

Northern Illinois University
College of Education
Department of Educational Technology, Research and Assessment

ETT 553: Issues in Professional Standards in Instructional Technology
Spring 2008

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Course Overview:

This is a course that draws awareness, understanding, and appreciation towards the issues related to Instructional Technology Professional Standards. Students will be discussing matters related to elements and resources associated with ethical practice and professional standards. Issues such as social responsibility for use of technology, policies and procedures, digital divide, and health and safety issues will be researched and discussed.

Goal:

The goal of this course is to address issues as they relate to professional standards and ethical practice in the area of instructional technology.

Outcomes:

ETT 553 is a required masters and elective doctoral course within an IT program of study. The course is a three-credit graduate level course. Students will develop competencies to:

1. model legal practice related to technology use (P)
2. apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities (K,P)
3. identify and use technology resources that affirm cultural sensitivity (K,P)

4. promote safe and healthy use of technology resources (K,P,R)
5. facilitate equitable access to technology resources (K,P,R)
6. analyze a number of different areas of technology issues arising from the use of these technologies (K,R)
7. understand the main elements that form the core of technology and ethics (K)
8. be conversant with the current laws, requirements, and thinking on responsibilities for technology use (K)
9. commit to ethical practices and professional standards (R)
10. identify and use strategies to support development of policies, procedures, and practices related to use of instructional technologies (K, P)

AECT Standards Alignment:

| Initial Standards | Description |
|--------------------|---|
| 2.0.7 | Contribute to a professional portfolio by developing and selecting a variety of productions for inclusion in the portfolio. |
| 3.4.1 | Identify and apply standards for the use of instructional technology |
| 3.4.2 | Identify and apply policies which incorporate professional ethics within practice. |
| 3.4.3 | Identify and apply copyright and fair use guidelines within practice |
| 3.4.5 | Identify policies and regulations which apply to the utilization, application, and integration of distance delivery technologies |
| Advanced Standards | |
| 1.1.5.c | Articulate the relationships within the discipline between theory, research, and practice as well as the interrelationships between people, processes, and devices. |
| 3.4.1 | Identify and apply standards for the use of instructional technology. |
| 3.4.2 | Identify and apply policies which incorporate professional ethics within practice |
| 3.4.3 | Identify and apply copyright and fair use guidelines within practice |

Required Materials:

Tavani, H.T. (2007). *Ethics and technology: Ethical Issues in an age of information and communication technology* (2nd ed). Hoboken, NJ: John Wiley and Sons.

Second Life (www.secondlife.com)

LiveText (www.livetext.com)

Optional Materials:

American Psychological Association (APA) (2001). *Publication manual of the American psychological association* (5th ed). Washington, D.C.: Author.

Mansfield, R. (2008). *How to do everything with Second Life*. New York: McGraw Hill/Osborne.

Course Expectations:

Each student is expected to participate in the face-to-face class, Second Life, and Blackboard activities. Reading assignments are intended to augment the activities and discussions. Specific requirements for all assignments are described in detail in the Assignments area on Blackboard for the course. Written assignments are expected to be submitted at the assigned date and time designated. Penalties will be applied to late assignments at the value of 5 points per day for each day the assignment is late. No assignment will be accepted for a grade past the week of finals.

Interactions will take place by way of participation in Second Life ETRA classroom meetings, postings to the Discussion Board of Blackboard, and with the Blackboard Mail, which is similar to other mail options, for individual communications. These components are detailed further under course requirements and in the Assignments area in Blackboard. You can also reference the Course Schedule for the sequencing of the class.

This online course will consist of group discussion via Second Life and forum postings, book review, group case studies, team code of ethics case study, and a series of reflections related to personal learning experiences.

Additional information on all assignments is included within this syllabus and within the Assignment area of Blackboard.

Program Expectations:

As the result of your experiences in this course, you may wish to use some of the assignments for your portfolio, which will be located on LiveText. Materials you prepare for this course may fit into your portfolio based on your perception of how they address the specific outcomes/standards identified. Further, if one artifact you wish to use is part of a group activity, you will need to seek permission of your group members to use that piece.

Course Structure:

This course will meet face-to-face on two specific Friday dates during the semester (see Course Schedule within this syllabus for actual dates for class meetings). Attendance at these sessions is expected and participation is required (see Course Requirements).

Instruction and interaction for the majority of the time for the course will be conducted over the Internet, using Second Life and Blackboard. Use of Second Life and Blackboard requires access to the Internet and a web browser, i.e. Firefox or Internet Explorer - no additional software is required. Because Second Life has frequent updates, you will need to be sure you have administrative rights to your computer, as you will need to download the updates. See the system requirements for additional information to ensure you have the appropriate system set up to enter Second Life for class activities (<http://secondlife.com/corporate/sysreqs.php>).

You will need to set time aside during the week for logging-in to Second Life and Blackboard, as well as attending the required Second Life class meetings.

There will be four (4) class meetings in the ETRA Classroom on the NIU Glidden Campus in Second Life. See Course Schedule in this syllabus for specific dates for class meetings. Attendance at these sessions is expected and participation is required (see Course Requirements).

In addition, there is a Blackboard component for this course that will require student participation on a regular basis within the weekly timeframe (See Course Schedule for information on Topics and Assignments as they relate to both f-2-f and online activities). The URL for Blackboard is: <http://webcourses.niu.edu/>

When working online there are several things a student needs to consider. These include delegation of time during the week and also the physical location of doing the assignments:

Physical Learning Environment:

- Have a place set up for your computer, papers, books, and notes.
- Have your computer environment in a working order.
- Know how to use your software.
- Become familiar with Second Life and how to navigate within the system
- Make backups of files, etc.

Time:

You will need to set time aside each week for logging-in to check your mail and to access the World Wide Web for course activities. Establish a time just as you would if the class were having weekly face-to-face meetings. You should plan on 9-12 hours (3 hours of class time; 6-9 hours of homework time) per week. You may wish to start the course with daily time set aside and reduce it as you see how the course is structured and your schedule fits into expectations of the course.

It is imperative that you not be interrupted during your work time. You will need time to read and think! You will need time to reflect on the material and ideas at hand. Check the Course Schedule for class meeting dates and for due dates for assignments. Follow the Schedule. Do not work ahead.

General Requirements:

Second Life, Blackboard & Z-ID – Second Life (www.secondlife.com) and Blackboard (<http://webcourses.niu.edu>) are the only ways to obtain information and course materials, engage discussions, view your grades, complete assignments, and for communication. In the first class meeting you will learn about using Second Life for the course. You are expected to have created your Avatar prior to class, complete the introduction to Second Life within Orientation Island. You can also learn more about Second Life at the Help Island. You will need your Z-ID and password to logon to Blackboard. You may obtain your Z-ID through the NIU Electronic Phonebook or by calling **815.752.7738** or to change your password. Assistance in logging on, using Blackboard and e-mail, and changing your password (<https://webfoyer.niu.edu/iuadmin>) is available through the “Student Help” link on the Blackboard Logon page.

You will be responsible for participating in course activities, group and class discussions, and Blackboard Mail. The Discussion Board is our class meeting space to post questions, comments, or specific assignments. We have only two required face-to-face meetings scheduled in Naperville and we have four (4) specific Second Life meetings scheduled throughout the semester.

The various communication tools in Second Life and Blackboard are employed to foster the exploration of ideas and questions with everyone in the class, to exchange resources and materials, and to insure no one is left sitting on the sideline. Since it is especially important to make sure that everyone in the class has a full opportunity to participate in activities, we will use Second Life and Blackboard as our venues for discussion. All mail communications with this class will be through the Blackboard Mail. Specific assignments will be posted to Blackboard. These assignments will be explained below.

You must complete assignments for each of the required parts of the class within the timeframe and submitted to the appropriate "place." Discussion assignments will take place in Second Life and in the Discussion Board area of Blackboard. Other written assignments need to be submitted through the Blackboard Assignments function and, as required, through LiveText. Please see the Course Schedule for specific due dates and times.

I suggest that you log into the Blackboard course site frequently. Any announcements and additional information will be distributed via Course Announcements area in Blackboard. Just a quick notation, the Discussion Board area is a public forum and is open for everyone to read, whereas mail is private.

Blackboard Mail is for informal discussion and individual communications. It operates much like regular e-mail that is Web based and is considered to be private. I will be using the Blackboard Mail associated with this class for communications with individual students throughout the semester. If you have any questions about the course or program, this would be the most efficient mail system to use. I will check the Blackboard Mail for this course regularly (except weekends). Only your NIU Z-mail is accessible in Blackboard. This means either you check your Z-mail account regularly or you have that mail forwarded to an email account you do use regularly (http://its.niu.edu/its/email/webmail_students.shtml). I will not have any email account other than your Z-mail account for emailing you during this course.

Troubleshooting Your Z-ID - Call the Information Technology Services (ITS) help desk at 815.753.8100 or go to <https://webfoyer.niu.edu/iuadmin> if you are experiencing difficulty with your Z-ID, accessing your e-mail, or the World Wide Web.

Writing Guidelines:

- All written work:
 - must include a **title page** with project title, course name (ETT 553), your name and date.
 - must be computer generated, double spaced, and **follow designated format (based on rubrics)**;
 - will be evaluated for clarity, grammar, organization/form, and content.
- Papers submitted electronically must meet all criteria and should appear to me as you have intended (sending- and receiving-software must be compatible i.e. MS Word, RTF format, and PowerPoint).
- **Pseudonyms** must be used for all children, teachers, and schools.

APA Writing Style - Since this is a course based on knowledge derived from theories and research, you will be supporting your conclusions and ideas with the work of others. In keeping with the “NIU Academic Integrity Policy,” you must cite sources for all authoritative statements and any ideas not entirely your own (including paraphrasing). All references cited should be listed at the end of the paper. Citations and references will follow **APA style** (your texts and the syllabus use APA). Please consult the following source and the “Resource” link on Blackboard for information on APA style:

- American Psychological Association (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington D.C.: Author.

Writing Center - Students who would like assistance in or further developing their writing style and skills can do so through the NIU Writing Center located in Stevenson South Towers - Lower Level, 815.753.6636. Website: www.engl.niu.edu/writing_center

Course Assessment:

The course is designed to include grading for both in class and online participation. In addition, there are written assignments to be submitted.

| | | | | |
|--------------|-------------|-------------|--------------|----------------|
| 94%-100% = A | 86%-93% = B | 75%-85% = C | 65%-75% = D* | Below 64% = F* |
|--------------|-------------|-------------|--------------|----------------|

* Graduate credit is only given for grades above a C (see pp. 25-26 of the NIU Graduate Catalog).

To identify your individual assignment grades, divide your total graded points for the assignment by the assignment’s total points, locate your percentage on the Grading Curve to identify your grade. Due dates for all assignments are located on the course schedule and are due at **Midnight (11:59PM)** on the date for online assignments and at class time for face-to-face meetings. Late assignments will have points deducted (at the value of 5 points per day for each day the assignment is late) unless prior arrangements have been made or technological problems exist. Assignments not in the appropriate format will also have points docked. Technological problems should be reported as soon as they are noted to your professor. Plagiarism will be dealt with as deemed appropriate. All copyrighted material, including material from the WWW, must be cited appropriately using the APA style format in your papers and reports. You can check your grades regularly within the Tools section of Blackboard with the "View Grades" tool.

Details and rubrics for each assignment can be found in the Blackboard Assignments area.

Class Participation:

We will meet at the NIU Naperville campus for two Friday meetings during the semester. These class sessions will facilitate your effective engagement within the course learning activities and are required.

Please note that a significant portion of the course is contained within the course Blackboard site.

You will have several types of interactions within Second Life and the Blackboard site. You will have individual Second Life discussions and Discussion Board postings which will be your responsibility alone. You will also have Online Case Study Exercises, which will involve Small Group participation for preparation of the case study summary and questions, and individual online postings related to other groups’ case study postings. You will also have a Book Review discussion.

In addition to the online discussion assignments, you will have written assignments which include Periodic Reflections which will be submitted through the Assignments area of Blackboard and a Book Review Paper which will be posted within the Blackboard Discussion Board area.

There are two optional online discussion areas available to you throughout the course. These are located within the Discussion Board area. The first is the **Frequently Asked Questions (FAQ)** which is an area for you to submit

questions you might have about assignments or about course issues. Please feel free to put your questions in the FAQ as you may not be the only one in class with that particular question.

Another optional area available in the Discussion Board is the **Sharing Resources** area. In past semesters, students have felt the desire to share resources with each other. This forum is a way to do that.

Outline of Course Requirements (Total Points: 1000)

The descriptions that follow provide you with a brief description of the task(s) or assignments. Please note that in the Assignments area of Blackboard there are more detailed descriptions of the task(s) or assignments and the rubrics associated with grading. The descriptions provided here are not the complete guidelines for completing the assignments.

Class Participation (30 points)

Class participation is important and points have been identified per class session (15 points per Friday meeting). Points for missing a class session (e.g. missing a Friday without prior arrangements) will be deducted according to time not in attendance.

Homepage (10 points):

In addition to introducing yourself in the Discussion Board area you are asked to prepare your individual webpage in Blackboard. Instructions on how to go about that task are in the Assignments area on the course Blackboard.

Name that Movie (Group Building Activity) (30 points):

The Group Building Activity provides you with the opportunity to practice working with your group before working on the Group Summaries. You will work with your group to address a simple problem and share your response with the rest of the class. One member of your group will post your response to the Discussion Board area. Each of you will individually comment on the other groups' ideas. Refer to the Course Schedule for specific due dates and to Assignments for more information.

Periodic Reflections (100 points):

The Periodic Reflections provide you with the opportunity to reflect on your personal learning process and to provide feedback on the course structure. You will be expected to post four (4) reflections using the Assignments function in Blackboard. These reflections will not be viewed by other students in the class. Refer to the Course Schedule for specific due dates and to Assignments for more information.

Online Case Study Exercises (200 points)

You will complete the components of two case study assignments. The purpose of the activities is to assist and document your own learning and to contribute to the learning of your fellow students. You will participate in a designated group for a case study assigned. Each group will be responsible for posting a Summary Report in the Discussion Board area that describes the case studied, presents solutions, identifies key ideas from the groups' discussions, suggests questions or challenges, and includes reference to readings and other sources. The information will be used by all other class members to support their discussions about issues raised.

The case study will be a team effort; basic discussion contributions will impact the quality of learning for the group and for all class members. You are expected to work together with your group members to generate deeper levels of understanding and critical evaluation of the material under study. The level of your contributions will directly correlate to the quality of the learning.

All members of the group will receive the same grade for the case study set (90 pts. for the case study). Group participation will be assessed individually through the use of a Peer Evaluation Form (10 pts.). As an individual

member of the group, you will determine the level of participation of your peers within the group. The average of all members' evaluation points will be assigned as a separate grade for each of the case studies.

Each initial Case Study posting will be worth 100 points for each case set. You will be expected individually to post Reaction postings about other group case study postings which is worth 45 points for each case set.

Topic Discussions (200 points, 50 pts. per topic)

The purpose of the online discussion activities is to assist and document your own learning and to contribute to the learning of your fellow students. This series of activities replaces face-to-face class meetings. The level of your contributions will directly correlate to the quality of the learning experiences in this course.

There are 4 topic discussions during the semester. You need to be an "active" participant in order to achieve the maximum points per discussion topic – 50 points. Three of the topic discussions will take place in the ERTA classroom in Second Life. See the Course Schedule for specific dates and times. The third topic will be a Blackboard discussion. During that topic week you are required to check the Discussion Board area in Blackboard regularly. You should not expect to be able to achieve the total maximum points if you only participate in the asynchronous discussion on the last day of that week.

At the beginning of each discussion topic, a set of questions or discussion starters will be posted in the Discussion Board area. New questions or discussion prompts will be added as the discussion flows, both in the Second Life discussions and the Blackboard discussion.

Book Review and Online Discussion (130 points)

Select a novel that deals with the issue of technology and society. Read the book and reflect on how it deals with the issues of technology and its impact on the characters and society. Prepare a report about the story, the application of technology within the story, and the ethical and social issues that arise from the use of the technology. In your conclusion, provide your suggestions to address possible ways in which the technology might have been used differently. Post your review to the Blackboard Discussion Board area in the designated area. Be prepared to discuss your report as part of the Blackboard discussion.

Team Professional Ethics Code Presentation & Discussion (300 points)

Your group will be assigned to a team of class members. As a team, you will meet a client who has developed an issue that deals with professional or ethical practice issues. You are to interview your client, work collaboratively with your team, and develop a solution for the case your client has presented. Several weeks have been allotted for this activity. During that time you will arrange to meet with your client several times, collaborate with your team, and search for potential solutions. Once your client is satisfied with your solution, your team will prepare a PowerPoint presentation that will include information about the case, the ethics issues indicated, and the conclusion that your team has developed. Your team will present your case and solution at the final class meeting, May 1st.

Assignment Submission


All assignments should be submitted with standard margins (between 1" and 1.5") and in Times or Times New Roman font, 10 or 12 point. More specific formatting guidelines apply to the Literature Review paper, which must follow APA format.

Assignments will be submitted through Blackboard Assignments. The Book Review will also be submitted through LiveText. LiveText subscription is required by the College of Education. Masters students will find LiveText submission convenient, as well, since the Book Review can serve as an artifact for their portfolio.

Blackboard Submission

Submission through Blackboard is done through the Assignments function. This is the same area you go to for detailed information on each assignment. To get here, click “Assignments” in the left-hand column.

Each assignment has a separate folder or submission point. Folders indicate that the assignment is submitted through the Discussion Board. The folder contains the assignment descriptions and rubrics for that assignment.

Assignments marked with  are submitted through the Assignments. Details for these Assignments are attached “within” the assignment. To access these, click on the title of the assignment you are interested in. A brief description of the assignment and the necessary files are here.

To submit assignments through Blackboard:

1. Click on “Assignments”
2. Click on the title of the assignment you want to submit.
3. Type brief comments to identify your assignment in the “Comments” box.
4. Click “Browse” to attach a file. Click OK when you have located your file.
5. Click “Add another file” if you need to attach another file. Click OK when you have located your file.
6. Repeat Step 5 until you have attached all of your files.
7. When you have finished, click “Submit” to submit your file. DO NOT click “Save.” This just saves what you have put into the Assignment, it does not send it to the professor.

Once an assignment has been submitted, you cannot change it. If you need to change your submission in any way, you will have to contact the professor to have the assignment reset. Doing so will result in the same deduction as submitting late.

To view grades through Blackboard:

1. Click “Tools” in the left column.
2. Click “My Grades”.
3. Click on the appropriate point value to view any comments from the professor.

LiveText Submission

If you have not been to a LiveText training session, it is highly recommended. The training schedule and video tutorials are available at: <http://www.cedu.niu.edu/ceduhelp/ltrtraining.html>

Follow the instructions below to create a LiveText document:

1. Log in to your LiveText account
2. Click the “Create” button, then click “Document”.
3. From the Document drop-down box, select “Project.”
4. From the Template drop-down box, select “Blank Project”
5. Enter the appropriate title in the Title box – **Note:** You must enter the title *exactly* as written below.
553 -LiteratureReview
6. You may enter an optional description in the Description box.
7. Click “Create Document”

Follow the instructions below to create a page and section in your LiveText document:

1. Open the document (If you are continuing from step 7, it is already open).
2. Click “Edit” to edit this document (You may use either the Edit button at the top or the Edit button at the bottom)
3. Click “Create Page”. Enter an appropriate title in the message box and click “OK”.
4. Click “edit” at the right edge of the table.
5. Click “Create Section”, then click “Text & Image”. Enter an appropriate title in the message box and click “OK”

Follow the instructions below to attach your file:

1. If you are starting from step 4 above, click “edit” at the right edge of the table.
2. You may enter text in the text box if you would like.
3. Click “edit >>” next to Attachments.
4. Click “Browse” to find your document. When you have selected your file, click “Open”
5. Click “Attach”.
6. Click “Finish”.

If you are beginning the attachment from “MyDesk”:

1. Open the document.
2. Click “edit” at the right edge of the section title.
3. Follow steps 4-6 from above.

When you are ready to submit the document, you need to share it with the professor. Make sure the document you wish to share is open.

1. Click on “Share” in the upper right-hand corner of the screen.
2. Next to “Reviewers/Assessors” click “Look Up Names”
3. A search box appears at the bottom of the page. Click the circle next to “Last name” and type Smaldino into the search box. Click search.
4. Select “Sharon Smaldino” from the list and click “Add selected names”.
5. Click “Finish” in the upper right-hand corner. You have now shared your document with the professor.

To check that you shared the document successfully and to receive your feedback, you need to check your reviews.

1. Return to “My Desk” by clicking “My Desk” in the upper left-hand corner.
2. Click on “Reviews” in the left column. It is in the box labeled “Collaboration”
3. If you submitted your document for review, it should be listed under “Sent for Review” as pending. If it is not there, try sharing the document again.
4. Once the professor has reviewed your document, instead of “pending” you will see the date the review was completed. Click on “view” to see the professor’s comments and the completed rubric. This rubric will show how well you met the associated AECT standards; it is not related to your grade on the assignment. View your grade through Blackboard.

Course Schedule: The following is the outline of the schedule for the semester. Please note dates for face-to-face and for online activities. All assignments must be completed prior to the meeting date or online discussion date.

| Week of | Session Type | Topics | Due Dates & Assignments |
|----------|---|--|--|
| Jan. 14 | f-2-f class meeting (Jan.18 NIU-Naperville 6pm) | 1. Introductions 2. Course Review & Second Life 3. Forming Groups | 1. Read Name that Movie Assignment. |
| Jan. 21 | Blackboard/Second Life | 1. Group to create Name that Movie 2. Practice in Second Life 3. Case Study Set A: See Chart | 1. Read Tavani – Chapters 1, 2, 3 2. Begin group work on Case Study Set A |
| Jan. 28 | Blackboard/Second Life | 1. Class Discussion on Ethics & Values | 1. DUE: Name that Movie group posting by 1/31, midnight in Blackboard Discussion area. 2. ATTEND: Class discussion in Second Life, 2/1, 6pm |
| Feb. 4 | Blackboard | | 1. DUE: Movie response posting by 2/7, midnight in Blackboard Discussion area 2. DUE: Reflection #1 in Blackboard Assignment page by 2/7, midnight . 3. DUE: Read Tavani – Chapter 4 4. DUE: locate 2 articles on social, legal, and/or professional responsibility for IT use 5. DUE: Locate 3 professional responsibility statements. |
| Feb. 11 | Blackboard/Second Life | 1. Class Discussion on social, legal, and professional responsibility | 1. ATTEND: Class discussion in Second Life, 2/15, 6pm 2. DUE: Locate appropriate Professional Standards and professional IT organization 3. DUE: Locate 2 articles on policies, procedures, practices related to IT |
| Feb. 18 | Blackboard/Second Life | 1. Class Discussion on Professional standards, associations, and resources. 2. Class Discussion Board related to policies, procedures, and practices. | 1. DUE: Post group Case Study Set A Summary by 2/21, midnight in Blackboard Discussion area. 2. ATTEND: Class discussion in Second Life, 2/22, 6pm |
| Feb. 25 | Blackboard | | 1. DUE: Case Study Reaction Post by 2/28, midnight in Blackboard Discussion area. 2. DUE: Peer Evaluation Form emailed by 2/28 3. DUE: Read Tavani – Chapters 5, 6, 8, 10 4. DUE: Locate 2 digital divide, special needs, safety and/or healthy use of IT articles |
| March 3 | Blackboard | 1. Class Discussion related to Digital Divide, Special Needs and Health and Safety Issues 2. Case Study Set B: See chart | 1. DUE: Discussion Postings during the week. 2. DUE: Reflection #2 in Blackboard Assignment area by 3/6, midnight . |
| March 10 | SPRING BREAK WEEK | | |
| March 17 | Blackboard | | 1. DUE: Book Review Posting by 3/20, midnight in Blackboard Discussion area. |
| March 24 | Blackboard/Second Life | | 1. ATTEND: Book Review Class Discussion 3/28, 6pm in Second Life 2. DUE: Case Study Post by 4/3, midnight in Blackboard Discussion area. |
| March 31 | Blackboard/Second Life | 1. Meet client for Ethics Case Team activity | 1. DUE: Reflection #3 in Assignment area by 4/4, midnight . 2. DUE: Case Study Reaction Post by 4/10, midnight in Blackboard Discussion area. 3. DUE: Peer Evaluation Form by 4/10 |
| April 7 | Blackboard/Second Life | 1. Meet client for Ethics Case Team activity | |
| April 14 | Blackboard/Second Life | 1. Meet client for Ethics Case Team activity | |
| April 21 | Blackboard/Second Life | 1. Prepare Team Ethic Case Presentation | |
| April 28 | f-2-f class meeting(May 2 NIU-Naperville 6pm) | 1. Ethics Case Team Presentation 2. Class Discussion | 1. DUE: Reflection #4 by 5/1, midnight in Blackboard Assignment area. 2. DUE: Ethics Case Team presentation |

Incompletes

Incompletes will be given only under extraordinary circumstances. The instructor will decide all requests for incomplete on an individual basis. To qualify for an incomplete, a student must have completed at least 80% of the assignments.

All Incompletes will carry with them a one grade penalty. When the work is turned in during the following semester, the number of points will be calculated, and then one grade level subtracted from that earned by the point total.

If an incomplete is granted, the instructor and student will jointly develop a written schedule for the completion of the outstanding work, based on the work and the time missed. No extensions of this schedule will be allowed.

Extra Credit

At the graduate level, students are expected to fulfill all course requirements and are responsible for their own academic performance. Consequently, there will be no extra credit opportunities for this course. The best way to ensure success will be to plan ahead for future assignments and maintain a regular schedule of frequent study sessions dedicated to this course.

Academic Integrity:

“Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated, for example, if they copy the work of another or use unauthorized notes or other aids during an examination or turn in as their own a paper or an assignment written, in whole or in part, by someone else.

Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university.

The university has adopted additional policies and procedures for dealing with research misconduct among its students, faculty, and staff. The guidelines, entitled Research Integrity at Northern Illinois University, are available in department offices, in the office of the dean of the Graduate School, and online at www.niu.edu/provost2/facpers/appm/12.him and pertain to the intentional commission of any of the following acts: falsification of data, improper assignment of authorship, claiming another person’s work as one’s own, unprofessional manipulation of experiments or of research procedures, misappropriation of research funds.”
(Northern Illinois University 2003-2004 Graduate Catalog, p. 21)

Conceptual Framework for Northern Illinois University:

The NIU Community of Leaders build on knowledge, practice, and reflection to produce Exemplary Educators. The Community encompasses scholars, education professionals, and pre-service teachers in an interaction that develops the strengths that embody excellence in education. These strengths include creative and critical thinking, scholarship, and caring. Application of these strengths emerges through the collaborative efforts of a diverse community, with supports lifelong learning.

Accommodations for students with disabilities:

NIU abides by Section 504 of the Rehabilitation Act of 1973 which mandates reasonable accommodations be provided for qualified students with disabilities. If you have a disability and may require some type of instructional and/or examination accommodation, please contact me early in the semester so that I can provide or facilitate in providing accommodations you may need. If you have not already done so, you will need to register with the Center for Access-Ability Resources (CAAR), the designated office on campus to provide services and administer exams with accommodations for students with disabilities. The CAAR office is located on the 4th floor of the University Health Services building (815-753-1303). I look forward to talking with you soon to learn how I may be helpful in enhancing your academic success in this course.