University of Illinois at Urbana-Champaign

Summer II 2011 – Online Course

Course Information and Syllabus

Why do you need this course?

HERE: Brief course description with explanation of the importance of the course within the core curriculum
By the end of this course

1. You will be able to explain the relationship between....

2. You will be able to describe and explain ....

3. You will have a basic understanding of the....

4. You will be able to explain the benefits of ....

5. You will have knowledge of and would have used some ...tools.

6. You will be able to identify and suggest appropriate responses to...issues

How will it be delivered?

The course is structured into weekly modules. Each module starts on 12:00 a.m. on a Monday morning and ends at 11:59 p.m. on a Sunday night U.S. Central Time. Each week there will be readings from the text and/or articles/cases. I will provide a short audio/video lecture introducing the learning objectives, the readings/resources, and the activities/assignments that are due. I may also provide some audio/video presentations on topics that are important, but have not been discussed well in the book. I will also provide a summary of the weeks learning.

There will be a short quiz based on the readings, which will help you review the content before we go on to discussions based on the readings. The discussions are a critical part of the course, as you will learn as much, if not more, from other perspectives on an issue, as from your own interpretations. Depending on the class size and the particular assignment, these discussions would be open to the entire class or to groups within the class. I may limit the amount of posts you see, to avoid overwhelming you. There will be some group activities and a group project, which will allow you to benefit from the experience of others and give you experience of working in virtual groups.

At the end of each weekly module, I may ask you for feedback on your learning experience, in order to improve the course.

Expectations

What I expect from you:

An Online Course requires you, the student, to be in control of your learning. In a face-to-face (F2F) course, I can play a much bigger role in actively directing your learning, since I see you twice a week. In an online course, I have to do a lot more work in designing an appropriate learning environment, so that you can learn at your own pace, at your convenience sitting in your pajamas. (-: Since you are in control, you need to be disciplined enough to stay up to date with the course. The following tips will help you succeed in the course:

1. **Compass Login**: Log in to compass every day to view announcements, discussion posts and replies to your posts. You may need to log in multiple times a day when group submissions are due.

2. **Manage your Time**: This is a summer course where you are expected to internalize a broad variety of concepts in eight weeks, which would otherwise be done in 14 weeks. Doing this online adds another level of complexity. This requires good planning. Good planning allows you to plan for the unexpected sickness, travel requirements, Internet outages etc. Allow for 8-10 hours per week on this course, which would mean about 2 hours per day for 4 to 5 days of the week. This is no different than a F2F summer course, where we meet for about 6 hours and you do **at least** 2-4 hours of work outside the classroom.

3. **Keep track of due dates**: Use the calendar tool on compass to keep track of due dates. Print out the schedule at the end of the syllabus, but look for updates on compass.

What your peers expect from you:

1. **Netiquette**: In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. The following tips for interacting online in e-mail and/or Discussion Board messages are adapted from guidelines originally compiled by Chuq Von Rospach and Gene Spafford.

a. Remember that the person receiving your message is someone like you, someone who deserves and appreciates courtesy and respect.

b. Be brief. Succinct, thoughtful messages have the greatest impact.

c. Your messages reflect on YOU. Take time to make sure that you are proud of their form and content.

d. Use descriptive subject headings in e-mail messages.

e. Think about your audience and the relevance of your messages.

f. Be careful with humor and sarcasm; without the voice inflections and body language of face-to-face communication, Internet messages can be easily misinterpreted.

g. When making follow-up comments, summarize the parts of the message to which you are responding.

h. Avoid repeating what has already been said. Needless repetition is ineffective communication.

i. Cite appropriate references whenever using someone else's ideas, thoughts, or words.

2. **Giving Feedback**: This course is designed along the principles of synergy and collaborative learning. Therefore, it is important that all students understand how to provide quality feedback to their peers. Here are a few tips for providing, positive, constructive, and useful feedback to peers:

a. Be empathetic and remember that this environment is a safe place for making mistakes.

b. Use nonjudgmental language and phrases that do not attack an individual. One way of doing this is to ask the individual to discuss his/her process for making the final decision.

c. Use specific questions, examples, and references to research as a way of making your point.

d. Make your feedback useful by providing suggestions that the individual can understand and use to improve her/his work

What you can expect from me

As your instructor, I am committed to providing a quality learning experience through thoughtful planning, implementation, and assessment of course activities. I am also committed to being readily available to students throughout the semester by

1. being available on skype/ elluminate by appointment,

2. by having synchronous sessions(optional),

3. by replying to questions in the forum/email within 24 to 48 hours

4. and to returning graded course work with feedback within 72 hours of each assignment's due date.

Within our Discussion Board, it is the instructor's job to initiate thoughtful, on-topic discussions, encourage student-to-student communication, and mediate when necessary. Therefore, it is not the instructor's responsibility to respond to every post, but encourage students to take ownership of the learning process by responding to each other. I have the help of a teaching assistant and two experts in the field of e-learning, Norma Scagnoli and Jill Moore-Reynen. Norma and Jill have provided guidance in instructional design and infrastructural support while developing the course and they may respond to some of your questions in the technical support forum on compass. My TA, Chris Yoon, may also help me in responding to some posts or in providing other support to your learning.

Things you need for the course

1. **Textbook**: Required Electronic Textbook: **..**

2. **Internet Access**: Preferably a high-speed connection since some of the content will be video/audio.

3. **Hardware/Software**: The course content will be available on the web and documents would be in Microsoft office 2003 format (compatible with 2007/2010). Media would be in the form of flash or mp3/mp4, which are easily accessible on most platforms. We will use some special tools for the course, but they are all web based and you will be provided access to them. The course does not require a particular hardware platform.

Course Policies

1) **Assignments**: All assignments are due on the date/time stipulated. There are no exceptions. Do not wait till the last minute to submit. If you submitting very close to the deadline, any technical problems with your computer or your internet connection may lead to missing the deadline.
2) **Grades**: All grades will be posted on Compass, within 72 hours of the test/assignment submission date. You can discuss your grades for any issues for 7 days after grade posting and they will be considered final after that. The final grade in the course is FINAL.
3) **Communication**:

a) Course Announcements: All announcements relating to the course will be made on compass.

b) Discussion Boards: There are three discussion boards being used in the course.

i) Course Q&A: Use this for all questions relating to the course, the course deliverables, questions on the content etc.

ii) Tech Support: Use this forum for any problems with any of the tools we use in the course.

iii) Water Cooler: Use this forum post anything that you might be interested in or think that the other students might be interested in even if it is not course related. Use it as a virtual lounge or break room.

c) E-mail: Please use my e-mail above for all private communication that cannot go on the discussion board. If I believe that your question is better answered on the discussion board, I may ask you to post it there before I answer it.

d) Synchronous Sessions (Using Adobe Connect): There will be three sessions where I will host a meeting with the entire class. Details are available on the schedule. These will be recorded so that students who are unable to attend can view the recordings.

e) Individual appointments: I will be available for individual appointments to address any issues that cannot be resolved on the discussion forum or over email. I will do this using Skype with User Id – BADM350.

f) Facebook : We will use a Facebook group for informal communications. This is optional, so if you don't have access to Facebook for any reason, you will not be at a disadvantage. You will receive an e-mail to join the group.

Other Tools to be used for the course

Wiki : A wiki is a website which allows multiple users to create, edit or correct content. This is being used to make it easier for you to collaborate with your peers and learn skills useful in your job, where you may be collaborating in onsite or virtual teams. An external wiki provider is being used to host the wiki. You will see more instructions in the individual activities. Your account has been created and you will receive information via e-mail for access. You do not need any special software to use the wiki.

Voicethread: VoiceThread is an application designed for people to have discussions about shared digital media. Each VoiceThread discussion consists of slides - just like a presentation - and each slide contains a piece of digital media, like an image, video, or document. These slides can be commented on by anyone with permission to access to the VoiceThread discussion. Your account has been created and you will receive information on how to access this by e-mail.

Academic Integrity

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Certain assignments may be submitted through software, which can check for plagiarism. If you remain enrolled in this course, you are indicating implicitly to the instructor that you have read, understand and accept the universities policies and procedures regarding academic integrity and dishonesty (http://www.uiuc.edu/admin_manual/code).

Grading

The grade scheme to be used for the course is described below.

93 - 100 (A),   90 - 92.9 (A-),   87 - 89.9 (B+),   83 - 86.9 (B),   80 - 82.9 (B-),

77 - 79.9 (C+),   73 - 76.9 (C),   70 - 72.9 (C-),   67 - 69.9 (D+),   60 - 66.9 (D),

Below 60 (F) The student(s) getting the highest score in the course will get an A+

Orientation	15	3%
Discussions	100	20%
Weekly Quiz	70	~14%
Assignments	90	18%
Group Project	60	12%
Mid Term	75	15%
Final	75	15%
e-portfolio	15	3%
TOTAL	500	100%

Orientation:

This has activities that will help you get familiar with all the components of the course and ensure that there are no technical problems. Since we are following a collaborative learning approach, you learn from each other as much as you learn from the content and me. The orientation activities get us started in sharing information about ourselves within this learning community, which is in place for 8 weeks.

Activities / Assignments

Discussions: There will be two types of discussions in the course.

1. First, we will have discussions on the content assigned for reading in the weekly modules. These may be individual or group based

activities. Some of these discussions will be based on the assignments you submit individually or as a group. Your responses in these discussions will be evaluated using a rubric available on compass. All such discussion tasks are mandatory and all will be graded.

2. Second, I will blog in every weekly module, on something of interest in the news. You are expected to respond to at least two posts in detail. You may respond to more and at the end of the semester, you will submit your best two posts for grading. Review the rubrics to determine a good post.

Weekly Quizzes

These will help ensure that you have reviewed the readings for the week carefully. They will usually be due in the middle of the week, so that we can have some activities based on the readings for the rest of the week.

Assignments

These assignments could be case or article analysis or small exercises from the book. The case analyses will help you think critically about issues regarding planning, selecting, implementing, and using information systems and the associated individual, organizational and social impacts. Some of these assignments will be group assignments. Assignments may be followed by peer review of your submission on the discussion boards, so keep in mind that your work will be viewed by your peers and in case of the wiki project, it will be visible to the world. The assignments will be accompanied by a rubric, which will form the basis for evaluation.

Project

The group project will involve researching a particular topic and creating a report and a presentation using a wiki and an innovative virtual presentation tool called VoiceThread. I will be assigning you your teams in Week 2.

Tests

The tests will be multiple choice and true/false and will allow you to demonstrate your mastery over the terminology and concepts that we will cover in class. The mid term and the final, together account for 30% of the grade, suggesting that the other activities that require analysis and discussion are more important for the course. The tests will be done online and will be available for a 24 hour period on the assigned day and you will have a fixed amount of time to take the test. Each of you will get a randomized selection of questions from a bank of questions, of equivalent difficulty. Once you start the test, you have to finish within the allotted time. You cannot stop the test, logout/login and resume at a later time.

e-Portfolio

This will be a portfolio of submissions (discussion posts, assignments etc), selected by you as your best work in the course, which helped you meet the objectives of the respective activities. This will help you reflect on your learning in the course and is a final deliverable for the course.

A template to create a similar syllabus can be found in this link: Syllabus-template.doc