OLT 528: Introduction to Presentation Design
Fall 1, 2016

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COURSE INFORMATION

All course readings will be included in your McGraw-Hill eBook.

Optional: *Publication manual of the American Psychological Association* (5th or 6th ed.). (2001/2009). Washington, DC: APA.

Course Description: This course is designed to help teachers and trainers move their training and facilitation skills to the next level of performance. Topics cover a wealth of issues including where to begin with online learning. For example, how to use case studies, conduct inventories, exercises, games, and simulations, facilitate role-plays, as well as conduct effective and safe demonstrations. The use of technology to develop effective, transformational online learning experiences will also be discussed.

Student Learning Outcomes:

Learning objectives are what you are able to do as a result of the activities, readings, instruction, etc. that have occurred in this course - these are my expectations of you. Assignments/activities related to these outcomes are described in the assignments and assessments portion of the syllabus.
1. Describe the strategic importance of presentation design.
2. Identify appropriate guidelines for designing an online learning environment.
3. Examine the requirements for designing effective presentations.
4. Compare various design programs.
5. Discuss strategies to optimize effective presentations in online learning environments.
6. Describe effective strategies for online facilitation.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

A wide variety of instructional methods will be utilized to provide meaningful learning experiences, including group problem-solving activities, self-assessments, independent research, and case studies. It is vital that support material is read prior to class and that you actively participate in class discussion, activities, and case studies.

Each student is to post a journal entry for each module's reading assignment. Summarize the reading in your own words and note any insights you have gained (i.e.; note where you agree or disagree with the author and why). Also, each student will make at least 3 meaningful discussion posts per module interacting with the other students in the class.

Work on your assignments according to the course schedule and submit these in a Word Document to the relevant Dropbox.

Participation, Attendance, and Assignments

 Journal: Each student is to post a journal entry for each module's reading assignment. Summarize the reading in your own words and note any insights you have gained (i.e.; note where you agree or disagree with the author and why).

Group Synchronous Presentation: As a group, you will prepare a presentation (to be delivered via Adobe Connect or Google Hangout- OnAir) about cross- cultural presentations, specifically what methods would you use to make a presentation to a culture different from your own. Your team should effectively present and discuss the cross-cultural presentation methods chosen, and explain why they were chosen. This assignment will be used to assess your ability to do research and to develop your synchronous virtual presentation skills. Please see the individual modules for the grading criteria for each of the three components of this assignment: The presentation, group participation, and your evaluation of one presentation.

To clarify, here are the expectations for this assignment:

Module 1:	Establish your group using the group set-up (groups should be even in size). You will need to decide together on a time and date for your presentation delivery during module 5 or 6. Once decided post a discussion thread. The topic of the discussion thread should state the date and time of your presentation.
Module 2:	By the end of module 2, each individual is responsible for signing up to attend and evaluate another groups presentation. Post your name as a reply to the date titled discussion thread of the presentation you will be attending/evaluating.
Module 5 or 6:	Present with your group, and attend another group's presentation.
Module 6:	Now evaluate your fellow group members based on how well you worked together as a group. Use the template provided and uploaded to this page.
Module 7:	Submit your evaluation of another group's presentation (for more information on this assignment, see the assignment page in module 7).

Individual Asynchronous Presentation: Each student will create a presentation based on a topic covered in this course. For more details and the grading rubric, please refer to the assignment page in Module 3. Along with creating a presentation, each student will also be assigned one presentation to assess using a pre-defined rubric made available in module 4.

TECHNOLOGY REQUIREMENTS

This is an online course and some obvious technological resources will be required.

Access to a computer with
- Internet access (high-speed preferred)
- Microphone
- Speakers so you can hear me and others during audio enhanced assignments throughout the semester.
- Word processing software (Microsoft Word preferred)

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

ACCESS AND NAVIGATION

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Ask Your Instructor," or during office hours.

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.)

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
 Interaction with Instructor Statement:
Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment (eCollege) and your learning community. You are to expect the same of me. This includes completing the extensive readings related to course topics, team and/or individual research proposal topics and participation in proposal revision activities (submission of individual draft sections and

evaluation of draft sections from other class members).

1.   Email is the best way to reach me as I check it daily. A reply will be sent within 12 hours depending upon the time your message was received. Please do not send me panicked last minute emails with the word HELP!!!!!!!! in the subject line. ***HOWEVER.... in order to avoid duplication of questions and answers I prefer that you post all class related questions in the Virtual Office Course Link. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my email address via eCollege.***

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:
    Citizenship: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student 92s Guide Handbook, Policies and Procedures, Conduct).
Late work: Late work is not accepted. 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. See course semester outline at the bottom of this syllabus.
Plagiarism: Plagiarism **WILL NOT** be tolerated and will result in an automatic **F** in the course. Various versions of your work and final papers will be run through Turnitin software - this is not meant to "catch" you in the act, but rather assist you in seeing possible areas that may be unintentionally plagiarized and allow for editing your work.
Attendance: This is an online class therefore attendance is up to you! You will be required to work as a team via various activities. The quality of your contributions and regular participation activities, including attendance via ClassLive sessions, will be considered attendance. It is strongly encouraged that you attempt to log into the course everyday and/or check your email for messages in order to not get behind. The synchronous sessions via ClassLive are not required, but it is in your best interest to attend when available during the semester.
Scholarly Expectations: All works submitted for credit must be original works created by the scholar uniquely for the class. 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.

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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
Student Disability Resources & Services

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*).

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.

Campus Concealed Carry Statement

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 the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

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

8/31/2016 - 9/6/2016	Module 1 – Overview

9/7/2016 - 9/13/2016	Module 2 - Applying Online Learning to Teaching Practice in Higher Education
9/14/2016 - 9/20/2016	Module 3 - E-Learning and Use of Technology in Training
9/21/2016 - 9/27/2016	Module 4 - Transforming Learning Methods through Online Teaching
9/28/2016 - 10/4/2016	Module 5 - Where to Begin with Online Learning
10/5/2016 - 10/11/2016	Module 6 - Managing Teaching Reflectively
10/12/2016 - 10/18/2016	Module 7 - Training Evaluation

Note: Keep in mind that the above schedule is subject to change at the discretion of the instructor