
 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>NEW COURSE PROPOSAL</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department</b> Teaching and Learning <b>College</b> Education <i>(To obtain a course number, contact erudolph@fau.edu)</i>		
<b>Prefix</b> EME <b>Number</b> 6XXX	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> <b>Lab Code</b>	<b>Type of Course</b> <input type="text" value="Lecture"/>	<b>Course Title</b> K-12 Online Teaching Foundations
<b>Credits</b> <i>(Review Provost Memorandum)</i> 3	<b>Grading</b> <i>(Select One Option)</i> <b>Regular</b> <input checked="" type="radio"/> <b>Sat/UnSat</b> <input type="radio"/>	<b>Course Description</b> <i>(Syllabus must be attached; see Guidelines)</i> This course examines strategies to design, manage, and deliver meaningful online learning experiences in K-12 learning environments. The practical skills and pedagogical principles to teach in K-12 online learning environments utilizing current and emerging learning technologies are explored.	
<b>Effective Date</b> <i>(TERM &amp; YEAR)</i> Spring 2021		<b>Prerequisites</b> None	<b>Corequisites</b> None
		<b>Registration Controls</b> <i>(Major, College, Level)</i>	
<b>Prerequisites, Corequisites and Registration Controls are enforced for all sections of course</b>			
<b>Minimum qualifications needed to teach course:</b> Member of the FAU graduate faculty and has a terminal degree in the subject area (or a closely related field.)		<b>List textbook information in syllabus or here</b> No printed textbook is required for this course. Online resources will be used in support of assignment completion. Please see the course web site for both required readings and supplemental resources.	
<b>Faculty Contact/Email/Phone</b> Ann Musgrove/musgrove@fau.edu/954-309-4377		<b>List/Attach comments from departments affected by new course</b>	

<b>Approved by</b> Department Chair <u>Paul H. Pelissor</u> College Curriculum Chair <u>Paul H. Pelissor</u> College Dean <u>Stephanie Scherer</u> UGPC Chair <u>Christopher Beetle</u> UGC Chair <u>Bill</u> Graduate College Dean <u>Robert W. Sherry</u> UFS President _____ Provost _____	<b>Date</b> 9/22/20 9/23/20 9/28/2020 Oct 16, 2020 Oct 16, 2020 Oct 16, 2020 _____ _____
---	--

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) one week before the UGPC meeting.



EME 6XXX  
K-12 Online Teaching Foundations  
Online  
3 credits

Spring 2021

### Prerequisites/Corequisites

None

Professor's Name

Office Address

Office hours

Telephone

Email

XXXXXXXX

MWF XX:XX – XX:XX

561-297-XXXX

xxxxxx@fau.edu

### Course Description

This course examines strategies to design, manage, and deliver meaningful online learning experiences in K-12 learning environments. The practical skills and pedagogical principles to teach in K-12 online learning environments utilizing current and emerging learning technologies are explored.

### Course Objectives/Student Learning Outcomes

Students will be able to do the following in an online learning environment:

- Describe effective strategies to communicate with students and parents
- Design clear and consistent course sites to support a digital classroom space
- Design lessons and assessments for online instruction (ISTE E 5,6.7)
- Create opportunities for students to responsibly participate in the digital world (ISTE E 3)
- Collaborate with colleagues and students to improve practice, discover, and share resources and ideas and solve problems (ISTE E 4)

### COVID-19 Statement

*All students in face-to-face classes are required to wear masks during class, and students must sanitize their own workstations upon entering the classroom. Taking these measures supports the safety and protection of the FAU community. Students who do not adhere to these rules will be asked to leave the classroom and/or be removed from the course. Students experiencing flu-like symptoms (fever, cough, shortness of breath), or students who have come in contact with an infected person should immediately contact FAU Student Health Services (561-297-3512).*

### Standards and Guidelines Used for Developing Course Objectives

**International Society for Technology in Education (ISTE) Standards for Educators**

<https://www.iste.org/standards/for-educators>

## Course Evaluation Method

Assignment	Possible Points	Percentage of Grade
Student Introduction Activities	5	5
Standards Discussion	10	10
Communication Activity	10	10
Course Design Activity	10	10
Lesson Design	10	10
Assessment Design	10	10
Digital Literacy Activity	10	10
Resource Collaboration	10	10
Final Project	15	15
Reflection	10	10
<b>Total</b>	<b>100</b>	<b>100%</b>

## Course Grading Scale

Letter	Percent	Grade Points	Letter	Percent	Grade Points
A	95-100	= 4.0	C	75-78	= 2.0
A-	92-94	= 3.67	C-	72-74	= 1.67
B+	89-91	= 3.33	D+	68-71	= 1.33
B	85-88	= 3.00	D	65-67	= 1.00
B-	82-84	= 2.67	D-	62-64	= 0.67
C+	79-81	= 2.33	F	Below 62	= 0.00

## Policy on Makeup Tests, Late Work, and Incompletes (if applicable)

Late work is accepted only under circumstances not under control of the student. Late work will be accepted no later than a week after the original due date and can typically earn no more than 50% of the points available. It is the student's responsibility to stay aware of all assignment due dates and to successfully submit all required work in a timely manner. Please note that any unavailability of Canvas immediately prior to an assigned due date is not an acceptable reason for late submission. Please ensure that all work is submitted in a timely manner, and it is **STRONGLY** recommended that you submit work *in advance* of due dates/times so as to limit any potential difficulties with system downtime (for maintenance, etc.).

## Attendance Policy

This class is completely online with strong support in our learning management system. It will require most learners at least 8- 12 hours a week. Please log into the learning management system several times every week.

## **Classroom Etiquette Policy (if applicable)**

Etiquette is an important factor in any classroom setting. In an online class, etiquette may be a greater consideration since much communication is enabled through written e-mails, blog postings, and so on. Written words carry all types of connotations (both intended and unintended) and therefore it is essential that you craft all written communication in a manner that is professional, polite, and clearly and accurately worded. Here are some basic ground rules for written communication: [Core Rules of Netiquette](#)

## **Disability Policy**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

## **Counseling and Psychological Services (CAPS) Center**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

## **Code of Academic Integrity**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

## **Required Texts/Readings**

No printed textbook is required for this course. Online resources will be used in support of assignment completion. Please see the course web site for both required readings and supplemental resources. In addition to an active FAU Canvas, you will also need a free Google account and a free online Microsoft account. You will also need access to specific software, all are available as a FAU student.

Download Office 365 here <https://www.fau.edu/oit/getoffice365/>

## Supplementary/Recommended Readings (if applicable)

None

### Course Topical Outline

Module	Topic	Readings/Activities	Assignment/Due Date
Start Here	Course Orientation	<ul style="list-style-type: none"><li>• Syllabus</li><li>• Post to “About Yourself” Discussion Board</li></ul> Post questions you have about the course to “Questions, Comments & Concern” discussion board	End of week 1
1	ISTE Standards for Educators National Standards for Quality Online Teaching Content Area Standards	Web resources Discussion 1	End of week 2
2	Describe effective strategies to communicate with students and parents	Web resources Communication Activity	End of week 5
3	Design of clear and consistent course sites	Web resources Course Design Activity	End of week 7
4	Design lessons and assessments (ISTE E 5,6.7)	Web resources Lesson Plan Activity	End of week 9
5	Design lessons and assessments (ISTE E 5,6.7)	Web resources Assessment Activity	End of week 11
6	Create opportunities for students to responsibly participate in the digital world (ISTE E 3)	Web resources Digital Literacy Activity	End of week 13

7	Collaborate with colleagues and students to improve practice, discover, and share resources and ideas and solve problems (ISTE E 4) Combining Assets	Web resources Discussion Resource Collaboration Activity Final Project	End of week 15
8	Reflection	Discussion	End of week 16

## **Mikaela Kursell**

---

**From:** Robert Shockley  
**Sent:** Thursday, September 10, 2020 4:25 PM  
**To:** Paul Peluso; Michael Brady; Hanizah Zainuddin; Dale Williams; Carman Gill  
**Cc:** Mikaela Kursell  
**Subject:** RE: Grad Course

No conflict with ELRM. RS

**From:** Paul Peluso <ppeluso@fau.edu>  
**Sent:** Thursday, September 10, 2020 4:13 PM  
**To:** Robert Shockley <SHOCKLEY@fau.edu>; Michael Brady <mbrady@fau.edu>; Hanizah Zainuddin <zainuddi@fau.edu>; Dale Williams <DWILLIAM@fau.edu>; Carman Gill <gillc@fau.edu>  
**Cc:** Mikaela Kursell <MKURSELL@fau.edu>  
**Subject:** Fw: Grad Course

Colleagues,

Please see the attached graduate course that the Instructional Design faculty in Teaching and Learning are wanting to have approved. Please look this over and if you have any objections, please let me know. Otherwise, if you agree with this, please send me an e-mail. If I do not hear from you by next Friday, September 18, 2020 I will assume that you have no objections.

Thank you,

-Paul

Paul R. Peluso, Ph.D., LMHC, LMFT  
Senior Associate Dean  
College of Education

Interim Chair  
Department of Teaching and Learning

Professor  
Department of Counselor Education

ACA Governing Council Representative, International Association of Marriage and Family Counselors (IAMFC)

Immediate Past-Editor, Measurement and Evaluation in Counseling and Development

Florida Atlantic University  
777 Glades Rd.  
Bldg 47, Rm 270  
Boca Raton, FL 33431-0991  
(561) 297-3625 (Office)  
(561) 297-3602 (Dept.)  
(561) 297-2309 (Fax)

## Mikaela Kursell

---

**From:** Hanizah Zainuddin  
**Sent:** Thursday, September 10, 2020 4:52 PM  
**To:** Robert Shockley  
**Cc:** Paul Peluso; Michael Brady; Dale Williams; Carman Gill; Mikaela Kursell  
**Subject:** Re: Grad Course

Hi Paul;  
No conflict with CCEI.  
Hani

Hanizah Zainuddin, Ph.D  
Interim Chair and Associate Professor  
Dept. of Curriculum, Culture, & Educational Inquiry  
ED 347, College Of Education  
Boca Raton, FL 33431  
Tel: 561-297-3965  
Fax: 561-297-2925

"In diversity, there is beauty and there is strength" ~ Maya Angelou

Sent from my iPhone

On Sep 10, 2020, at 4:25 PM, Robert Shockley <[SHOCKLEY@fau.edu](mailto:SHOCKLEY@fau.edu)> wrote:

No conflict with ELRM. RS

**From:** Paul Peluso <[ppeluso@fau.edu](mailto:ppeluso@fau.edu)>  
**Sent:** Thursday, September 10, 2020 4:13 PM  
**To:** Robert Shockley <[SHOCKLEY@fau.edu](mailto:SHOCKLEY@fau.edu)>; Michael Brady <[mbrady@fau.edu](mailto:mbrady@fau.edu)>; Hanizah Zainuddin <[zainuddi@fau.edu](mailto:zainuddi@fau.edu)>; Dale Williams <[DWILLIAM@fau.edu](mailto:DWILLIAM@fau.edu)>; Carman Gill <[gillc@fau.edu](mailto:gillc@fau.edu)>  
**Cc:** Mikaela Kursell <[MKURSELL@fau.edu](mailto:MKURSELL@fau.edu)>  
**Subject:** Fw: Grad Course

Colleagues,

Please see the attached graduate course that the Instructional Design faculty in Teaching and Learning are wanting to have approved. Please look this over and if you have any objections, please let me know. Otherwise, if you agree with this, please send me an e-mail. If I do not hear from you by next Friday, September 18, 2020 I will assume that you have no objections.

Thank you,

-Paul



## Mikaela Kursell

---

**From:** Paul Peluso  
**Sent:** Thursday, September 10, 2020 9:02 PM  
**To:** Mikaela Kursell  
**Subject:** Fwd: Grad Course

Sent from my iPhone

Begin forwarded message:

**From:** Dale Williams <DWILLIAM@fau.edu>  
**Date:** September 10, 2020 at 5:00:44 PM EDT  
**To:** Paul Peluso <ppeluso@fau.edu>  
**Subject:** RE: Grad Course

No objections.

**From:** Paul Peluso <ppeluso@fau.edu>  
**Sent:** Thursday, September 10, 2020 4:13 PM  
**To:** Robert Shockley <SHOCKLEY@fau.edu>; Michael Brady <mbrady@fau.edu>; Hanizah Zainuddin <zainuddi@fau.edu>; Dale Williams <DWILLIAM@fau.edu>; Carman Gill <gillc@fau.edu>  
**Cc:** Mikaela Kursell <MKURSELL@fau.edu>  
**Subject:** Fw: Grad Course

Colleagues,

Please see the attached graduate course that the Instructional Design faculty in Teaching and Learning are wanting to have approved. Please look this over and if you have any objections, please let me know. Otherwise, if you agree with this, please send me an e-mail. If I do not hear from you by next Friday, September 18, 2020 I will assume that you have no objections.

Thank you,

-Paul

Paul R. Peluso, Ph.D., LMHC, LMFT  
Senior Associate Dean  
College of Education

Interim Chair  
Department of Teaching and Learning

Professor  
Department of Counselor Education

## Mikaela Kursell

---

**Subject:** FW: Grad Course

Begin forwarded message:

**From:** Michael Brady <[mbrady@fau.edu](mailto:mbrady@fau.edu)>  
**Date:** September 10, 2020 at 5:49:13 PM EDT  
**To:** Paul Peluso <[ppeluso@fau.edu](mailto:ppeluso@fau.edu)>  
**Subject:** RE: Grad Course

I do not see any conflict or unintended redundancy with the courses or curriculum in ESE.

Michael P. Brady, PhD  
Professor & Chair  
Department of Exceptional Student Education  
Florida Atlantic University  
777 Glades Road  
Boca Raton, FL 33431  
(561) 297-3281  
[mbrady@fau.edu](mailto:mbrady@fau.edu)

For information about FAU-ESE Degree Programs, Events/Activities, or Faculty/Research: [CLICK HERE](#) or scan this QR code:



**From:** Paul Peluso <[ppeluso@fau.edu](mailto:ppeluso@fau.edu)>  
**Sent:** Thursday, September 10, 2020 4:13 PM  
**To:** Robert Shockley <[SHOCKLEY@fau.edu](mailto:SHOCKLEY@fau.edu)>; Michael Brady <[mbrady@fau.edu](mailto:mbrady@fau.edu)>; Hanizah Zainuddin <[zainuddi@fau.edu](mailto:zainuddi@fau.edu)>; Dale Williams <[DWILLIAM@fau.edu](mailto:DWILLIAM@fau.edu)>; Carman Gill <[gillc@fau.edu](mailto:gillc@fau.edu)>  
**Cc:** Mikaela Kursell <[MKURSELL@fau.edu](mailto:MKURSELL@fau.edu)>  
**Subject:** Fw: Grad Course

Colleagues,

Please see the attached graduate course that the Instructional Design faculty in Teaching and Learning are wanting to have approved. Please look this over and if you have any objections, please let me know. Otherwise, if you agree with this, please send me an e-mail. If I do not hear from you by next Friday, September 18, 2020 I will assume that you have no objections.

Thank you,

-Paul

Paul R. Peluso, Ph.D., LMHC, LMFT