Term Information

Effective Term: Summer 2014
Previous Value: Spring 2014

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)
Change in course number prefix from ESTEC 7727 to ESWDE7727
Cross listing with NURS 7727 stays the same

What is the rationale for the proposed change(s)?
WDE is the unit responsible for course development, design and implementation. The prefix was inadvertently assigned as EDTEC during merger of PAES with Ed Studies. The prefix creates confusion for WDE students who are required to take this course.

What are the programmatic implications of the proposed change(s)?
(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?
There are no programmatic implications

Is approval of the request contingent upon the approval of other course or curricular program request? No
Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area: Educ Sts: Education Technology
Fiscal Unit/Academic Org: School/Educ Policy&Leadership - D1280
College/Academic Group: Education & Human Ecology
Level/Career: Graduate
Course Number/Catalog: 7727
Course Title: Assuring Quality in Online Course Design: Moving from Face to Face to Online
Transcript Abbreviation: Quality Online Des
Course Description: In this fully online course learners will use the quality matters rubric and supporting documents to inform the design and implementation of instruction specifically for an online teaching/learning environment. The learner will develop and submit for peer review an online course or portion of an online course. Learners will also serve as a peer reviewer using the quality matters standards.
Semester Credit Hours/Units: Fixed: 3

Offering Information

Length Of Course: 14 Week, 7 Week, 4 Week (May Session)
Flexibly Scheduled Course: Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered 100% at a distance: Letter Grade
Repeatabe: No
Course Components: Lecture
Grade Roster Component: Lecture
Credit Available by Exam: No
Admission Condition Course: No
Off Campus: Never
Campus of Offering
Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions

Cross-Listings

Cross-Listings
Cross-listed in Nursing.7727

Previous Value
Cross-listed in Nursing.

Subject/CIP Code

Subject/CIP Code
13.0501

Subsidy Level
Doctoral Course

Intended Rank
Masters, Doctoral, Professional

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors
The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes
* Interpret and apply quality matters standards to hypothetical situations and course development
* Apply the principles of backward course design to an online learning environment
* Apply the quality matters rubric to an informal freivew of at least one complete unit of an online course developed by a peer.
* Design an online course that supports active learning, student engagement, usability and other quality matters standards

Content Topic List
* Introduction to quality matters rubric wk 1,2
* Creating the course foundation: wk 3,4,5,6,7
* Building the online course: wk 9,10,11,
* Engagement and student success wk12
* Quality assurance wk 13,14,15,

Attachments
* assuring quality7727 syllabus.doc: syllabus
(Syllabus. Owner: Stein,David S)

Comments
* syllabus previously approved. (by Stein,David S on 10/30/2013 01:52 PM)
### Workflow Information

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<th>User(s)</th>
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<td>10/30/2013 01:52 PM</td>
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<td>Zabloudil, Deborah A</td>
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Instructor: David Stein, Ph.D
Co-instructor: Joni Tornwall, ME.d
Office: A 486 PAES Building
Phone: 292-0988
E-mail: tornwall.2@osu.edu, stein.1@osu.edu
Office Hours: Mondays (online in Adobe Connect), 7:00 p.m., or by arrangement

Course Number: 7727
Title: Assuring Quality in Online Course Design: Moving from Face to Face to Online

Description: In this fully online course, students will use the Quality Matters rubric to inform the design and implementation of instruction specifically in the online environment. The student will develop an online course (or portion of an online course) and perform a peer review of a student-created course. Two synchronous class meetings in a web conferencing system in the evening will be required, but no on-campus, face-to-face meetings will be required.

Credit Hours: 3
Level: Graduate

Class time distribution: This is a completely online asynchronous course with 2 synchronous meetings in Adobe Connect from 7:00-8:30 p.m. on Monday evenings as indicated in course schedule. This course will be conducted primarily in an asynchronous interactive mode. This means you will be expected to post responses to weekly assignments and engage in dialogue with your class members. You should check the discussion board at least three times per week. In addition, you should expect to allocate at least 12-14 hrs per week to the different class activities. In a typical online week, class activities are distributed as follows:
- Preparing weekly responses: 2-4 hours
- Reading, thinking, and responding to others' response posts: 5 hours
- Working on the group assignments including preparing individual responses, the group response: 3 hours
- Searching for related course materials on the web: 1 hour
- Other activities such as other discussion boards, like the tips or questions boards, reading session notes, news tips: 1 hour

Overall you can expect to invest 12-14 hours per week. Hours will vary depending upon the complexity of the readings, discussion assignments, and projects. These hours were complied from an informal survey of students in selected online courses. Note the Carnegie standard for a three credit face to face lecture course is" For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework"( smccd.edu/accounts/csmcoi/forms/carnegie.pdf). In an asynchronous online environment, your time in class is considered your time reading instructions and lecture materials posted in the content section of Carmen and the time invested in preparing, posting, and responding to discussion items.
Office hours: Online in Adobe Connect on remaining Monday evenings during spring semester or by arrangement.
Prerequisites: None
Semesters offered: Spring

General information: This course specifically addresses design and quality assurance in the online environment and is intended to be an exemplar for students in the course by meeting Quality Matters standards. Students will find foundational knowledge of writing learning objectives useful, but it is not a prerequisite. There are no prerequisites other than the ability to enroll in courses at Ohio State as a graduate student.
Exclusions: None

Course Objectives:
#1: Interpret and apply Quality Matters standards to hypothetical situations and to the online course development process.
#2: Apply the principles of backward design to the design process for an online course.
#3: Design an online course that supports active learning, student engagement and success, and usability, and which will meet Quality Matters Standards.
#4: Apply the Quality Matters rubric to an informal review of at least one complete unit of an online course developed by a peer.


Grading Plan/Grading Rubric
The course grade will be based on 1,000 possible points. See the Course Calendar for details on the point breakdown and grading instruments. The rubrics, checklists, and assignment-specific criteria will be available to the student in the course content.

Grading Scale

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<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
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<td>70-72</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>E</td>
<td>59% or less</td>
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Topical Outline - Schedule of Topics, Readings, Assignments
See the Course Calendar in Carmen Content under the heading “Start Here.”

Assignment Details
See Course Calendar. The assignment-specific information will be available to the student in the Carmen Course Content and the Course Calendar document.

Due Dates for Assignments
It is important to note that, with the exceptions noted on the Course Calendar and the two synchronous meetings and final project, all assignments are due at 11:59 p.m. on Saturday night of the associated week. For example, all assignments for Week 1 on the course calendar are due at 11:59 on Saturday night.
of Week 1 of the semester with the exception of the synchronous session, which will require the student’s presence at the assigned time for the synchronous online class meeting.

**Policies on Late Assignments**
Given the iterative nature of the assignments and the reliance of the course on learner-to-learner feedback, it is imperative that assignments be submitted by the time and date specified. **No late assignments will be accepted if they involve collaboration with peers.** No late assignments in general will be accepted unless extenuating circumstances have occurred that are beyond the student’s control. If it becomes necessary to make arrangements for a late submission, you must contact the instructor with the request and a proposed date and time by which the assignments will be submitted. If possible, arrangements for late submission of assignments should be made with the instructor in advance. In the event that a late assignment is accepted, a grade penalty of 50% for every week the assignment is late may be imposed. For example, if an assignment worth 100 points is submitted **within a one-week time period after the due date,** 50 points will be deducted. Even when late submissions are accepted, your peers will not be required to give feedback, so you will forfeit your opportunity to receive valuable peer feedback.

The Ohio State University academic policies apply to this course as articulated in the **Code of Student Conduct.** Of particular importance are the policies governing absence from class, course drop/add, grade appeal, and academic dishonesty. You have the major responsibility for your own learning. Help is
available as needed through virtual office hours, appointments, telephone, or e-mail as indicated on the instructor’s contact information and the Student Resources document in Carmen Content. You have registered for this course based on your availability at the stated times for the synchronous sessions. If you cannot be present for a synchronous class session due to unforeseen circumstances that are determined to be extenuating by the instructor, contact the instructor for an alternative written assignment.

All assignments must be typed, completed, and submitted according to the specific instructions provided. Assignments for each week are due at 11:59 on Saturday night of the corresponding week with the exceptions as stated within the course materials (specifically noted in the Module Learning Guides and the Course Calendar)

Incomplete Policy
To receive an Incomplete for the semester, the student must discuss in advance the reason why all course work will not be turned in by the due date and propose a plan for submitting all course work. Incompletes will only be granted for circumstances beyond the control of the learner. Incompletes are not given for the purposes of providing extended time to complete assignments.

Feedback from the Instructor
The instructor will read the discussion board postings at least 3 times per week and will respond on the discussion board usually within 48 hours. At that time, learners will receive feedback, clarifications, and responses to posted questions. Urgent issues and private concerns should be sent via email, and a response will be received within 24–48 hours. If you do not receive a response from the instructor after 48 hours have passed, you should communicate with the instructor again to be sure the message was received. Submitted assignments will be graded within one week of the due date.

Policies for Student Conduct and Participation
For this fully online course, you (the learner) are expected to read the Course Calendar carefully and be certain that all assignments are submitted on time and in a complete state. Refer to the checklist in Carmen and the Course Calendar to be sure you have each week’s assignments submitted by Saturday night at 11:59 p.m. Depending on your prior knowledge and skills, you should plan on spending 8–12 hours per week completing the course activities and assignments.

Students in an online community are expected to treat each other with respect and respond to one another in writing and verbally in such a way that everyone can learn from your knowledge, skills, and experience. Detailed expectations for communication on the discussion board and in the Adobe Connect web conferencing environment can be found in Carmen in the Course Content under Resources.

Academic Misconduct
The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct.
If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. For additional information, see the Code of Student Conduct.

http://studentaffairs.osu.edu/resource_csc.asp

**ODS Statement**

Any student who feels he or she may need an accommodation based on the impact of a disability should contact one of the instructors privately to discuss specific needs. The Office of Disability Services is relied upon for assistance in verifying the need for accommodations and developing accommodation strategies. Please contact the Office for Disability Services at 614-292-3307 (V) or 614-292-0901 (TDD) in room 150 Pomerene Hall to coordinate reasonable accommodations; http://www.ods.ohio-state.edu/. You will be expected to follow Americans with Disabilities Act Guidelines for access to technology.

**Grievances and Solving Problems**

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor; then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union.” “Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.”

**Statement on Diversity**

The College of Education and Human Ecology affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

The School of Educational Studies is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the School seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches campus life. The School prohibits discrimination against any member of the school’s community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, or veteran status.

**Technology**

Participants will complete course activities online. Recommended technology skills include the following:

Internet and computer competencies:
• ability to use a Web browser—such as Internet Explorer or Mozilla Firefox—including the use of plug-ins to support audio and video
• knowledge of search engines and how to search efficiently
• ability to download and view files in Adobe PDF format
• competence with using e-mail and protecting against viruses
• competence with Microsoft Word and PowerPoint
• Software requirements: This course runs on Ohio State’s Carmen platform. If you need assistance with using Carmen, please refer to the Resources section in the Carmen content or consult with your instructor. You’ll also need a working version of Java to view the videos. Test your Java and download the current version if necessary here.