Course Syllabus
HIED 543 01W: Issues in Adult and Developmental Education
Fall 2016

Instructor: Mei-Ying "Elaine" Lin, EdD
Office Hours: Online Virtual Office
Email Address: Elaine.Lin@tamuc.edu

Preferred Form of Communication: Email or eCollege for quicker reply
Communication Response Time: 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:
Textbook(s) Required: N/A. Online resources will be utilized.
Optional: Other materials/reading as assigned will be posted in Doc Sharing in eCollege.

Course Description:
Survey of Developmental Education – Exploration of adult and developmental education including analysis of nontraditional learners in higher education. Emphasis is placed on history, social impact, current practices, and research in the areas of basic education, developmental education, and customized training.

Student Learning Outcomes:
Learning outcomes are what you are able to do as a result of the activities, readings, instruction, etc., that have occurred in this course. Assignments/activities related to these outcomes are described in the assignments and assessments portion of the syllabus.

In this online course:
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 issues faced in various aspects of the administration and delivery of adult and developmental education courses and programs.
3. The learner will demonstrate the ability to articulate ideas and information in a clear and concise manner using advanced, online modes of communication.

COURSE REQUIREMENTS

Instructional Methods / Activities / Assessments

Discussion Boards -- 5 at 100 points each; worth up to 10% per discussion board for a total of up to 50% of semester grade

- o To complete discussion board posts and replies, login to the online eCollege HIED 543 course.
- o Each discussion board contains a discussion thread topic and/or activity. Each discussion board will require a "post" and two "replies" to fellow classmate's posts.

  - **Initial Post:** Student provides thoughtful and thorough response to each topic for discussion. Students will need to complete an initial "post" to each discussion board thread at least four days before the module end date. Review "post" content for correct grammar and spelling.

  - **Replies:** Student provides constructive comments to a fellow classmate's post. Reply content must relate to discussion topic. Review "reply" content for correct grammar and spelling. It is suggested that each reply consist of a minimum of four to five complete sentences.

  - Follow the "**Course Calendar**" due dates for each Discussion Board. It is critical that students read all the postings for each topic. This will ensure that you not only respond to the topic questions, but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Video Assignment -- 100 points; worth up to 10% of semester grade

- o Each student will create a brief video presentation. Specifics and grading rubric will be available for the video presentation within the online eCollege HIED 543 course.

Peer Review of Video Assignment -- 100 points; worth up to 5% of semester grade

- o Fellow classmates will constructively critique video assignments. Specifics will be available for the video presentation critique process within the online eCollege HIED 543 course.

Research Topic Multimedia Presentation -- 100 points; worth up to 10% of semester grade

- o Each student will create a brief multimedia presentation overview of the topic they have decided to research for their final video presentation. Specifics and grading rubric will be available for the multimedia presentation within the online eCollege HIED 543 course.

Peer Review of Multimedia Presentation -- 100 points; worth up to 5% of semester grade

- o Fellow classmates will constructively critique multimedia presentations. Specifics will be available for the multimedia presentation critique process within the online eCollege HIED 543 course.

Final Video Presentation -- 100 points; worth up to 20% of semester grade
- o Each student will prepare a final video presentation. Specifics and grading rubric will be available within the online eCollege HIED 543 course.

Grading

Your final grade will be based on the following.

Activity	Points	Percent
Discussion Boards (5 at 100 points each)	500	50%
Video Assignment	100	10%
Peer Review of Video Assignment	100	5%
Research Topic Multimedia Presentation	100	10%
Peer Review of Multimedia Presentation	100	5%
Final Video Presentation	100	20%
Total	1000	100%

A	89.5 - 100%
B	79.5 - 89.4%
C	69.5 - 79.4%
D	59.5 - 69.5%
F	59.4% or less

Grade of "X" (Incomplete) - In accordance with the Academic Procedures stated in the TAMU-C Catalog, students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they 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

The information contained in this section has been provided to assist you in preparing to use technology in your online course.

The following technology is required to be successful in this course.
- Internet connection – high speed recommended (not dial-up)
- Word processor (Microsoft Office Word – 2007, 2010, or 2013)
- Access to University Library site
- Access to an email

Required Software/Web 2.0 accounts:
- Microsoft Word, Excel, and PowerPoint
- **Jing** (free version) – Free Download at https://www.techsmith.com/jing.html

Auxiliary Hardware/Accessories:
- Computer microphone (required, built-into most modern webcams)
- Video webcam (highly recommended)

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (7.0, 8.0, or 9.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you run a browser check through the Pearson Learning Studio Technical Requirements website at http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/
- Click on "**Browser Check**" option and click "**Run the Browser Check**" Box
- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at http://www.java.com/en/download/manual.jsp

Current anti-virus software must be installed and kept up to date.

You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
- **Adobe Reader** https://get.adobe.com/reader/
- **Adobe Flash Player** *(version 17 or later)* https://get.adobe.com/flashplayer/
- **Adobe Shockwave Player** https://get.adobe.com/shockwave/
- **Apple Quick Time** http://www.apple.com/quicktime/download/

For additional information about Computer Operating System & Browser Requirements at http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) - Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience. eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to https://leo.tamuc.edu/Login.aspx or 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@tamuc.edu

Pearson LearningStudio (eCollege) - Student 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, 7 days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Accessing Help from within Your Course in eCollege:**
  - Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.
  - 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.).
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email**: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems.

These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

myLeo Support
> **Your myLeo email address** is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468- 6000 with any questions about setting up your myLeo email account.

> You may also access information at myLeo - https://leo.tamuc.edu

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented. The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	**iPhone** – Pearson LearningStudio Courses for iPhone **Android** – LearningStudio Courses - Phone
	Operating System:	**iPhone** - OS 6 and above **Android** – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:
- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course.
Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

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 syllabus, class content, or anything you would typically ask aloud in a traditional classroom environment, please use the Virtual Office so others might benefit from and even participate in the exchange. Personal concerns involving grades, progress, etc. should be addressed to instructor via private email, **Elaine.Lin@tamuc.edu**. If you'd like to meet for a face-to-face visit, just let me know and we'll set-up a time to meet on campus in Commerce or via ClassLive.

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 the One Stop Shop at 1-888-868-2682 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Attendance Policy
Students are expected to "attend class" and actively participate. The professor will monitor student participation/activity.

Late Work
I do not accept late work and do not believe in allowing students to turn in work after the due date. However, I do understand that sometimes there are circumstances outside one's control that may impact timely submission of assignments, such as jury duty, hospitalization, or death of a family member. In these instances, a student is expected to notify the instructor before the assignment deadline.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to University policy should it become necessary.

Scholarly Expectations

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. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. 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.

Academic Honesty

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In all instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:
- Copying another's test of assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is defined as:
- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:
- Collaborating with another, without authorization, when preparing an assignment

If you have any questions regarding academic dishonesty, ask. Otherwise, Instructor will assume that students have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

Intellectual Ownership

When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, any works referenced should be properly cited in accordance with APA 6th edition style citation. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided: http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

To avoid plagiarism an individual must give credit wherever he or she uses:
* another individual's idea, opinion, or theory
* facts, statistics, graphs, and drawings that are not common knowledge
* quotations of another individual's spoken or written words
* paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

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
Email: StudentDisabilityServices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices/default.aspx

Student Conduct
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).

Nondiscrimination Notice
A&M Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained. (See *Code of Student Conduct from Student Guide Handbook).*

Campus Carry Rule
While this is an online course with no on campus meetings, the following statement is required for all course syllabi beginning in Fall 2016. It is included here to heighten awareness about an important change in the law that impacts you.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so.

Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Every effort will be made to adhere to the course schedule as noted below. However, unforeseen circumstances may require changes to the schedule. In that case, changes will be announced via University Email and in Announcements. The professor reserves the right to change the schedule if necessary and depending on the progress of the class. I highly recommend that you **follow the schedule outlined** below **VERY CAREFULLY** so that you will complete and turn in your assignments on time.

Module 1 Aug. 30 (T) – Sept. 12 (M)	Discussion Board "Post" due by **Sept. 9 (F)** Discussion Board closes on **Sept. 12 (M)**
Module 2 Sept. 13 (T) – Sept. 26 (M)	Discussion Board "Post" due by **Sept. 23 (F)** Discussion Board closes on **Sept. 26 (M)**
Module 3 Sept. 27 (T) – Oct. 10 (M)	Video Assignment due by **Oct. 5 (W)** Peer Review of Video Assignment due by **Oct. 10 (M)**
Module 4 Oct. 11 (T) – Oct. 24 (M)	Research Topic Multimedia Presentation due by **Oct. 19 (W)** Peer Review Evaluation of Multimedia Presentation due by **Oct. 24 (M)**
Module 5 Oct. 25 (T) – Nov. 7 (M)	Discussion Board "Post" due by **Nov. 2 (W)** Discussion Board closes on **Nov. 7 (M)**
Module 6 Nov. 8 (T) – Nov. 21 (M)	Discussion Board "Post" due by **Nov. 16 (W)** Discussion Board closes on **Nov. 21 (M)**
Module 7 Nov. 22 (T) – Dec. 12 (M)	Discussion Board "Post" due by **Nov. 30 (W)** Discussion Board closes on **Dec. 5 (M)** **Final Research Video Due by Dec. 12 (M)**