SPECIAL NOTE DUE TO COVID-19 SITUATION

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

Instructor: Professor Michael K. Ponton, Ed.D.
Office Location: Ed North 102
Office Hours: On-campus: Tuesday 9a-2p CDT (note: department meeting once a month from 10-noon)
Off-campus: Wednesday and Thursday 8-10a CDT
Note: Available by appointment for on- or off-campus meetings or e-conferencing outside of these hours; please e-mail to schedule an appointment.
Phone: 757-753-3137 (telephone during off-campus office hours for conversation; use e-mail otherwise)
E-mail: Michael.Ponton@tamuc.edu
Preferred Communication: e-mail
Instructor Response Time: 24-36 hours
Assessment Feedback Time: Within one week of the assignment due date

Course Information

Required Textbooks

*The syllabus/schedule are subject to change.*
Course Description
Consists of a study of diverse teaching strategies and the learning paradigms on which they are based. Also included will be an analysis of special problems encountered by the professoriate.

Course Learning Outcomes (CLOs)
1. Understand basic concepts associated with effective teaching and learning in higher education;
2. Understand how to design a course;
3. Further personal learning on effective teaching or learning; and

Course Procedures
Students should access the course minimally every 2-3 days in order to check announcements and read the postings of colleagues. Students should check their TAMU-C e-mail daily to ensure timely receipt of messages from the instructor and University.

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMU-C time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor in advance of the due date/time (note: a request for an extension in advance of the due date/time does not mean an extension is approved; explicit approval before the due date/time is required to avoid a zero). Exigencies will be handled on a case-by-case basis.

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Assignment Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates¹</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24 – 8/30</td>
<td>Begin Reading Fink Text</td>
</tr>
<tr>
<td>2</td>
<td>8/31 – 9/6</td>
<td>Complete Forum 1 Posting (due midnight² 9/6)</td>
</tr>
<tr>
<td>3</td>
<td>9/7 – 9/13</td>
<td>Complete Fink Reading</td>
</tr>
<tr>
<td>4</td>
<td>9/14 – 9/20</td>
<td>Prepare Personal Learning Syllabus (due midnight² 9/20)</td>
</tr>
<tr>
<td>5</td>
<td>9/21 – 9/27</td>
<td>Begin Following Your Personal Learning Syllabus</td>
</tr>
<tr>
<td>6</td>
<td>9/28 – 10/4</td>
<td>Continue Following Your Personal Learning Syllabus</td>
</tr>
<tr>
<td>7</td>
<td>10/5 – 10/11</td>
<td>Complete Forum 2 Posting (due midnight² 10/11)</td>
</tr>
<tr>
<td>8</td>
<td>10/12 – 10/18</td>
<td>Continue Following Your Personal Learning Syllabus</td>
</tr>
</tbody>
</table>

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9 10/19 – 10/25  Continue Following Your Personal Learning Syllabus

10 10/26 – 11/1  Complete Forum 3 Posting (due midnight\(^2\) 11/1)

11 11/2 – 11/8  Complete Your Personal Learning Syllabus (due midnight\(^2\) 11/8)

12 11/9 – 11/15  Begin Preparing Reflection Paper

13 11/16 – 11/22  Continue Paper Preparation

14 11/23 – 12/4\(^1\)  Complete Paper (due midnight\(^2\) 12/4)

\(^1\)Dates are Monday to Sunday except for the course end date (Dec. 4 is a Friday).
\(^2\)End of the day, TAMU-C time.

**Assignment Procedures**

1. Students should work a *minimum* of 9 hours per week in completing course assignments.

2. Reading rate is approximately 5 minutes per page. Consult the following for study guidance: Cornell College. (n.d.). *Reading a textbook for true understanding*. Retrieved from https://www.cornellcollege.edu/academic-support-and-advising/academic-support/study-tips/reading-textbooks.shtml

3. Point distribution for graded assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum 1 Posting</td>
<td>5</td>
</tr>
<tr>
<td>Forum 2 Posting</td>
<td>5</td>
</tr>
<tr>
<td>Forum 3 Posting</td>
<td>5</td>
</tr>
<tr>
<td>Personal Learning Syllabus</td>
<td>10</td>
</tr>
<tr>
<td>Personal Learning Syllabus Course Grade</td>
<td>55</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>20</td>
</tr>
</tbody>
</table>

4. For each graded forum, respond to the instructor’s prompt with a 100-word posting. The grading rubric for this posting will be 60% content and 40% APA usage (includes grammar). Note that “APA usage” refers to proper in-text citations as well as the format for end-of-posting citations. No other APA requirements are necessary.

You are strongly encouraged to respond to your colleagues’ postings. Although ungraded, your responses will facilitate learning via discussion and build a sense of community.

5. Personal Learning Syllabus: Select a topic that you would like to learn more about under the general topics presented in the course description (i.e., “teaching strategies,” “learning paradigms,” or “special problems encountered by the professoriate”). Using ideas presented by Fink, prepare a course syllabus that you will follow over a 7-week period (i.e., Periods 5-11 in the Assignment Schedule) in order to accomplish your desired learning. Note that this syllabus must include activities (e.g., assigned readings) and at least one graded assignment (e.g., a written paper) that you must complete (i.e., if you assign a 10-page paper, you must write a 10-page paper). Your personal learning syllabus should align with the

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sections/subsections in this HIED 621 syllabus (which includes a course title and description) but exclude the Technology Requirements section. The completed syllabus must be e-mailed to the instructor by the due date/time.

6. Complete Personal Learning Course: By the due date/time, e-mail to the instructor the graded assignment(s) along with your grade of the assignment(s) and the overall course grade as per your personal learning syllabus.

7. Reflection Paper: In approximately 10 pages, please discuss your reflections on the following: (a) from the perspective of a learner, the manner in which following your personal learning syllabus satisfied (or did not satisfy) your desired learning; (b) from the perspective of an instructor, what you learned by designing your personal learning course; (c) from the perspective of a student, if/how the HIED 621 assignments facilitated your understanding of teaching and learning in higher education; and (d) the HIED 621 course design. This paper must adhere to the APA guidelines—includes a title page, abstract page, and References section (if applicable)—with the total number of pages not to exceed 10. The paper must be e-mailed to the instructor by the due date/time.

The grading rubric for this paper will be 60% content and 40% APA usage (includes grammar).

Alignment of CLOs with Assignments

<table>
<thead>
<tr>
<th>Assignments</th>
<th>CLO1</th>
<th>CLO2</th>
<th>CLO3</th>
<th>CLO4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Forum Postings</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Personal Learning Syllabus</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion of Syllabus</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

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Technology Requirements

Browser Support
D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:
- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

- 512 MB of RAM, 1 GB or more preferred
- Broadband connection required courses are heavily video intensive
- Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp
- Current antivirus software must be installed and kept up to date.
- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/

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- **Adobe Flash Player** *(version 17 or later)* [https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
- **Adobe Shockwave Player**  [https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

**Access and Navigation**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

**Note**: Personal computer and internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

**Communication and Support**

**Student Support**

If you are having any questions or are having difficulties with the course material, please contact the instructor (preferably by e-mail).

**Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “click here” to submit an issue via e-mail.

**System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

**Interaction with Instructor Statement**

The instructor’s communication response to e-mail is 24-36 hours. Feedback on assessments will be within one week of the due date.
University Specific Procedures and Policies

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum at Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

Academic Integrity
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:


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- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
E-mail: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services

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http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.