

LTEC 4741 Section 021 – Fall 2015

Trends and Issues in Applied Technology, Training and Development

College: College of Information

Department: Learning Technologies

Program: Applied Technology & Performance Improvement (ATPI)

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Course Description:

This course is designed to provide opportunities for students to synthesize the information gathered throughout the undergraduate degree in Applied Technology and Performance Improvement (ATPI). Students will demonstrate their ability to articulate career pathways, apply technology in the workplace, and contribute to the organizational structure of either business and industry or education (3 credit hours).

* This course may **ONLY** be taken during the final semester of the degree.

Course Objectives:

After completing this course, the learner should be able to:

- Develop a personal mission statement for the world of work.
- Demonstrate current knowledge of industry or education skill set(s) desired by potential employers.

- Discuss and define potential employment opportunities in the field of technology and performance improvement.
- Demonstrate competencies in the applications of pertinent technologies.
- Understand and articulate the linkage between academic coursework and practical application in the world of work.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not often be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware. In other words, get your stuff in early!

Student Responsibilities for Distributed Learning Courses Include:

- Being able to work independently on course objectives. The format for interaction with faculty and students will be non traditional.
- Verifying that all required hardware and software are working accordingly (i.e., Blackboard, my.unt email, Adobe Reader).
- Providing the instructor with a working email account (Eagle mail, Blackboard or private provider) via the department electronic information form. This form **MUST** be completed by the end of UNT’s Late Registration period.
- Contacting the instructor or instructor within two days if any problems develop with regard to accessing the course.
- Adhering to the communication parameters of course (i.e., email, discussion, chat)
- Completing the Blackboard tutorial prior to taking the first Blackboard course.
- Complying with appropriate electronic etiquette and abbreviations – **AT ALL TIMES.**
- Acquiring all necessary software and books.

- Completing all course requirements and submitting them by the posted deadlines. Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the “Sequence of Tests, Papers, and Activities” section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments were sent to and received by the course instructor. See “Course Attendance and Integrity” section for more information.

Course Evaluation Scale:

Available Points:

Acknowledge Syllabus	1 point
Self Introduction	4 points
Class Participation	20 points
Portfolio	55 points
Professional Review	5 points
<u>Review of Textbook</u>	<u>15 points</u>
Total	100 points

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% or below

Instructor:

John R. Turner, Ph.D.

Assistant Professor

College of Information

Department of Learning Technologies

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John.Turner@unt.edu

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Office Hours:

Wednesdays 1:00 PM to 3:00 PM (Office G184)

- Office hours will be extended if students are waiting, all students will be seen. When you stop by the office just knock on the door (door will remain open at all times when seeing students). If I am meeting with another student just let me know you are waiting to see me and I will call you once I am finished with the current student. If you request a time via email I will try to see you at the requested time as best as possible, however if I am already seeing a student I will finish with them before beginning our meeting.
- You can schedule an appointment to my calendar by sending an email to the following email address:
jrthpt.tz5gr@sync.omnigroup.com
 - In the *Subject Line* enter: Appt. / Your Name / Course # (i.e., ATTD6210).
 - In the email briefly list the following: Date and Time requested / Contact information (i.e., email) so that I can send you a reply / A brief outline of meeting content (i.e., purpose of appt., question(s), assignment).
 - Please identify if meeting is in-person or virtual.
- Office hours are tentative and can be canceled due to unforeseen circumstances. All efforts will be made to reschedule and notify students of any cancelations when such events occur.

- If the scheduled time and day does not fit with your current schedule (i.e., work, conflict with other course) you can contact me either by phone or by email and I will work with you to schedule a time to meet.
- Meetings can be conducted virtually. When making an appointment for a virtual meeting, I will work with you to find a common program (i.e., Skype, Zoom, Go-To-Meeting) that we can both utilize.
- I will be unavailable to make any appointments on Wednesday, 9/16/2015, due to a previously scheduled engagement.

UNT Policies & Guidelines

Academic Integrity and Honesty

Students caught cheating or plagiarizing will receive a “0” for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism is further described in the APA (6th edition): “Researchers do not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11, Plagiarism)” (Section 1.10, p. 15). All students must become familiar with the APA guidelines concerning plagiarism, self-plagiarism, how to directly quote another’s work, how to paraphrase another’s work, etc...

The following cautionary notes are provided to help students avoid any problems with academic integrity:

- The literature review that will be your class project for this course must be a new original work. This work must not have been done for another separate course and it cannot be conducted in conjunction with another separate course during the same semester (some exceptions may apply with permission from both instructors).

- All information provided in the literature review for this course must be credited following APA 6th guidelines. All direct quotes and paraphrasing must be conducted in your own words and not the words of the original authors.
- Ask questions first – do not ask for forgiveness, by then it is too late. Academic honesty and integrity is a serious issue for the college, the university, and the research field. You need to be proficient in APA guidelines so that you can avoid any complications with academic integrity.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, tec. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information – Eagle Connect

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: eagleconnect.unt.edu/

Classroom Disabilities Accommodations

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. *It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.* The following information is from: <http://www.unt.edu/oda>. Additionally, this site provides a set of FAQ for students and faculty.

Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at disability.unt.edu. You may also contact them by phone at (940) 565 – 4323.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: essc.unt.edu/registrar/ferpa.html

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders

To read INS regulations for F-1 students taking online courses, please go to this website

http://www.ice.gov/sevis/regs/8cfr214_2f.htm and select the link to

"8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty preventing students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: vista@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Students Input and Feedback

Student feedback is important and an essential part of participation in this course. The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.

To learn more about campus resources and information on how you can achieve success, go to success.unt.edu/.

Course Information

Class / Assignment Due Dates:

Assignment	Points	Week	Due Date	Day Due	Time Due
Syllabus Acknowledgement	1	1	8/31	Mon.	5:00 pm
Self-Introduction	4	1	8/31	Mon.	5:00 pm
Discussion Topic 1	5	5	9/25	Fri.	5:00 pm
Discussion Topic 2	5	8	10/16	Fri.	5:00 pm
Discussion Topic 3	5	10	10/30	Fri.	5:00 pm
Discussion Topic 4	5	12	11/13	Fri.	5:00 pm
Portfolio	55	14	11/25	Wed.	5:00 pm
Personal Mission Statement	5				
Professional Resume	15				
ATPI Professional Development & Occupational Specialization	20				
Power Point Presentation	15				
Review of Text	15	15	12/3	Thur.	5:00 pm
Professional Review	5		*		
Total	100				
Note: * = assignment turned in with Portfolio, this is an additional review from an expert to help you with your presentation.					

Textbook / Required Reading:

Koestenbaum, P. & Block, P. (2001). *Freedom and accountability at work: Applying philosophic insight to the real world*. San Francisco, CA: Jossey-Bass.

ISBN: 0787955949

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6 ed.). Washington, DC: Author.

Explanation of Assignments:

A. Syllabus Receipt

The student will have access to this syllabus through BlackBoard course start page (Orientation tab). Receipt of the syllabus must be acknowledged to instructor. Additionally, the student must answer three questions via email (Messages tab): 1) Where is it best to ask questions about the course or assignments? 2) When are students allowed to take this course? 3) Where does Dr. Elleven currently live? Points Available: 1

B. Self Introduction

Students will introduce themselves to one another and the instructor with this assignment. Students will write no fewer than 250 words (use “Word Count”) in their introduction. Tell other students what is important to you in life. Emphasize your professional ambitions for this assignment but do not overlook what you would like your classmates to know of your personal and family life. Points available: 4

Note: A and B will be combined in your grade book

C. Class Participation

The instructor will post four questions to the discussion board related to the class text. Students should respond thoughtfully using no fewer than 250 words for their initial post by the posted deadline. Students should then thoughtfully and respectfully respond to (ONLY) two different classmate’s initial posts using no fewer than 125 words per response. Students are encouraged to use a “Word Count” tool to make sure they meet the requirement for this assignment. Words like “Great post” or salutations are not counted for purposes of the assignment.

Reading Assignments Due Date:

Complete Intro though Part I Sept./25

Complete Part II Oct./16

Complete Part III Oct./30

Complete Part IV Nov./13

Discussion questions will “appear” on Blackboard before 5:00 p.m. on the designated Monday and “disappear” at 5:00 p.m. on the due date, Friday evening. Students must give their initial response to the question early, allowing other students time to give feedback by the designated deadline. Points available: 20 (5 points for each question)

Questions will be posted on the following Mondays prior to each due date:

- 1) Sept. 21 (all postings completed by 5:00 p.m. on Sept. 25)
- 2) Oct. 12 (all postings completed by 5:00 p.m. on Oct. 16)
- 3) Oct. 26 (all postings completed by 5:00 p.m. on Oct. 30)
- 4) Nov. 9 (all postings completed by 5:00 p.m. on Nov. 13)

D. Portfolio

This is the bulk of your grade in the class. In this exercise you will be “applying” for a job of your choice and will use this portfolio assignment as a tool to be hired for the position. This assignment must be sent to the instructor via the Assignments tab. There are four components to the portfolio assignment:

1. Personal Mission Statement

Use this website:

http://www.quintcareers.com/creating_personal_mission_statements.html
for background information to develop your personal mission statement.

Follow the example closely. However, only the mission statement itself (Step #5) should be uploaded in Portable Document Format (.pdf). Save File As: yourlastname-mission.pdf

Points available: 5

2. Professional Resume

Resumes must be critiqued by the College of Information’s Career Counselor or her designee (<http://careercenter.unt.edu/>). This must be turned in to the Career Center by July 1st but students are strongly encouraged to turn this in early. Last semester Jodi Foster worked with students in this class. Her email address is Jodi.Foster@unt.edu. Please send your resume and cover letter to Ms. Foster as two separate MS Word files. Receiving feedback from Ms Foster may take several weeks.

Students should “carbon copy” the email to Dr. Elleven (relleven@unt.edu) to confirm the resume was sent in by 7/1. The job announcement, resume and cover letter for a specific job will be turned in via the Assignments tab as one file in pdf format.

Save File As: yourlastname-job-cover-resume.pdf

Points available: 15. [5 points deducted when deadline not met]

3. ATPI Professional Development & Occupational Specialization

Explanation

It is possible future potential employers will not know about nor understand a BAAS degree versus a BA or BS. Students will produce a professional explanation of their entire BAAS program for potential employers. Additionally, using their degree plan, students will give explanations of each class taken (included in your degree plan - 120 Hours) for the degree and how their overall coursework will benefit a potential employer within the context of the job for which the student is applying. Students should particularly pay special attention to each course taken in the Occupational Specialization and Professional Development portions of the degree (but must include the university core classes) and how these classes contribute to future career goals. Students should not simply provide course descriptions from the university catalog. The explanation should be sent to the instructor via the Assignments tab in .pdf format. This will be an extensive document (7-10 pages) that must include these headings: Introduction, University Core Courses, Occupational Specialization Courses, Professional Development Courses, and Summary.

Points available: 20

4. Power Point Presentation

Students will use the advanced Power Point skills developed in other ATPI/LTEC courses to produce a professional slide show. The slide show will be a creative, yet professional, work that introduces potential employers to the student as a job candidate. This should not simply be a reiteration of the student’s resume but should provide new (appropriate) information and can allow the student’s personality to come through. Students must have at least 10 slides and are encouraged to display prior work or

coursework assignments to highlight their skills. Power Point presentations must be sent to the instructor via the Assignments tab. Save File As: yourlastname-presentation.ppt

Potential Points: 15

**** PLEASE NOTE:** Present the portfolio as if applying for an actual job, not as class assignment using course name, instructor, etc. If unclear about this, please post questions to the discussion board.

E. Professional Review

Power Point Presentations will also be examined by a Senior Professional in Human Resources (SPHR). Dr. Elleven will retain the SPHR

and she will force rank students into three categories. One third of students will be placed in each category. The categories, with corresponding point values, are: 1) Good = 1 point; 2) Better = 3 points; and 3) Best = 5 points. Students will be apprised of the SPHR's assessment by Dr. Elleven through the gradebook and BBemail (BB Messages).

F. Review of Text

Each student will write a 1,500 word (minimum) review of the text used in the course. The paper **MUST** use the following six headings in this order: 1) Student information (name, course name, number, etc.); 2) Textbook bibliographic information (American Psychological Association [APA] style format); 3) Summary of Text; 4) Strengths of Text; 5) Weaknesses of Text; and 6) Conclusions. Send to the instructor via the Assignments Tab. Save File As: yourlastname-rot.doc

Points available: 15

G. Extra Credit

There will be an opportunity for extra credit. Watch the discussion board for details.