Projects – 60%: Projects will address various topics of trends and best practices and may include individual and/or group assignments and peer review activities. Project presentations will be made using Jing or other Web 2.0 technologies as assigned. Project details and specific requirements will be provided for each activity.

Timely submission of assignments: Assignments MUST be completed and submitted by the designated due dates, in the designated location. Full credit cannot be earned by late or incomplete assignments.   Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time.   (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. When a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class.

Make-up and extra credit assignments: **No make-up or extra credit assignments are available in this course.** Credit is earned exclusively by completing the required activities, as assigned, without exception.

Grading

Participation/Attendance:	10%	A	90-100%
Discussion Activities:	30%	B	80-89%
Presentation Projects:	60%	C	70-79%
		D	60-69%
		F	59% or less

Grade of "X" (Incomplete) – In accordance with the TAMU-C Student Guidebook outlining the rules and procedures of the University, the mark of "X" may be assigned to "students who, because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks" and "were maintaining passing grades." The mark of "X" will only be

considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation.

TECHNOLOGY REQUIREMENTS

This is an online course; thus, access to a computer with a reliable Internet connection (preferably high-speed) is required. You must also have sufficient administrative authority on your computer to download, install, and run the required software applications.

Required Software:

Microsoft Word
Microsoft PowerPoint
Jing (free version)

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

In the event the myLEO portal is ever inaccessible and you need to login to eCollege, you should also bookmark the direct URL for eCollege: http://online.tamuc.org/

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

To participate in the online course environment, login to eCollege and follow the instructions provided for each week of the course. Instructions, project guidelines, and relevant resources will be provided as needed throughout the course. The Virtual Classroom should be monitored and contributed to regularly (3 days per week minimum). Special announcements or instructions may also be placed in the announcements area or sent directly to your leo email.

COMMUNICATION AND SUPPORT

Interaction with the Instructor

The instructor is available via a variety of avenues. The best path depends on the nature of the content you wish to convey or ask. If you have a general question about the class content, a FAQ List is provided within the eCollege environment and may already provide the answer you seek. If you have a question or comment of the nature that would presented in a traditional classroom environment, please do so in the Virtual Classroom so that others might benefit from and even participate in the exchange. If it's not something of general interest to others in the course, my Virtual Office is a better choice. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: Jason_Davis@tamu-commerce.edu Of course, if you'd like to meet up for a face-to-face visit, just let me know and we'll set-up a time to meet at my office, or in the ETEC Advanced Lab if needed.

eCollege Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

☐**Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.

☐**Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

☐**Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

☐**Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…)

Other Questions/Concerns:

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate.

Web resources for reference regarding what constitutes plagiarism and how to avoid it include:
http://www.plagiarism.org/
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Any works referenced should be properly cited in accordance with APA 5th or 6th edition style.

Scholarly Expectations

Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. Students are expected to utilize computer attack skills, be active problem solvers, and embrace challenges as positive learning opportunities.

Late Work

Projects and assignments MUST be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments.   Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time.   (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. When a project incorporates peer review activities requiring

that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class. You will have plenty of notification and time to complete course assignments. If you know you are going to be out of town and unable to access a computer, plan ahead. If there is a chance you might lose power, Internet access, or your available technology fail at the last minute, plan ahead.

Time Commitment

In a graduate level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to online and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term semester courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the table below:

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
"In" class per class week	2hr. 30min.	2hr. 30min.
"Outside" class per class week	7hr. 30min.	10hr. 00min.
TOTAL Weekly Expectation	**10hr. 00min.**	**12hr. 30min.**
TOTAL Term Expectation	**150hr. 00min.**	**187hr. 30min.**

Attendance

All students must be active participants in class activities. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, synchronous or asynchronous class discussions and the course Q&A forum. Students are required to access the online course no less than three days per week to check for announcements, updates, and opportunities for active participation. Emergencies and unforeseen circumstances do occur. If an extended situation arises during the course of the semester that prevents you being able to perform to a level allowing you to earn the grade you desire, it may likely be in your best interest to drop the course and re-enroll later. If you're planning an extended vacation during the semester and will be unable to participate as required, this will not be the time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies. Bottom line… Graduate studies require significant effort and dedication. Either you're all in, or you need to step back until you're ready and able to rise to the challenge.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

Student Conduct/Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*

COURSE OUTLINE / CALENDAR

The course schedule will be posted and maintained on our class public website at:
http://faculty.tamu-commerce.edu/jdavis1/HIED/628/118/