**Syllabus: ESETEC 7289  
Practicum in educational technology  
TERM Autumn 2017**

## Instructor

Instructors: Kui Xie

Office hours: By Appointment   
  
**Course overview**

In this course, you will be guided through all aspects of the practicum experience including pitching your project, developing a project proposal, project management, project completion, and project presentation. The practicum will serve as the required comprehensive exam for your degree. You will document each phase of the project through a digital portfolio that will include artifacts of your work and reflections on each phase.

Note: Before taking this course, you should have discussed a potential practicum project with your advisor and identified a second reader

## Course description

Over the course of the next 14 weeks you will individually or in a group propose, plan, develop, and present and learning technologies project. Each week will cover specific topics to help you achieve the completion of your MLT practicum while guiding you through the practicum process.

Before graduation your advisor and second reader will evaluate your practicum portfolio after you present your project to them.

## Course learning outcomes:

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

* Analyze educational problems.
* Evaluate (judge efficiency of current solutions and make recommendations for improvement) current educational issues.
* Create a learning portfolio that includes a potential solution for the issues/problems identified.
* Effectively present a solution, work schedule, and deliverables for a learning problem.

## Course readings and materials: All readings and resources will be provided to student in Carmen.

## Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

* **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
* **Phone:** 614-688-HELP (4357)
* **Email:** [8help@osu.edu](mailto:8help@osu.edu)
* **TDD:** 614-688-8743

### You will use [U.OSU](https://u.osu.edu/) to complete the portfolio for this course.

### Baseline technical skills necessary for online courses

* Basic computer and web-browsing skills
* Navigating Carmen

### Technology skills necessary for this specific course

* See requirements in the MLT Hub.
* CarmenConnect text, audio, and video chat
* U.OSU (Wordpress)
* Recording a slide presentation with audio narration

### Necessary equipment

* Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed
* Microphone: built-in laptop or tablet mic or external microphone

# Grading and faculty response

## Grades

You will document your learning in this course through an electronic portfolio in U.OSU.

There will be 5 major milestones that you will post throughout the semester. Detailed descriptions of each milestone in Carmen. Be certain that you include all of the requirement elements when you post each milestone to your U.OSU page. The milestones will be due by Sunday at Midnight during the week in which they are due.

|  |  |
| --- | --- |
| **Assignment** | **Points** |
| **Milestone #1: Pitching Project + Reflection** | **15** |
| **Milestone #2: MOU/ Project Plan + Reflection** | **15** |
| **Milestone #3: Interim Deliverables + Reflection** | **15** |
| **Milestone #4: Final Product and Presentation to Client + Reflection** | **30** |
| **Milestone #5: Presentation to Advisor / Second Reader** | **25** |
| **Total** | **100** |

*See course schedule, below, for due dates*

## Grading scale

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 93–100: A | 87–89.9: B+ | 77–79.9: C+ | 67 –69.9: D+ | 0-59.9: E |
| 90–92.9: A- | 83–86.9: B | 73–76.9: C | 60 –66.9: D |  |
|  | 80–82.9: B- | 70–72.9: C- |  |  |

# Attendance, participation, and discussions

## Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

* **Logging in**: **AT LEAST ONCE PER WEEK**Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible.*

## Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

* **Writing style**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
* **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
* **Citing your sources**: When we have academic discussions, please cite your sources to support your assertation. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
* **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

# Other course policies

### Policies for this online course

* **Written assignments**: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
* **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
* **Falsifying research or results**: All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
* **Collaboration and informal peer-review**: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.
* **Group projects**: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

### Ohio State’s academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s *Code of Student Conduct* and this syllabus may constitute “Academic Misconduct.”

The Ohio State University’s *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s *Code of Student Conduct* is never considered an “excuse” for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

* The Committee on Academic Misconduct web pages ([COAM Home](http://oaa.osu.edu/coam.html))
* *Ten Suggestions for Preserving Academic Integrity (*[*Ten Suggestions*](http://oaa.osu.edu/coamtensuggestions.html)*)*
* *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.html))

## Accessibility accommodations for students with disabilities

### Trigger Warning

Some contents of this course may involve media that may be triggering to some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a Sexual Violence Support Coordinator at 614-292-1111, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.

### Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu)

## Accessibility accommodations for students with disabilities

### Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at 614-292-3307 or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to [http://ods.osu.edu](http://ods.osu.edu/) for more information.

### Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

* [Carmen (Desire2Learn) accessibility](http://www.desire2learn.com/products/accessibility/)
* Streaming audio and video
* Synchronous course tools

# Course Schedule (tentative)

|  |  |  |
| --- | --- | --- |
| **Module** | **Topics, Readings, Assignments, Deadlines** | **Due** |
| **1** | **Introduction** |  |
| **2** | **Project Initiation** |  |
| **3** | **Project Management** |  |
| **4** | **Writing Proposal Unit / Pitching Project to Advisor** | **Milestone 1** |
| **5** | **Kickoff with Client** |  |
| **6** | **Writing and Signing MOU** | **Milestone 2** |
| **7** | **Delivery Cycle 1** |  |
| **8** | **Delivery Cycle 1 (cont.)** |  |
| **9** | **Delivery Cycle 2** |  |
| **10** | **Delivery Cycle 2 (cont.)** |  |
| **11** | **Delivery Cycle 3: Final Revisions** |  |
| **12** | **Delivery Cycle 3 (cont.): Prepare for presentation** | **Milestone 3** |
| **13** | **Present to Client and Turnover** | **Milestone 4** |
| **14** | **Present Final Project to Advisor and Second Reader** | **Milestone 5**  **Complete MLT Completion Survey (Qualtrics).** |