ENGLISH 697.01W
Teaching Language Online
COURSE SYLLABUS: Spring 2024

Instructor: Dr. Dongmei Cheng (Associate Professor of Applied Linguistics)
Office Location: Hall of Languages 116
Office Hours: 2:00-3:00pm M, T, W via Zoom or by appointment
University Email Address: dongmei.cheng@tamuc.edu

COURSE INFORMATION

Required Textbook/Materials:

All required reading materials will be made available on D2L.

Additional Text Required:

Publication Manual of the American Psychological Association (7th edition). Those of you who are not familiar with APA style which is required in the discipline of TESOL/applied linguistics, need to purchase a copy of this manual. You should obtain this book from booksellers of your choice.

Course Description:

With an increasing demand on online education nowadays, this course is designed for current and future teachers who are teaching or preparing to teach English as second /foreign language courses online. Topics such as technology-enhanced language instruction, designing virtual interactive lectures, discussions and assessment, as well as social presence in online educational settings will be covered. Students will get hands-on experiences to evaluate and apply new technological tools that they have chosen in online instruction and design their own research projects on teaching language online.

Student Learning Outcomes:

1. Students will be able to evaluate and develop technology-enhanced instructional materials and assessment tools to address the needs of online ESL/EFL population.
2. Students will be able to deliver online lectures via technological tools and articulate how they plan to maintain high social presence in online settings.
3. Students will be able to design their own research projects on teaching language online.

Syllabus/schedule subject to change

COURSE REQUIREMENTS

Minimal Technical Skills Needed
- Using the learning management system
- Using Microsoft Word (including the track changes and commenting functions under "Review") and PowerPoint
- Using online presentation programs such as VoiceThread, Screencast-O-Matic and YouTube by following instructions.

Communication: Open Discussion and Message

Please post questions about the course and materials in the **Open Discussion** area so all students can benefit from your question and from answers by me and other students' answers. For individual questions, please send me a **Message** in D2L.

Submitting Papers:

Please place your papers (in Word document format: .doc or .docx) in the *Assignment Submission Folder* specified for each paper. Late assignments (after the cut-off date) will not be graded and will receive a grade of zero. Assignments will not be accepted by e-mail.

Remember that your papers should be submitted using *Microsoft Word* (either PC or Mac). If you are using any other word processor, you must convert your files to MS Word or RTF (rich text format) before submitting them.

You are responsible for submitting a file I can read. If I can't read your first submission, I will alert you and give you the opportunity to correct the problem. After the first time, if you submit work that I cannot read, you will be given a zero on that assignment if the due date has passed.

Weekly Discussions:

You are required to participate in each week's online discussions, post your reply to each discussion topic and respond to your classmates' posts. I expect that students will exhibit courtesy toward others in these online discussions. Courtesy means NOT engaging in online rudeness or refusing to focus on class discussion. Courtesy means engaging in such behaviors such as listening carefully to others, accepting that various points of views can be valid, maintaining a focus on the discussion in hand and treating others as you wish to be treated. Online courtesy requires meeting some different standards than face/face situations: a good guide to Netiquette can be found at: http://www.albion.com/netiquette/

Grading Policy:

First and foremost, I want to make it clear that this is not a correspondence course in which you work at your own pace to complete assignments and examinations. This is a paced on-line course in which you will be expected to read and complete assigned work according to given deadlines. Therefore, at the beginning of each week, check all materials and assignments for that week, plan ahead, and ask any questions you might have. Don't log in for the first time in a given week on Sunday afternoon! It is my policy not to accept late work. I will give you what I consider ample time to complete your readings and assignments, so I expect work to be turned in on time. Work that is late will receive zero points. Make it a habit, however, not to wait until 11:59 to turn in an assignment because it takes a few minutes for the online system to log in your assignment. You should turn in your work well ahead of the deadline. If you have any questions about this policy, please contact me.

Grading Criteria:

Each student's performance in the following areas will determine the student's grade for this course:

 Discussions (30%): The weekly discussions provide opportunities for you to interact with your classmates to discuss key concepts and terms targeted in the course readings. You are expected to make a minimum number of comments and replies to your classmates' comments for every discussion. The specific requirements are provided in the description for each discussion assignment.

 Project 1 (Media Review) (30%): This project focuses on evaluation and application of a technological tool in online ESL/EFL teaching. You have the freedom to choose one media tool from the list of web tools discussed in our course materials or one that you have identified on your own (upon approval from the instructor). Detailed description of this project will be provided on D2L.

 Project 2 (Research Project on Online Language Teaching) (40%): This project focuses on researching one specific aspect of online language teaching that we have covered in this course. The following are two options that you may choose from for your final written project: 1) a literature review paper; and 2) a research proposal. The different components of this project are:

- A 2-3 page description of your research and a reference list
- A rough draft of your research project
- A revised/final draft of your research project

The above components will be due at different times of the semester and detailed description of each one will be provided on D2L.

Total Possible = **100%**
("No curve" grading scale / 100 percent possible, 90-100=A   80-89=B   70-79=C   and so on. . .)

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

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

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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**.**

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

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

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:

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

Avoid Self-plagiarism

Self-plagiarism is reusing one's own previously written work partially or entirely in another piece of work without referring to the previous use. Instructors expect unique coursework for individual classes to demonstrate students' persistent learning and growth. Submitting an assignment that has already been submitted for another class, also called "recycling fraud", is a form of academic misconduct and never allowed. In case you want to further explore a research topic that you have examined in another class, please do ask for the instructor's permission beforehand.

AI Use in Course

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, 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.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Dr. Cheng's guidelines on the use of AI:

- You cannot trust anything said by an AI tool. If it gives you a number or fact, assume it is wrong unless you can verify it with another credible source. You will be responsible for any errors or omissions provided by the tool. It works best for topics you understand.
- Do not trust AI to supply citation information. Do your own research and include the proper citation information in your writing.
- You are not allowed to use AI to generate an entire assignment.
- You are permitted to use AI to facilitate your completion of the course assignments if you acknowledge your use of it and document how you use it. Please include a statement at the end of any assignment that uses AI explaining what you used the AI for and the link of your chat history. Failure to do so is in violation of academic honesty policies.

- When in doubt about whether your use of AI in a course assignment is appropriate, check with me before submitting your work for a grade.

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
Email: 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.

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.

A&M-Commerce Supports Students' Mental Health

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**

Departmental-Specific Procedures

Student Grievance Procedure

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the accreditation, throughout the semester I may collect some of the ungraded texts you produce solely for an assessment of program effectiveness that in no way affects students' course grades or GPAs.

COURSE OUTLINE

Note: Schedule is flexible and subject to change.

Week 1 (1/29-2/4): Introduction to teaching language online. *Discussion 1.*

Week 2 (2/5-2/11): Evaluating online resources; *Discussion 2.*

Week 3 (2/12-2/18): Synchronous and Asynchronous computer-mediated communication; *Discussion 3.*

Week 4 (2/19-2/25): Exploring technological tools to teach L2 grammar & vocabulary; *Discussion 4.*

Week 5 (2/26-3/3): Exploring technological tools to teach L2 reading & writing; *Discussion 5.*

Week 6 (3/4-3/10): Exploring technological tools to teach L2 listening & speaking; *Discussion 6.*

Spring Break (3/11-3/17)

Week 7 (3/18-3/24): Exploring technological tools to teach intercultural competence & Interlanguage pragmatics; *Discussion 7.*

Week 8 (3/25-3/31): **Project 1 (Media Review) Due**

Week 9 (4/1-4/7): Artificial intelligence and teaching language online; *Discussion 8.*

Week 10 (4/8-4/14): Designing and delivering online lectures; **Project 2 description and references Due.**

Week 11 (4/15-4/21): Organizing online group discussions; *Discussion 9.*

Week 12 (4/22-4/28): Managing online language assessment; **Project 2 rough draft Due.**

Week 13 (4/29-5/5): Maintaining social presence in online educational settings; *Discussion 10.*

Week 14 (5/6-5/10): **Project 2 (Research Project on Online Language Teaching) Due**