SPSE 7130
The Curriculum: Structures and Functions
3.0 Credit Hours
Fall 2007

Instructor Information

Instructor:  Dr. Dorothy Valcarcel Craig  
Office Hours: Virtual via email  
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T & W: 10:00 – 2:00  
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http://www.mtsu.edu/~dvcraig

Course Information

Course Description:

This course is designed to examine the theories, functions, and practices involved in the processes of curriculum development and instructional design within a variety of learning environments. Course content and activities examine the philosophical, conceptual, and continuum of instructional design as well models involved in the ID process. This course is designed for those who are enrolled in the Education Specialist program.

Course Objectives:

As a result of successfully completing a variety of online tasks—including research, analysis projects, asynchronous discussion forums, papers, and curriculum projects—students will be able to:

1. Identify and analyze a variety of approaches concerned with the structure of knowledge,
2. Explore learning theories, philosophical positions, social patterns, and demands produced by dynamic student populations in a variety of learning environments—including the online environment,

3. Synthesize information relative to conceptions of knowledge and structure of discipline for the purpose of developing curriculum theories,

4. Describe the concept of "continuity of educational experiences in programs by examining the breaks and organization of curriculum models,

5. Examine the processes in learning and instruction in order to determine needs, integrate components, and produce learning objects,

6. Identify the events and sequences involved in instructional design,

7. Analyze problems related to establishing curricular priorities in a variety of learning environments,

8. Construct and evaluate scope and sequence design,

9. Explore issues and trends concerned with learning in a digital age and the demands placed on the instructional design process due to global and cultural issues,

10. Examine aspects of instructional design as related specifically to online learning, web-based learning, managing learning, and evaluating learning.

Prerequisites:

It is strongly suggested that students successfully complete SPSE 6430 or equivalent. If you are enrolled in this course and have not previously completed a course in curriculum development, it is your responsibility to ask questions and conduct individual research regarding curriculum models and terminology.

Course Topics:

Unit 1 – Curriculum Structures and Theories

- Theories and models of learning and instruction
- Psychological foundations of instructional design
- Constructivism and instructional design
- Epistemology and the design of learning environments
- Alternate models of instructional design
- Evaluating design
- Adoption, diffusion, implementation
- Learning and project management
- Knowledge management and learning
Unit 2 - Instructional Systems

- Basic Assumptions about Instructional Design
- Instructional Design Principles
- Conditions for learning
- Rationale for design
- Basic processes: The ADDIE Model
- ID processes
- Outcomes of instruction
- Variations in learning
- Design for diversity
- Strategies: Cognitive and metacognition
- Varieties of intellectual skills
- Subject and content matter

Unit 3 – Basic Processes in Learning and Instruction

- Varieties of learning: Information, attitudes, skills
- Exploration of learner needs
- Memory, schema, and active learning
- Defining performance objectives
- Analysis of a learning task
- Designing instructional sequences
- Nature of instruction
- Events in design
- Technology affordances
- Instructional resources in the design process
- Cognitive tools for learning
- Integrative goals for design
- Assessing student performance
- Learning environments
- Online learning
- Evaluating instruction

Unit 4 – Application of Instructional Design in a Variety of Settings

- Trends and issues
- Examination of ID in a variety of settings
- Final Project / Personal application and implementation
Textbooks and Supplementary Materials

Required Texts:


The texts are available at Phillips Bookstore on campus or can be ordered online through Amazon.com (http://www.amazon.com). You must purchase the required texts in order to successfully complete the course.

Other Required Materials:


2. Flash drive (or other mass storage device)

Hardware/Software Requirements/Browser Information

Hardware Requirements:

A reliable computer with a CD-ROM drive and Internet connection are necessary to successfully complete an online course. Students who do not have a computer at home may access their course materials at the MTSU Walker Library (with an MTSU ID), MTSU open computer labs (see www.mtsu.edu/infotech/ for links to hours of operation) or at a local public library. (NOTE: public libraries block certain web addresses; students should verify with the library’s IT support if they are unable to access).

COMPUTER HARDWARE, SOFTWARE AND BROWSER REQUIREMENTS FOR TAKING ONLINE COURSES

Minimum System Requirements for PC Users:

- Pentium III or better
- 32 Megabytes of RAM or better
- Windows ME (or higher)

Browsers:
- Internet Explorer / WIN 6.0 SP2 or higher
- Netscape Communicator / WIN 7.1 or higher
- Note: PipelineMT does not support AOL, Safari or other browsers
- Communications software (which allows communication between your computer and your modem)
- A modem (56k or better)
- A dependable Internet Service Provider (ISP). (The ISP should provide an email account, access to the World Wide Web, and ease of making and maintaining a connection.
- It is highly recommended that a Broadband network or DSL be used. If dial-up connection is used be prepared to wait for long periods of time while downloading.

**Minimum System Requirements for Mac Users:**

- 604 PowerPC processor Preferably a G4 (iMac included) or G5 processor computer running Mac OS or OSX.1 or above;

Browsers:
- Internet Explorer / MAC 5.2.3 (OS X) or higher
- Netscape Communicator / MAC 7.1 or higher for OS X
- Firefox / MAC 2.0 or higher for OS X
- Safari / MAC 3.1
- **Note:** PipelineMT does not support AOL, Safari or other browsers
- A minimum or 64 MB RAM, preferably 128 with at least 25 MB assigned to your browser. (If you need assistance in adjusting memory please refer to your Apple Help file searching under the header Memory - Adjusting your memory usage. Multiple applications should not be open while working in your browser within the Online Degree Program. This requires more RAM and will cause the browser to run very slowly.)
- Communications software (which permits communication between your computer and the modem);
- Modem (56K or better for best performance);
- Dependable Internet Service Provider (ISP). (The ISP should provide an email account, access to the World Wide Web, and ease of making and maintaining a connection.)
- It is highly recommended that a Broadband network or DSL be used. If dial-up connection is used be prepared to wait for long periods of time while downloading.
Make certain that, whichever browser you choose, it is Java and JavaScript enabled. This usually requires checking a box or choosing this capacity in an options box under the tools or properties menu.

**It is recommended that the “browser checker” utility be completed (in its entirety) prior to accessing the course for the first time. The browser checker is located on the upper toolbar of the course and is used to verify that all browser settings are correct.**

Students are encouraged to visit MTSU’s Student Support page at [www.mtsu.edu/webctsupport/students](http://www.mtsu.edu/webctsupport/students) for more troubleshooting help.

**Computer Software Requirements**

IMPORTANT Software Requirements: Students MUST have access to MS Word, MS PowerPoint (or free downloadable viewer), Acrobat Reader, and Internet connection. All assignments must be saved in MS Word (no other Word Processing program will be acceptable) and/or MS PowerPoint. **NOTE:** If you do not have access to MS Word and do not wish to save your material as an MS Word document, please rethink your enrollment in this class as there is no way that the instructor will be able to open your assignments. Some files are saved in the newest version of MS Word (2007 for Windows or 2008 for MAC). It is the student’s responsibility to download the free viewer (Windows) or converter (MAC). It is not the responsibility of the instructor to convert files to older versions.

**Assessment and Grading**

**Testing Procedures:**

If tests are utilized, they will be administered via the online environment and the course website. Students are encouraged to use class handouts, slide shows, and textbook readings when completing tests. Tests will be timed with only one attempt.

**Grading Procedures:**

Each assignment—papers, research, projects, and discussion forums—will be evaluated based on grading rubrics. Students should carefully examine rubrics before completing assignments. Each assignment is worth a specific number of points as outlined in assignment descriptions. The total number of points is converted to a 10-point scale. A typical grading scale follows.
Example Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1200 – 1080</td>
</tr>
<tr>
<td>B</td>
<td>1079 – 959</td>
</tr>
<tr>
<td>C</td>
<td>958 – 838</td>
</tr>
<tr>
<td>D</td>
<td>837 – 717</td>
</tr>
<tr>
<td>F</td>
<td>Below 716</td>
</tr>
</tbody>
</table>

Assignments and Participation

Specific Course Requirements:

Unit Projects (100 points each – total of 300 points)

Students will complete unit project/s for each of the first three units listed. Each project will be worth 100 points and will involve relevant application of content material as well as research relevant to specific learning environments. Guidelines for each project as well as rubrics may be found on the course website. Projects may consist of, but are not limited to: a) examination and analysis of instructional design models, b) synthesis and application of theories, c) identifying learner needs, d) projecting global and community needs, e) analysis of learning tasks and integrating tasks with appropriate assessment strategies, e) , and applying an instructional design model to a relevant learning environment.

Online Discussion Forum Participation (50 points each – total of 400 points)

Students will complete assigned readings and actively participate in Online Discussion Forums based on the readings as well as their own research. The forums will act as an avenue for further discussion, reflection, and discourse regarding unit topics. Each form will be evaluated based on an Online Forum Grading Rubric (attached).

Final Project (400 points)

Students will complete a final project that consists of: a) analyzing a selected instructional design model, b) identifying learner, community, and global needs,
c) integrating needs, content, and evaluation strategies, and d) applying the appropriate instructional design model to a learning environment.

Other Participation

Students will be encouraged to evaluate each unit. The evaluation will be completed via online course feedback surveys (formative evaluation of course). Students will also be invited to participate in Feedback Forums (onset and summative evaluation of the course).

Course Ground Rules

IMPORTANT INFORMATION REGARDING THE ONLINE LEARNING ENVIRONMENT

The course will require students to access specific information via the MTSU Pipeline and the course site. Specific assignments will require students to discuss issues online via asynchronous Discussion Forums. In addition, there is one collaborative assignment that students must send to each other via either: a) the course site or b) email. All course materials—resources, handout packets, assignment guidelines, grading rubrics, and slide shows—can be located on the course web site. The instructor may be reached by phone call and/or email at any time. A response will be received within 24 hours. Students are also encouraged to establish a collaborative relationship with each other and to discuss assignments and readings via email and/or the site Forums. Email may be sent through the course site to the instructor as well as to other students.

Other tips for successfully completing the course:

- Be sure to check email regularly and to access the course site several times each week
- Utilize the handouts and materials on the site for each content unit
- Keep up with course readings and assignments—adhering to all deadlines
- Contact the instructor at the first sign of any problems
- REMEMBER – Questions and concerns are always welcome – this is how we improve practice!

*Teleresearch – The process of utilizing reliable online sources for the purpose of research, gathering information, and perusing online articles and resources.
This class is taught entirely online. In order to successfully complete the course, students are encouraged to keep up with readings, assignments, and Forum Discussions. All assignments must be saved in MS Word and uploaded via the course site. Assignments sent late as email attachments will not be accepted.

**IMPORTANT INFORMATION REGARDING THE ONLINE LEARNING ENVIRONMENT...**

**What this course is NOT:**

This course is a comprehensive, inquiry-based course. As with all 3.0 credit hour courses, students must be willing to devote at least 3 hours per week for reading materials, viewing slide shows, and examining unit related materials (similar to an onsite course). In addition, students must be prepared to devote an additional 6 hours or more in order to complete assignments and conduct research. Assignments consist of a variety of tasks including research, teleresearch, case-based studies and reports, active participation in online discussion forums, online projects, traditional tests, and other interactive tasks. THIS COURSE IS NOT A SEMESTER-LONG ONLINE CHAT SESSION. Please be aware of the amount of time it takes to successfully complete an online course.

**What this course IS**

This course is being taught entirely ONLINE. Students must keep up with assigned readings—both text-based and web. In addition, students must complete all weekly assignments as well as semester assignments. Course material is divided into units of study. Due to the abbreviated summer schedule, all units and unit assignments are available immediately. Students may work ahead of schedule, however, ABSOLUTELY NO ASSIGNMENTS WILL BE ACCEPTED LATE. All assignments must be uploaded via the Student Drop Box by the date and time designated. NO ASSIGNMENTS WILL BE ACCEPTED VIA EMAIL. If you send assignments via email attachments after due dates: a) the instructor will not open the file, b) the unopened file will not be graded, and c) you will not receive credit for the assignment.

**NOTE:** Due to the nature of online learning, a final grade of “I” / Incomplete is not an option. If you begin having trouble, notify the instructor immediately. Online learning is not for everyone. If the environment is not conducive to your learning style, you should withdraw immediately.

**AGAIN: ABSOLUTELY NO ASSIGNMENTS WILL BE ACCEPTED LATE!**
SUBMITTING ASSIGNMENTS / NOTES:

1. Please see the comprehensive course calendar for specific due dates. D2L allows students to compile assignments listed on the calendar in order to print hard copies. It is the responsibility of the student to carefully examine the calendar for due dates.
2. Save your work in MS Word (no other program will be readable). Insert a header with the following information:

   Your last name, first initial
   Assignment name

Communication Guidelines

Email:

- Always include a subject line.
- Sign your message with your name and course number.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussion Forums:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other’s ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.
NOTE: All Discussion Forums will be graded based on the Online Forum Grading Rubric. Review the rubric before participating in any forum.

Web Resources:

- Columbia Guide to Online Style by Janice R. Walker and Todd Taylor
- Citation Styles Online
  http://www.bedfordstmartins.com/online/cite6.html
- Copyright Issues
  http://www.tbr.state.tn.us/general_counsel/ip/Copyright%20in%20DE.htm

Library

Students may find a link to MTSU’s various libraries at:
http://www.mtsu.edu/libraries, and to the Walker Library’s Distance Learning
http://ulibnet.mtsu.edu/distance/.

University Writing Center

<table>
<thead>
<tr>
<th>Writing Center</th>
<th>Computer Lab</th>
<th>Phone Number</th>
<th>Web Site</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peck Hall 325</td>
<td>Peck Hall 326</td>
<td>904-8237</td>
<td><a href="http://www.mtsu.edu/~uwcenter">www.mtsu.edu/~uwcenter</a></td>
<td><a href="mailto:uwcenter@mtsu.edu">uwcenter@mtsu.edu</a></td>
</tr>
</tbody>
</table>

The University Writing Center (UWC) offers free writing assistance for any writing assignment in any class. The UWC staff, comprised of English graduate assistants, work with students to develop the skills necessary to become a confident, competent writer by providing one-to-one consultations and helpful handouts. The Writing Center offers many online services as well, including a Grammar hotline for quick questions, an email drop box and chat room, and a website filled with helpful handouts, exercises, and resource links for individual work. The Center provides a free computer lab, located next door to the Center, which affords students the opportunity to immediately incorporate suggestions and assistance gained during their session. The Center is open Monday through Saturday, and access to online services is available 24/7.
## SMARTTHINKING Online Tutoring Service

SMARTTHINKING is the leading provider of online tutoring. Students connect to live tutors from any computer that has Internet access. SMARTTHINKING is a virtual learning assistance center. It provides online tutoring 24 hours a day, 7 days a week. To use this service at [www.smarthinking.com](http://www.smarthinking.com), use the following Username and Password information:

**Username:** full MTSU email address (example lmm2r@mtsu.edu)

**Password:** MTSU

## Students with Disabilities

If you have a disability that may require assistance or accommodation, or if you have any questions related to accommodations testing, note takers, etc., please speak with me as soon as possible. Students may also contact the Office of Disabled Students Services (898-2783) with questions about such services.

### Accommodations for the Online Environment:

For those students who may have difficulty viewing slide shows that contain a high degree of color and graphics, please see the Unit Handout Packets. The packets are provided as a text-based alternative to the slide shows. For additional assistance and available adaptive technology, please contact the Office of Disabled Students Services.

## Changes to the Syllabus

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course Announcements page.

## Technical Support

If you experience problems logging into your course, timing out of your course, using your course web site tools, or other technical problems, please contact the
MTSU Help Desk by calling (24/7) **1-615/898-5345**, or by going to the website at [http://www.mtsu.edu/~itdsupp/helpdesk/](http://www.mtsu.edu/~itdsupp/helpdesk/).

This course is not a “how to” technology course. If students experience technical difficulties, questions and problems should be reported to the MTSU Help Desk. The instructor will assist with content questions; however, technical questions must be addressed by the MTSU Help Desk technicians.

For information regarding the D2L system and getting started, please visit the following site. Be sure to examine the information regarding when to contact the MTSU Help Desk and what types of problems should be reported to the technicians.

[http://mtsu32.mtsu.edu:11218/getting_started_working_in_d2l.htm](http://mtsu32.mtsu.edu:11218/getting_started_working_in_d2l.htm)

### Academic Misconduct

The instructor follows the Academic Integrity and Misconduct Guidelines as outlined by the Office of Judicial Affairs, Middle Tennessee State University. Please read the following definition of Academic Misconduct

[http://www.mtsu.edu/~judaff/integrity.htm](http://www.mtsu.edu/~judaff/integrity.htm)

#### Academic Integrity and Misconduct

It is expected that all work you complete for this course is your own. You are expected to include appropriate citations (when applicable) in all of your work for this course. The University policy for academic misconduct will be followed. Academic misconduct includes the following behaviors: a) Plagiarism, b) cheating, fabrication, or c) facilitating any such act.

For purposes of this section, the following definitions apply:

- **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper acknowledgment.
- **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
• **Facilitation.** Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

**Additional Information**

Academic Integrity and Misconduct within the education environment may also defined as:

• Copying, lifting, and using lesson plans and related materials obtained from a web site (or other resource) without proper citations.
• Copying and lifting lesson plans obtained from a web site, peers, or teachers and submitting those lessons as your own without citations and/or alterations.
• Copying and lifting resources, materials, paragraphs, papers, etc., from web sites without proper citations.
• No more than 15% of any document may be cited. Work must be your own. The instructor uses the turnitin.com service which scans papers and projects for academic misconduct.

**Hope (Lottery) Scholarship Information**

Students receiving the Lottery scholarships must earn a 2.75 GPA after attempting 24 credit hours and a 3.0 GPA after attempting 48 hours or more. Students who drop below full-time status (12 hours) during the first 14 days of the semester will have their awards adjusted and will owe money to the University. Students who drop after the 14th day of class will have their future lottery scholarships suspended unless the drop was approved in advance by the Financial Aid Office. Students may appeal the suspension if the drop is due to documented personal illness, illness or death of immediate family member, extreme financial hardship, military service or other extraordinary circumstances beyond the student’s control. The lottery appeal form may be obtained at [http://scholarships.web.mtsu.edu/telsprogram.htm](http://scholarships.web.mtsu.edu/telsprogram.htm). For more lottery information please see [www.tennesseescholardollars.com](http://www.tennesseescholardollars.com).

**Course Designer and Instructor:**

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