



IST 5363 Course Syllabus

last updated 8.9.07

Course Map	Course Description	Materials	UTSA Policies	Activities
Expectations	Assessment	WebCT	IST Program	Helpful Links

What is distance learning?	Distance learning refers to any situation in which the learners and instructor are not in the same location. This could refer to correspondence courses, television courses, two-way audio and video course, or Web-delivered courses. Read about what it takes to be a successful online learner .
Course Description	This course is designed to offer students the opportunity to develop skills in educational technology related to and derived from the characteristics of the topics taught. The course topic will be Distance Learning. Participants will explore applications of distance learning for their future or current work environment. The course is being partially offered via distance learning, therefore a certain level of technology skills is required.
Course Goals	At the end of the course, each student will demonstrate the ability to: 1. Describe the various types of distance education systems, methods for connecting to these systems, and resources available within these systems. 2. Discuss the effects of distance learning environments with respect to changes in communications, resources, culture, education, and society. 4. Identify and apply effective design principles for distance learning activities. 5. Examine evaluation methodologies appropriate for distance education systems. 6. Design an instructional program that can be delivered using a distance delivery system.
Course questions	What is distance learning? How do different groups use distance learning? What is known about best practices? How are distance learning experiences designed? How can distance learning experiences be evaluated? What do current trends indicate about future applications of distance learning?
Date, Time, & Place	Thursdays, 5:30 to 8:15 PM DOWNTOWN FS 3.412 Please note, we will NOT meet EVERY week. We will use WebCT as a collaborative distance learning tool for part of the course.
Instructor Information	Contact Patricia McGee at patricia.mcgee@utsa.edu Skype, IM - drpmcgee
WebCT	IMPORTANT: Once you have entered WebCT for the first time, please set up your e-mail to be forwarded to your Internet e-mail account. Once you have done this, all e-mail sent through WebCT will be forwarded to your personal e-mail account and you will not have to check WebCT e-mail. To set up this function, follow these steps: 1 - Log in to your WebCT course. 2 - Enter the e-mail area of the course. This should be linked on the course home page. 3 - Click on "Message Settings" at the top of the e-mail screen. 4 - Check "Forward my mail to: <your email address> 5 - Click on "Update."
Materials	Purchase your text now from Amazon! Simonson, M., Smaldino, S., Albright, M., & Zvacek, S. (2006). Teaching and learning at a distance: Foundations of distance education (3rd ed.). NJ: Merrill/Prentice Hall.
UTSA Policies	
Scholastic Integrity	Students are expected to be above reproach in scholastic activities. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the University. "Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion; the submission for credit any work or materials that are attributable in whole or in part to another person; taking an exam for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts"(Regent's Rules and Regulations, Part One, Chapter VI, Section 3, subsection 3.2, subdivision 3.22). Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. See Student Code of Conduct .
	Be sure to cite sources in the body of the text of your written materials, giving credit to the source of the ideas you are using. Avoid paraphrasing. Cite specific page numbers when using a direct quotation.
Expectations	
Attendance & Participation	This course is discursive in nature and requires that participants participate actively and regularly in face-to-face and online interactions. Failure to do so may result in a lower grade. Students will be actively engaged in class activities and thereby missing face-to-face sessions or not participating online results in missing irreplaceable learning experiences.
Writing Standards	Students must submit all work, either in print or in electronic format, with no typographical or grammatical errors. Be sure to proofread carefully. When citing sources of information, in a reference page or within the body of text, use APA style. Failure to follow APA conventions may result in a lower grade. When citing sources of information, APA style should be used. When submitting work via e-mail, be sure that all word processing documents end in ".doc." APA Guide to Internet Citations, A Guide for Writing Research Papers has answers to frequently asked questions about APA. APA Style Guide 2000 actually shows you examples of APA style. All work must be word-processed 1 1/2 spacing (if submitted in print) using a 12 font size. Margins should be one inch.
Activities	Course Activities may include but are not exclusive to: • Create a Webliography on a designated topic. • Create and deliver a distance learning activity. • Participate in sustained, online discourse communities. • Complete written and electronic assignments. • Investigate distance learning topics that relate to your current or future practice.
Assessment	You are encouraged to discuss concerns about the course with the instructor at any time. Informal course evaluations will be conducted periodically and may result in revisions of class activities or calendar. A formal university evaluation will be conducted at the conclusion of the semester. Points will be assigned for each assignment. In general, student evaluation will be determined based on the following criteria: A. Student completes all tasks and activities with, corrected or corrected, negligible errors; attends class and participates regularly and appropriately in discussions; supports peer learning; completes a final product that meets criteria provided without changes, directly relates to course learning, and is relevant to an educational setting. B. Student completes all tasks and activities with, corrected or corrected, minimal errors; attends class and participates regularly and appropriately in discussions; supports peer learning; completes a final product that meets criteria provided with minor changes, directly relates to course learning, and is relevant to an educational setting.

C. Student completes all tasks and activities with, uncorrected or corrected, errors that detract from quality; misses some classes but participates in discussions; completes a final product that meets criteria provided but requires significant changes, directly relates to course learning, and is relevant to an educational setting.

D. Student does not complete all tasks and activities; submits assignments, uncorrected or corrected, which contain errors which detract from quality; misses some classes and/or does not participate regularly in discussions; completes a final product that does not meet criteria provided and/or does not directly relate to course learning, and, is not, without substantial changes, relevant to an educational setting. F. Student does not complete all tasks and activities; submits assignments, uncorrected or corrected, which contain substantial errors; misses some classes and/or does not participate regularly or appropriately in discussions; does not complete a final product that reflects criteria or which is relevant to an educational setting.

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Questions?

E-mail the [course instructor!](#)