



IDC 6155-900 Online Instructional Development
Course Syllabus 1.0
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INSTRUCTOR

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COURSE LOCATION AND TIME

WebCT, Horizon Live Classroom, course listserv.

This is a totally online course with no scheduled face-to-face meetings¹. Some online meetings are **asynchronous** (any time) and some are **synchronous** (refer to course schedule and instructor communications via course listserv).

¹ Try to be somewhere most of the time.

INTRODUCTION

This course syllabus provides a general outline or plan for the course. Deviations may be necessary and will be provided in writing in advance of implementation. It is my desire to create a course that best meets your professional goals as these relate to your current competencies in the general area of online instructional development. This is the second deployment of this course and adjustments and changes are to be expected. Student feedback is encouraged and valued.

As this is a graduate level course attended primarily by working professionals, we will be learning together. The instructor will provide a structure for the course and substantial amounts of didactic and reading content, but student discourse and collaborative work are essential in making the course a success. Your professional experience and what you learn as we progress are intended to be major portions of the course.

CATALOG DESCRIPTION

This course explores online instructional development and deployment in higher education and corporate arenas, addressing issues of pedagogy, current and emerging technologies, marketing, design, and evaluation. Students will create, deploy and evaluate online instructional modules in a variety of online technologies. Prerequisite IDC 6140 Instructional Systems Design.

INSTRUCTOR'S DESCRIPTION

This is an online course on the topic of online instruction. The course is a combination of didactic material and experiential assignments. Emphasis is on both theory and application, and current online instruction technologies will be surveyed. This is a hands-on, collaborative, and highly participatory course requiring students to conduct discourse, reflect, write, and complete projects and assignments to be shared with the class. Students will work individually, in teams, and as part of a learning community—your colleagues will depend on you to share as you learn and to provide timely feedback.

TECHNICAL SUPPORT

Address technical support issues in the following order:

1. SPSU distance learning technical information at:
<http://www.spsu.edu/vista/student.html>
2. Review the technical pearls discussion thread on the course WebCT site.
3. Post a request for help on the course listserv.
4. Email instructor directly.
5. Phone the SPSU IT help desk at 678.915.4357.

TECHNICAL REQUIREMENTS

This is an Internet-conducted course. Course elements will be delivered entirely online. At a minimum, the student must have:

- Regular access to the World Wide Web, via either home computer connection or institutional equipment.
- Web-enabled computer with speakers and microphone.
- Email is provided to all Southern Polytechnic State University students and this is the only email address the instructor will use to communicate with you. You may set your SPSU email account to forward to another email address if you wish.
- Regular access to a computer with processing speed, local storage, graphics capability, word processing software, and other hardware, software, and performance elements appropriate for graduate students using current Internet browsers.

TECHNICAL SKILLS

Successful participation in this course assumes that the student arrives with a basic set of computer-related technical skills, including but not limited to the following:

- Keyboarding and mousing
- Connecting to the World Wide Web (WWW)
- File management (opening, saving, sharing files such as word processing files and PDF files)
- Email application (receiving, reading, printing, composing, sending, managing email messages and attachments)
- Working familiarity with the WWW and an Internet browser, including navigating, searching, bookmarking, downloading files, and uploading files.

These skills will not be addressed in this course, except incidentally, and the student must assume responsibility for mastering them. Southern Polytechnic University, various tutorials and technical resources on the WWW, and major bookstores are suggested as resources for self-directed learning. Fellow students are often an excellent resource for help with technical matters.

INTERNET BROWSER

Some elements of this course work best using Microsoft Internet Explorer. If you currently use another browser, consider downloading Internet Explorer to view course elements that are troublesome.

ADOBE ACROBAT READER

Some course elements are provided in Adobe PDF (Portable Document Format) files, which require Adobe Acrobat Reader. This is a FREE plug-in available for download on the Internet. It allows you to open, read, search, and print documents saved in this file format. PDF is a file type that allows information to be presented over the web while maintaining its exact look and feel; regardless of the fonts the user has installed

on his/her local PC. PDF files can be viewed on any computer that has the Adobe Acrobat Reader software. To download the current Adobe Acrobat Reader, visit:

<http://www.adobe.com/products/acrobat/readstep.html>

COURSE LISTSERV

This course provides a listserv for housekeeping purposes. Occasionally, course content messages may also be distributed via the listserv. A listserv is an email application that automatically distributes a single posted message to all subscribers to the list. There are two purposes for the course listserv:

1. To provide a professional listserv experience for all IDC 6155-900 students. Listservs are widely used in professional circles related to ISD and technical communication.
2. To serve as a course housekeeping communications medium. Listservs are simple, reliable technology requiring only an email capability.

It is the student's responsibility to:

1. Subscribe to the course listserv
2. Check course email messages frequently (not less than several times per week)

To **subscribe** to the IDC 6155-F09 listserv:

Send an email message to: **listserv@listserv.uga.edu**

omit the subject (if possible)

the message text should be: **subscribe IDC-6155-F09 *first last***

example: subscribe IDC-6155-F09 Richard Nixon

The listserv will return a confirmation within a few minutes. Follow listserv instructions in this message to finalize your subscription.

To **post** a message to the IDC 6155-F09 listserv:

Send the email message to: **IDC-6155-F09@listserv.uga.edu**

Further information about USG listservs may be found at:

<http://listserv.uga.edu/>

The course listserv will be deactivated when the course ends. It is not necessary to unsubscribe.

HORIZON LIVE CLASSROOM

Some course sessions will be conducted synchronously and online using Horizon Live Classroom. This technology permits real time, two-way voice communication plus classroom-like lectures and student group activity. The instructor will notify the class in advance of sessions using Horizon Live Classroom.

- ☞ Note: Prior to our first Horizon Live Classroom session, run the pre-flight wizard to confirm that your computer system is properly configured. Follow screen prompts to prepare and test your system.

IMPATICA

Some course sessions will be delivered using Impatica, a technology that compresses and streams narrated PowerPoint presentations over the Internet. For an overview of this technology, visit: <http://www.impatica.com/products/imp4ppt/index.html>

Impatica requires a Java run-time environment, which may be downloaded and installed free from Sun-Java: <http://java.sun.com/j2se/1.4.2/download.html>

- ☞ Note: Microsoft JVM is not supported by Impatica.

In most cases, Impatica modules will only require the student to click on a link from the WebCT course website. No plug-ins or special software required. Students will experience a narrated lecture, with VCR-like playback controls. Although one-way, Impatica technology permits a near lecture experience with acceptable (although not spectacular) sound quality.

- ☞ Note: Impatica is designed for acceptable performance via slow dial-up Internet connections; however, DSL is preferred.
- ☞ Note: It is probable that laptop speakers will not provide adequate sound volume. External speakers are recommended.

MICROSOFT PRODUCER

Some course sessions will be delivered using Microsoft Producer, a technology that streams high fidelity, narrated PowerPoint presentations over the Internet. For an overview of this technology, visit:

<http://www.microsoft.com/windows/windowsmedia/technologies/producer.msp>

Producer requires Microsoft Internet Explorer or Netscape Navigator, and is not Macintosh compatible.

- ☞ Note: Be sure to install Microsoft Media Player 9 or newer.

Microsoft Producer presentations load slowly, especially over slow Internet connections. Be patient. You may click the “Play” message to begin streaming immediately, but expect delays and sluggish performance.

WebCT VISTA

Point your browser to:

<http://www.spsu.edu/vista/>

Click on the “Log in” link

In most cases, students will be automatically enrolled in WebCT Vista via the Banner system.

The WebCT website is the focal point of this course. An essential first task for each student is to visit the course website, browse, and become familiar with the tools and resources. It is important to visit the course website frequently, not less than several times each week. Housekeeping messages as well as content are placed here and the student is responsible for keeping abreast. Not all WebCT options will be used in this course. Particularly important are the following online elements:

- Syllabus – the latest iteration of the course syllabus is available as a website page and as a downloadable, printable PDF file. The syllabus is likely to change as this course develops and incorporates student feedback. It is the student’s responsibility to ensure that he/she has the current syllabus.
- Student grades – password-protected, current, and private.
- Course resources – a glossary, selected WWW links, table of abbreviations, and other items the student may find useful in this course.
- Discussion boards – for asynchronous, threaded discussions on class management and content topics. This is an important part of the course and meaningful participation contributes to the final grade.
- Chatrooms – for real time, live discussions. Some chat sessions are scheduled; others are at student discretion.
- Course map – provides a quick overview of the course.
- Student presentations – post assigned work and view the work of others in the class.
- Take notes – prepare custom notes on course content, discussions, and activities.
- Email addresses – students and instructor. (This course will **not** use WebCT’s email feature).
- Home pages – students and instructors. Students are encouraged to add homepages to this course website. This is a great way to melt the ice, build a sense of community in the class, and add a bit of levity.

ELECTRONIC RESERVES

Some documents required in this course are placed on electronic reserve, courtesy SPSU's Lawrence V. Johnson Library. To access an electronic reserve document:

1. Point your browser to <http://gil.spsu.edu>
2. Choose search course reserves
3. Under instructor field choose Hopper
and under course field choose the course number
4. Choose the title location in "Electronic Reserves"
5. Click the blue highlighted e-item title
6. Enter the password: (obtained from Gil Request)
7. These are PDF files, which you can download and print.

POLICIES

This is intended to be a highly interactive course that depends upon your active participation during every class session, traditional or online.² This is also a course that is structured to maximize learning from your peers as well as from your instructor. If you miss a class, or arrive late, you are not available to learn from nor contribute to others in this class. As a result, much of what is missed cannot be "made up".

If you find it necessary to be absent or late to class, please inform the instructor, via e-mail, (as soon as possible but not later than the following day) the reason for your absence or lateness. This policy also includes anyone who is absent from our initial class meeting.

Students with Disabilities who believe that they may need accommodations in this class should contact the counselor working with disabilities at 770.528.7244 right away to better ensure that they get the help they need quickly.

PLAGIARISM

Plagiarism is the act of representing someone else's work as your own, either intentionally or unintentionally. In this course, plagiarism will result in a zero for the assignment and, possibly, a failing grade in the course. Be aware that current Internet search engines can quickly identify almost any previously published document.

CORPORAL PUNISHMENT

A student who misses the presentation of a guest speaker will be publicly flogged. However, if SPSU's legal department objects to this consequence, an equivalent but nonviolent substitute will be devised.

² No students were harmed in the development of this course.