EDAD 619: Designing Curriculum for Effective Instruction  
Texas A&M University - Commerce  
COURSE SYLLABUS  

Spring 2015

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Office Hours: Virtual Office Hours

COURSE INFORMATION

Required Textbooks

Supplementary Texts (Recommended)

Course Description
This course focuses on the development of a designing curriculum for facilitating continuous improvement in the instructional program. Sound research-based practices related to planning, supervision, curriculum development and delivery, program evaluation, and change management for diverse learners in multicultural settings are incorporated.

Learner Outcomes
1. The learner will know how to apply organizational, decision-making, and problem-solving skills to ensure an effective learning environment (Principal Competency 7).
2. The learner will know how to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning; ensure alignment of curriculum, instruction, resources, and assessment; and promote the use of varied assessments to measure student performance (Principal Competency 4).
3. The learner will know how to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth (Principal Competency 5).
4. The learner will know how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management (Principal Competency 6).

5. The learner will be an active and engaged team member within the cohort learning community by analyzing, constructing, creating, and evaluating information presented within the textbooks, selected readings, and resources.

**COURSE REQUIREMENTS**

**Instructional Methods / Activities / Assessments**

This web-based course relies heavily on written responses, interaction, and discussion. It is problem-based and inquiry oriented. Learning in this course will take place as a result of online discussion boards, lectures/power-point presentations, readings and concentrated study, and participation in intensive group learning exercises in online venues.

Assignments include a series of written responses to readings and online discussions. The readings cannot be neglected. It is important that you set aside time to read and digest the readings before you write or participate in discussion boards.

A wide variety of instructional methods will be used to provide students with meaningful learning experiences. Some of these may include focused discussions, written reflections, problem-solving activities, case-studies, independent research, and the direct teaching model.

**Assignment Submission Format**

All written assignments must be presented in APA Style (6th Edition) format. It is the student’s responsibility to become familiar with APA.

**Projects**

*Student Learning Outcomes: 1-4*

*Assessment Method: Assignments will include individual and group projects.*

**Threaded Discussions**

Each student is expected to participate through E-College, complete all reading and written assignments on time, and actively engage in class by closely connecting class topics and discussions to textbook and other readings. Participate online at least two weekdays each week by responding to prompts and responding (posting) to the answers of others. Participate in endeavors with the goal of contributing meaningfully and implementing higher order thinking skills. You cannot receive participations points if you
are not contributing to the class discussion. To earn participation points, you must discuss and apply knowledge of the readings.

You should read, analyze, and respond to the issues of the week/questions and comments from me and the other members of the class. You are required to actively participate in our classroom discussions and online. You must do more than complete assignments; you must demonstrate your regular reading of others’ responses. I am looking for evidence that you are an active participant in the learning experience. This can be done by relating real world experiences to the discussions or summaries, building on other’s comments with alternative solutions, and pointing out problems or adding another dimension to the discussion. Simply stating your agreement or providing a one sentence response does not fall within these parameters. Responses should be substantial.

The discussion forums are related to the readings, external resources, and activities. Upon completion or near completion of the assigned readings and activities, you are expected to engage in an ongoing discussion/debate with your learning community peers. Your contributions to the discussion forums will be graded for quality and timeliness of your contributions.

**Student Learning Outcomes: 1-4**

*Assessment Method*: Class participation will be determined by the professor. Each online forum will be graded using the *Discussion Forum Rubric* found in *Doc Sharing*.

**Reflections:**

**Student Learning Outcomes: 1-4**

*Assessment Method*: Reflections will be based on reading assignments and will be graded using the *Reflections Rubric* found in Doc Sharing.

**Exams:**

**Student Learning Outcomes: 1-4**

*Assessment Method*: The examinations will be comprised of essay questions that indicate your application of the knowledge you gain from the course.

**Assignments and Grading**

Grades will be determined on a total point basis as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project (Board Policies)</td>
<td>5 pts</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>5 weeks @ 4 pts each</td>
</tr>
<tr>
<td>Reflections</td>
<td>5 weeks @ 2 pts each</td>
</tr>
<tr>
<td>Project (Philosophies)</td>
<td>10 pts</td>
</tr>
<tr>
<td>Position Statement</td>
<td>5 pts</td>
</tr>
<tr>
<td>Curriculum Map</td>
<td>5 pts</td>
</tr>
<tr>
<td>Implementation Assignment</td>
<td>5 pts</td>
</tr>
</tbody>
</table>
Mid-term Exam  
Project (Instructional Strategies)  
Final Exam  
Total Course Points Possible:  

NOTE: All assignments above are to be placed in the appropriate course assignment Dropbox with the exception of the Discussion Forum activities. The grading scale listed below is a guide. The Instructor reserves the right to evaluate and assign the final course grade.

90% - 100%  A  
80% - 89%  B  
70% - 79%  C  
60% - 69%  D  
Below- 60%  F

NOTE: This syllabus represents a relationship between the Professors and the Students regarding the evaluative measures and the content included in EDAD 619. We reserve the right to amend, revise, or change the content of the syllabus as deemed necessary.

TECHNOLOGY REQUIREMENTS

This is a web based course and some obvious technological resources will be required, including: 1) access to a computer with Internet access (high-speed preferred), 2) Microsoft Excel Spreadsheet software 3) computer speakers, and 4) Word processing software (Microsoft Word preferred).

Our campus is optimized to work in a Microsoft Windows environment. This means that our course works best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0 or 8.0). Your online courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the “myCourses” tab and then select the “Browser Test” link under Support Services.

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via MyLeo; all class emails from your instructors will be sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. You are to email us via the eCollege
email system or your MyLeo email as our spam filters will catch yahoo, hotmail, etc. and we will NOT check for your email in spam.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by TexasA&M University-Commerce. To get started with the course, go to https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

E-mail is the best method of contacting me. TAMU Commerce eCollege provides an efficient system of email for communication for class work and individual communication. We will check our e-mail each day. Please reserve the use of cell phone calls for emergencies. If you would like to meet, please email a request for an appointment. We will be happy to provide any reasonable support to help you succeed.

COURSE AND UNIVERSITY POLICIES AND PROCEDURES

Course Specific Procedures

Examination Policy

Questions will require analysis and synthesis expecting the student to formulate answers demonstrating their ability to apply knowledge.

Assignment Policy

Project due dates are posted in eCollege along with instructions for each project. All projects should be submitted to the Dropbox and saved as a doc file unless specified otherwise.

Late Work

Late work will not be accepted in the course, so it is important to submit assignments early enough so should there be complications, there may be options to make other arrangements. However, previous experience has shown that submitting assignments at a time very close to the submission deadline (last minute) opens one up to the possibility of a late submission should technical issues arise. Late submissions due to technical issues that
result from the student’s end do not qualify as an excuse for late submission. So submit early and be safe!

**Incompletes**

An incomplete will not be available for this course.

**Graduate Online Course Attendance Policy**

A major component of this course is online interaction with peers and the instructor. Each class member is expected to participate fully in online discussions, projects, journaling etc. each week of the course. *For this course, a week of instruction is Monday through Sunday.* Expectations for attendance online will be posted. Learning will be segmented into weeks or units. Presentations and assignments will be available to students and then close on established dates. Go beyond the due date and the system will not allow for assignment submission. To be successful, it is important to stay on schedule with the class agenda.

**University Specific Procedures**

**ADA Statement**

**Students with Disabilities**

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
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

**Academic Dishonesty**

Texas A&M University – Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic Dishonesty” includes, but not limited to, plagiarism (the
appropriation or stealing of the ideas or words of another and passing them off as one’s own, cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Please see TAMUC Graduate Catalog and the Publication Manual of the American Psychological Association for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information. NOTE: The instructor has the option to use “Turnitin” which is a program that scans submissions for possible plagiarism and collusion.

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).