



Course Syllabus: Course Name  
College of Enter here  
EDUC 5533 Section X40  
Summer Session 2 (July 8 – August 10, 2024)

Contact Information

Instructor: Penny Miller, SPHR, SHRM-SCP  
Office: No campus office  
Office hours: Office hours by appointment  
Office phone: NA  
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Instructor Response Policy

The instructor will attempt to respond to email and voice mail within one business day. If students do not receive a response, please text the instructor at the cell phone number listed.

Textbook & Instructional Materials

All materials provided in D2L Content.

Course Description

Examination and evaluation of methods and techniques of instruction used by both trainer and curriculum/program developers in business and industry, government, and community adult learning activities.

Course Objectives/Learning Outcomes/Course Competencies

Objectives:

1. Develop an understanding of adult learning principles.
2. Become familiar with various learning technologies and tools.
3. Better understand the role of culture in developing successful adult learning strategies.
4. Become familiar with developing and managing an adult learning project.

## Student Handbook

Refer to: [Student Handbook](#)

### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### Grading/Assessment

Table 1: Points allocated to each assignment.

Assignments	Points
Self-learning Project	100
Discussion Posts	100
Participation	40
Workshop/Conference Planning	200
Final Exam	100
Total Points	540

Table 2: Total points for final grade.

Grade	Points
A	486
B	432 to 485
C	378 to 431
D	324 to 377
F	Less than 324

### Homework

**Discussion Post:** In each class week, there will be a discussion question to respond to. I expect well-thought-out, reasoned responses. References aren't necessary but may help bolster your argument. (25 points each week. Total: 100 points)

**Discussion Participation:** There is an expectation that students will respond to at least two other student posts each week. The posts should contribute to the discussion, not along the lines of "You're so right!" "I agree with you!" or similar. As examples: provide your thoughts beyond what the original poster provided, posit a different point of view, ask a question. (10 points each week. Total: 40 points)

## Exams

Final Exam. Details below. 100 points.

### Projects Required

**Self-learning Project:** Employers are putting more emphasis on the ability to learn. At the same time, employers are often reluctant to pay for training. People change jobs frequently and technology is ever changing. In addition, people are finding great satisfaction in developing themselves through hobbies and various educational activities that are not part of formal schooling. This is an opportunity to develop insight into developing personal learning goals and developing a learning plan to support that goal. It is also intended to analyze how you learn and the types of learning experiences that work better for you.

Find some subject of interest that you know little about but would like to. Develop a plan to learn about it. You should:

1. Develop an objective (what do you want to learn and how much?)
2. Investigate various methods to learn about your subject: articles, books, videos, webinars, classes, one-on-one training/coaching, etc.
3. Use at least 3 of the possible options. Evaluate their effectiveness for you—what were you comfortable with, what methods were less effective for you, and why?
4. Provide a short summary of what you learned about your topic and what you learned about adult learning as a result.

Choose something relatively simple since this is a summer session class and time is at a premium (knowledge vs. skill, most likely). The important part of the assignment is developing an approach to learning on your own.

**100 points. Due July 28.**

### Workshop Project

Training programs are seldom a single person's task. I have put together many workshops and conferences—seldom was this done alone (and never for a conference). Many learning activities require a committee or project team to complete. This introduces a whole set of difficulties. However, due to the intensive nature of this class, I am allowing each person to plan a workshop independently, instead of making this a group project as I have done in the past.

Develop a half-day workshop. You'll do everything except actually put the workshop on. Develop learning objectives and a budget. Find a suitable

facility and speakers. What is it going to cost to attend? What technology do you need? Develop marketing materials. Put together a logistics plan.

This project is intended to show the complexity of putting together such an event as well as to learn something about managing such a project.

You will turn in one "notebook" with the entire project. It must include:

1. Topic and learning objectives
2. Audience analysis
3. Budget
4. Logistics plan (location, registration, agenda, sponsorship, food/drink, A/V, speaker coordination, etc.)
5. Marketing plan
6. Evaluation

**200 points. Project "notebook" due August 4.**

Final Exam

The final exam is 100 points (approximately 18% of the points for the semester). The final exam will be "take home." There is no time limit. It will be an essay test, focused on a few questions relating to the content of the course. Students may discuss the exam and questions with one another, but I would not expect to see substantially the same answers on multiple tests (in other words, brainstorm together, but write your own answers.) The exam will be available for download by July 31. **Due August 9.**

Extra Credit

None

Late Work

Late work is accepted, but there is a 10% late penalty. No work will be accepted after August 9.

Make Up Work/Tests

In cases of a particularly poor grade on a project (not the final exam), students may be permitted to rework the assignment, although they will not receive full credit. No work will be accepted after August 9.

Important Dates

Last day for term schedule changes: NA

Deadline to file for graduation: June 24, 2024

Last Day to drop with a grade of "W:" July 25, 2024

Refer to: [Drops, Withdrawals & Void](#)

#### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

#### Attendance

This is an on-line class and there are no required class meeting. However, weekly discussion posts are a part of the course.

#### Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

#### Instructor Class Policies

Students will be respectful in their interactions with one another and with the instructor.

#### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

#### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants,

loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### College Policies

#### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

#### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

#### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

#### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

#### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond

to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

### Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### Course Schedule:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 7/8 to 7/16	Review the syllabus and post questions for clarification to Question Discussion Board  Post an introduction  Read/watch supplemental material  Respond to discussion question  Respond to discussion posts of two classmates	7/14
Week 2 7/15 to 7/21	Read/watch supplemental materials  Respond to discussion question  Respond to two discussion posts of classmates	7/21
Week 3 7/22 to 7/28	Read/watch supplemental materials  Submit Self-learning assignment	7/28
Week 4 7/29 to 8/4	Read/watch supplemental materials  Submit Workshop project	8/4
Final Week	Final Exam	8/9

