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## **HIED 651, 01W, Curriculum Development in Higher Education**

COURSE SYLLABUS: SPRING 2024

### **INSTRUCTOR INFORMATION**

Instructor: Professor Michael K. Ponton

Office Location: Ed North 102

Office Hours: Tuesday, 10a-3p and e-conferencing by appointment (please email me to schedule an appointment).

Phone: 757.753.3137 (cell; please email me for nonemergencies)

University Email Address: Michael.Ponton@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24–36 hours

### **COURSE INFORMATION**

#### **Required Textbooks**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Lattuca, L. R., & Stark, J. S. (2009). *Shaping the college curriculum: Academic plans in context* (2nd ed.). Jossey-Bass.

#### **Course Description**

Provides a study of the factors and influences which have affected the development of the curriculum in higher education. Procedures for designing, implementing, and evaluating curricula at the senior college level will be examined. In addition, trends, issues, problems, and variations in general education programs in colleges and universities are studied. The objectives of general education in all post-high school curricula are emphasized.

*The syllabus/schedule are subject to change.*

## **Student Learning Outcomes**

1. Understand basic concepts associated with curriculum development in higher education.
2. Understand how to design a curriculum proposal.
3. Further personal learning on effective curriculum development.
4. Develop autonomy in learning.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Proficiency using the D2L learning management system, Microsoft Word, and TAMU-C email.

### **Instructional Methods**

This is an entirely online course.

### **Student Responsibilities or Tips for Success in the Course**

Students should access the course minimally every 2–3 days in order to check announcements and read the postings of colleagues. Students should check their TAMU-C email daily to ensure timely receipt of messages from the instructor and University.

## **GRADING**

Final grades in this course will be based on the following scale:

- A = 90%–100%
- B = 80%–89%
- C = 70%–79%
- D = 60%–69%
- F = 59% or Below

Weights of the assessments in the calculation of the final letter grade.

Forum 1 Posting	15%
Forum 2 Posting	15%
Forum 3 Posting	15%
Personal Learning Project Outline	5%
Attestation	15%
<u>Curriculum Proposal</u>	<u>35%</u>
TOTAL	100%

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## Assessments

1. Students should work a *minimum* of 9–12 hours per week in completing course assignments.
2. The course calendar (which includes due dates for assignments) is at the end of this syllabus.
3. Reading rate is approximately 5 minutes per page. Consult the following for study guidance:  
Cornell College. (n.d.). *Reading a textbook for true understanding*.  
<https://www.cornellcollege.edu/academic-support-and-advising/academic-support/study-tips/reading-textbooks.shtml>
4. For each graded forum, respond to the instructor's prompt with a 200-word posting. The grading rubric for this posting will be 60% content and 40% writing quality (grammar and APA usage). Note that "APA usage" refers to proper in-text citations as well as the format for end-of-posting citations. No other APA requirements are necessary.

You are strongly encouraged to respond to your colleagues' postings. Although ungraded, your responses will facilitate learning via discussion and build a sense of community.

5. Personal Learning Project Outline: Select a topic from Lattuca and Stark that you would like to learn more about. Identify approximately 150 pages of readings from journal articles, books, or other publications (note: Lattuca & Stark is replete with citations; thus, there should be ample sources for you to pursue) that you will read during Periods 9 and 10 (i.e., a 2-week period). You should make sure that you have access to the selected readings before Period 9. **The completed outline of readings must be emailed to the instructor by the due date/time.**
6. Attestation: Submit the following message to the instructor: "I attest that I have read [insert a number from 0 to 100] % of the readings in my Personal Learning Project." As an example, if you selected 150 pages of readings (note: do not include in the count nonsubstantive pages such as front matter, References sections, and indexes) and only read 120, you should attest to reading 80%. *It will be a violation of academic integrity to provide a false attestation.* **The attestation must be emailed to the instructor by the due date/time.**
7. Curriculum Proposal: Prepare a curriculum proposal (7–10 pages) for a new master's degree program comprised of 10 3-credit courses. The proposal should include the name of the major, course names, and course descriptions. Note that this should be

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a new program, which means that it does not exist anywhere; however, it will be permissible if some of the course names and descriptions are currently available in an existing program (cite your sources correctly!), but your new major should not represent merely a new name for an old program with nearly identical curriculums. If, though, your new program is multidisciplinary, then it could be comprised of many existing courses repackaged in a novel way. If you do include an existing course name and description, be sure that it is a course at the master’s level. In your proposal, discuss the potential market for students (i.e., Who would be interested in this program and why? What kind of background should prospective students have and why?) and the potential market for graduates (i.e., What is the value of earning this degree? Why do you think this?). **The proposal must be emailed to the instructor by the due date/time.**

The grading rubric for this paper will be 60% content and 40% writing quality (grammar and APA usage). Note that “APA usage” refers to the proper construction of an entire manuscript that includes a title page, the proposal itself (with headings), and references; review the sample student paper in Chapter 2 in the APA manual carefully in this regard.

8. Alignment of student learning outcomes with assessments:

Assignments	Student Learning Outcomes			
	SLO1	SLO2	SLO3	SLO4
Readings	X	X	X	X
Forum Postings			X	X
Personal Learning Project			X	X
Curriculum Proposal	X	X	X	X

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

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LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

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# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMU-C time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor *in advance of the due date/time* (note: a request for an extension in advance of the due date/time does not mean an extension is approved; *explicit approval before the due date/time is required to avoid a zero*). Exigencies will be handled on a case-by-case basis.

## 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.

## University Specific Procedures

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

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[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Artificial Intelligence**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence (AI), ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

### **Students with Disabilities-- 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  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148

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Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

Texas A&M University-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.

## **Civility Statement**

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

## **Counseling Center**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## **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>

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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.

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## COURSE CALENDAR

Period	Dates	Assignments
1	1/29 – 2/4	Read Lattuca & Stark (L&S) Chapters 1–3
2	2/5 – 2/11	Complete Forum 1 Posting (due midnight* 2/11)
3	2/12 – 2/18	Read L&S Chapters 4–6
4	2/19 – 2/25	Complete Forum 2 Posting (due midnight* 2/25)
5	2/26 – 3/3	Read L&S Chapters 7–8
6	3/4 – 3/10	Read L&S Chapters 9–10
	<b>3/11 – 3/17</b>	<b>SPRING BREAK</b>
7	3/18 – 3/24	Complete Forum 3 Posting (due midnight* 3/24)
8	3/25 – 3/31	Read Assigned TAMUC and SACSCOC Policies. Prepare Outline for Personal Learning Project (PLP; due midnight* 3/31)
9	4/1 – 4/7	Begin PLP
10	4/8 – 4/14	Complete PLP; Submit Attestation (due midnight* 4/14)
11	4/15 – 4/21	Begin Preparing Curriculum Proposal
12	4/22 – 4/28	Complete/Submit Curriculum Proposal (due midnight* 4/28)

\*End of the day, TAMU-C time

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