

• AUTHORIZATION TO OFFER TOPICS COURSES FOR ACADEMIC CREDIT THROUGH EXTENDED STUDIES •

(Note: Extended Studies sections of topic classes for which the appropriate form E-T is not on file in the Office of Academic Programs will be removed from BANNER as periodic audits of course offerings are performed.)

Note: Any proposed topic can only be offered two times before being converted to a non-topics course. Academic Programs will assign the appropriate suffix and edit the topic description provided.

1. College of: College of Education _____ 2. Center/Program/Department: Extended Studies _____

3. Instructor: Katherine Hayden _____
(If more than one instructor will be teaching the course, list full name of the "instructor of record.")

4. Topic Abbreviation and Number: EDST 633 ^{EE} _____ 5. Grading Method: Normal _____

6. Term Fall _____ 7. Year 2007 _____ 8. Variable Units* 3 _____

9. Has this topic been offered previously? ___ Yes ___ No If yes, indicate term(s) _____ Year _____

10. Topic Title: ^{ST:} Designing Online Experiences for Teaching and Learning _____

11. Topic Description: Note: This part can be skipped if answer to part 9 is "yes." (NOTE: Please provide detailed information about the topic. Please type. You may also attach the topic description on a separate sheet if you do not have enough space.

Prepares instructors to design online experiences using appropriate instructional media and assessment for effective web-based learning. Consent of Program Director required for enrollment.

12. Does this topic have prerequisites? No

13. Does this topic have co-requisites? No

14. Does the topic require consent for enrollment? Yes ___ No ___
___ Faculty ___ Credential Analyst ___ Dean Program/Center/Department - Director/Chair

15. Is topic crosslisted: ___ Yes ___ No If yes, indicate which course _____ and obtain signature in #18.

16. What resources are needed to offer this topic (including technology)?

The course will be taught online via WcbCT and has been funded by a grant.

17. Justification for offering this topic.

Need for the Clinical Nursing Faculty Certificate.

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* Enter units only if this is a variable-units topic course.

18. Does this topic impact any other disciplines? Note: This number can be skipped if answer to part 9 is "yes."

 Yes x No If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

| | | | | | |
|------------|-----------|-------|---------|-------|--------|
| _____ | _____ | _____ | Support | _____ | Oppose |
| Discipline | Signature | Date | | | |
| _____ | _____ | _____ | Support | _____ | Oppose |
| Discipline | Signature | Date | | | |

19. Location (if topic not offered at main campus) Online _____

20. Is this course being offered on-line? x Yes No

21. Is this a contract topic? Yes x No

22. Enrollment Limit 25

23. Requested Bldg/Room _____
Please call Extended Studies first to reserve the room.

Please note: A separate Form E-T must be submitted for each section offered.

SIGNATURES

 Laurie Stavel _____ 10/16/07
1. Program/Center/Department – Director/Chair curriculum comm Date

 Margaret Husey _____ 10/16/07
2. College Dean (or Designee) Date

The academic credentials of the instructor listed above are known to the Program/Center/Department (either regular faculty, or adjunct faculty with a curriculum vitae on file in the Program/Center/Department Office). The instructor is qualified to deliver the topic as described in part 9 (or on a previous Form T or Form E-T in the case of a topic that has already been offered).

 Jan Jehan _____ 10/17/07
3. Dean of Extended Studies (or Designee) Date

Completed form received in the Office of Extended Studies

 [Signature] _____ 10/31/07
4. Associate Vice President for Academic Affairs – Academic Programs Date

CALIFORNIA STATE UNIVERSITY, SAN MARCOS
COLLEGE OF EDUCATION
Fall 2007 CRN
Online

EDST 633E – Designing Online Experiences for Teaching and Learning

Professor: Dr. Katherine Hayden
Phone: office (760) 750-8545
E-Mail: khayden@csusm.edu
Office: UH 218
Lab: Students must have access to up-to-date computer and Internet.
Office Hours: Online or phone by appointment

College of Education Mission Statement

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research and on-going service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance.

(Adopted by COE Governance Community, October, 1997).

COURSE DESCRIPTION

Description: This course prepares instructors to design online experiences using appropriate instructional media and assessment for effective web-based learning.

Preparation of Clinical Nursing Faculty Certificate: This course is part of the Online Preparation of Clinical Nursing Faculty Certificate program. The certificate program is designed to prepare nurses in clinical practice for clinical nursing faculty positions. The program consists of 12 semester units, 10 units of online study and 2 units of fieldwork, and upon completion students will be issued a certificate from the University. Contact Extended Studies for more information: Carol Riaski, Academic Advisor Extended Learning, email: criaski@csusm.edu phone: 760-750-8719

Graduate Credit: this is a graduate level course, and successful completion can be applied toward elective requirements for some Masters Programs including the Masters in Education General option through the College of Education at Cal State San Marcos. Note that students must receive an A or B in order to use the course as one of their masters electives.

Required Course Materials and Texts

1. Essential Elements: Prepare, Design, and Teach Your Online Course. Authors: Elbaum, McIntyre and Alese. Copyright 2002. ISBN: 1-891859-40-4 Atwood Publishing.
2. Storage device: Flash Drive recommended (128M) Note: back up all work.
3. Email Account – You are provided a campus email account automatically after you are registered for the semester. The log in is the same as WebCT.

4. *Computer Access –you must have a computer available throughout the course with ability to install and preview software, preview online audio clips and videos.
5. You must have Microsoft Office software suite including Word, Excel and PowerPoint. Please review the following page for plugin:
http://courses.csusm.edu/studemo/tutorials/tips_tricks/plugins.htm

Course Goals: Learner Outcomes

By the end of this class, students will:

- become part of a web-based learning community.
- design presentations using best practices for delivery through videoconferencing technologies.
- design online lessons using a variety of teaching strategies appropriate to learner needs, desired learner outcomes, content and context.
- use Information technologies to support the teaching-learning process.
- create opportunities for learners to develop critical thinking and critical reasoning skills.
- use communication skills that reflect an awareness of self and others, along with an ability to convey ideas in a variety of contexts.
- engage in thoughtful reflection, goal setting and constructive self and peer evaluation.
- use a variety of strategies to assess and evaluate learning.

COE Attendance Policy

Due to the dynamic and interactive nature of courses in the College of Education, all students are expected to attend all classes and participate actively. At a minimum, students must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Individual instructors may adopt more stringent attendance requirements. Should the student have extenuating circumstances, s/he should contact the instructor as soon as possible. In this online course, the instructor has adopted this policy: you must be active in online coursework including email, discussions and activities regularly (at least twice weekly and/or at least every 3 days), or you cannot receive a grade of A or A-; if you are inactive for one week or more, you cannot receive a grade of B+ or B. If you have extenuating circumstances, you should contact the instructor as soon as possible. ***Modules begin on Tuesday each week and end on Monday of the following week (see online schedule of modules).***

Plagiarism and Cheating

Please be sure to read and understand the university policy on plagiarism and cheating, as it will be strictly enforced. Academic dishonesty will not be tolerated and will result in a failing grade for this course and will be reported to the University.

Disabled Student Services

Students with disabilities who require academic accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-

4905, or TDD (760) 750-4909. Students authorized by DSS to receive accommodations should meet with me during my office hours or in a more private setting in order to ensure your confidentiality.

Important Course Requirements and Considerations

Discussion Posting (Value Added Model)

When replying to a posting in the discussion area (or through a Web Blog) by another student, instructor, or guest, you must refer to the person by name and refer to their comments within your posting. To Add Value, your response must do one of the following: give an example of what the prior post had described; provide a different perspective of the topic posted; OR expand upon the idea posted in the message by including more detail and depth. The instructor will provide feedback in the first few modules to support understanding of this concept. Peers will also be asked to review how others conform to this aspect of the course discussions.

Participation: It is expected that all students will have an active presence in the online community (see attendance policy). Organize each week so that you visit the WebCT shell every 2-3 days. This will provide you the opportunity to stay in touch with the module assignments and discussions. You will need to use an up-to-date computer and operating system that has the ability and speed to use WebCT and participate in activities, as well as play sound files and movie clips. It is your responsibility to check these capabilities out as soon as you begin the course and have a plan for completing and accessing these resources regularly. Note that assignment documents must be completed in Microsoft Office (Word, PowerPoint and/or Excel). There is a Browser Check on WebCT to use to test your browser and access (see link in WebCT).

Assignment Questions: There is a Questions topic section in the discussion area of WebCT. This section is included to allow everyone the benefit of having access to instructor responses to questions about the course, activities, and/or assignments. Please review the posted questions before posting your question(s). Instructor will respond to posts within 48 hours. If you do not have a response by 48 hours, please contact the instructor directly by email or phone. Students may also respond to questions when they have information that will help other students.

WebCT Help: Contact the CSUSM help desk. Their location and hours are listed on the web: <http://www.csusm.edu/iits/sth/>. Be sure to leave a phone number and/or email if you leave a message at the help desk regarding a problem you are having. They can help with all technical aspects of the WebCT environment including problems with accessing files, uploading assignments, and using WebCT tools. If you write to the instructor about a problem with WebCT, please confirm that you have communicated with the Help Desk first and refer to who replied to your question.

Important Considerations:

- Assignments are due when noted on the assignment page.
- All assignments should be based on thoughtful reflection, and submitted

only after final edits, proof-read and word-processed. The university has a 2500-word writing requirement for each course that is met through the course reflections, assignments and discussions. Use Microsoft Word for any Word Processed documents, but post directly to discussion instead of posting a file.

- **Contact instructor in advance** of any extended absence to accessing and contributing to module activities. If you contact the instructor about an absence, suggest a timeline for how you will make up missed sessions, contribute to group work, and if there is a need for an alternative assignment.

- **Grading of coursework** will be based on adherence to the assignment guidelines, evidence of application of course readings and resources, and clear evidence of specified revisions, clarity, and coherence, in revised work. Points are deducted for spelling and/or grammar errors.

- **Remember to cite** all information obtained from others completely in APA 5th Edition format. References are required.

| No | Assignment | Description | Points |
|----|---------------------------------|---|------------|
| 1 | Online Community | Students will become familiar with essential elements of online learning based on the Concord Consortium Model. The nine characteristics e-Learning Module will be applied in the design of an online module in #3. | 5 |
| 2 | Videoconferencing Activity | Working in groups, student will develop a videoconferencing activity to be presented to other nurse educators to teach a concept. This activity may be related to the online module in #3. | 10 |
| 3 | Online Module Development | An online module will be developed based on an identified expertise related to nursing and medicine. The online module will include instruction, online interactive tasks, discussions and assessment. | 20 |
| 4 | Information Technology | The student will demonstrate an understanding of Information Technology and how it applies to teaching and learning by passing an online assessment. | 10 |
| 5 | Assessment Design | Student will design an online assessment related to #3 Module. | 10 |
| 6 | Group Work | Students will participate in a Web Clinic to evaluate Internet-based activities and report on their perceptions based on a role assigned to them. | 10 |
| 7 | Reflection | Students will reflect on online experiences weekly using a journal shared with the instructor. Reflections are based on readings and course activities. | 15 |
| 8 | Communication and Participation | Students are active participants in course discussions and activities online. The use of electronic communication in WebCT and through a Web blog are required for class activities. Attendance (through online presence), participation, and timely access to online activities are critical to success in this course. Value Added postings are required. | 20 |
| | | TOTAL POINTS | 100 |

All assignments, requirements, due dates and scoring rubrics will be available through WebCT. Students should check the course schedule and assignment sections regularly for updates.

Assessment

In order to successfully complete this course, assignments must be completed with at least an acceptable level noted on assignment rubrics. In addition to the assignments described above, performance assessment will be on student's ability to perform tasks using a variety of online tools. California State University San Marcos has adopted an all-university writing requirement. In each course, students are required to write at least 2500 words in essays, exercises, papers and examinations.

Grading Procedures And Assignments

Grading is calculated based the following percentages:

| | | |
|--------------|--------------|--------------|
| 94 - 100 = A | 80 - 83 = B- | 70 - 73 = C- |
| 90 - 93 = A- | 77 - 79 = C+ | 60 - 69 = D |
| 87 - 89 = B+ | 74 - 76 = C | below 60 = F |
| 84 - 86 = B | | |