CASPER COLLEGE COURSE SYLLABUS

ITEC 2370: Teaching Online with WebCT

Semester/Year: Summer 2006

Lecture Hours: 3        Lab Hours: 0        Credit Hours: 3

Class Time: Net        Days: Net        Room: Net

Instructor’s Name: Paul Marquard

Instructor's Contact Information: Office Phone: (307) 268-2250  Email: marquard@caspercollege.edu

Office Hours: 7:30 am - 4:30 pm, T- Th

Course Description: This is a teaching experience using WebCT to teach the theory and practice of alternatively delivered classes. The class will focus on the tools used to communicate with the student. These tools will include, but are not limited to, discussion utilities, email, the calendar, and the grade book. In addition to WebCT tools, topics will include promoting discussion within the class, web page development, design and implementation of effective online courses.

Statement of Prerequisites: none

Goal: The general objective of this course is to use WebCT to create a successful learning environment for the students within an internet based class.

Outcomes: The final outcome of this class will be a WebCT (or other course management system) class that is conducive to learning the course material. The measure of "conducive to learning" will be conducted by reviewing the class against the Quality Matters Criteria (posted elsewhere).

Methodology: The course will be taught on the internet, possibly supplemented by either conference calls or face to face seminars (or both), and by personal conference. There will be no formal class periods, though times throughout the semester will be set up for learning tools and for student seminars. Tutorials will also be available on the class web site. I can be contacted by e-mail or office phone 24 hours a day, 7 days a week.

Evaluation Criteria with schedule indicating course content: The evaluation will be based upon class utilization of the tools learned and compliance with the Quality Matters Criteria (posted elsewhere). Students will evaluate and critique each other's courses as well as the Quality Matters Criteria.

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<th>Grading Scale (based on 600 points possible)</th>
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Required Text, Readings, and Materials: There is not specific text for this class. A variety of web pages will be used as reading material.

Class Policies:

Last Date to Change to Audit Status or to Withdraw with a W Grade: Aug 1.

Attendance Policy: I strongly recommend that you log on daily. Do not isolate to weekends only as a lot can happen during the week. Logging in daily is better. You will gain more from the class if you participate in discussions, however most of the discussions are not graded.

Homework Policy: Assignments will be posted with due dates. Due dates are set well in advance so that there should be no reason to not have assignments done on time.

Contact Policy: Please call or email (preferably within the WebCT system) whenever you need help or simply want to speak with me. It is my policy to reply within 2 working days. I will endeavor to reply within one working day. Working days are days that classes normally meet on the college calendar. I normally check my class on a daily basis, including weekends and holidays, but I cannot guarantee that will happen all the time. I should also point out that I will not be on campus most Mondays and Fridays during the summer.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate
accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience. There is currently (this summer) not an accessibility coordinator on campus. Please contact me if you need any special accommodations.