General Class and Course Information

Course Number: FAC0099  
Course Title: Faculty Development Course

| Term/Dates: 01/31/2020-05/01/2020 | Reference Number: NA | Credit Hours: 0 | Clock Hours: 10.0 |

Course Description: This course will present the faculty/instructor overview information on Palm Beach State College, present six modules on teaching strategies and student interaction, and present information on Palm Beach State’s assessment of learning outcomes.

Distance Learning Class Information

This course is taken completely on the Internet without attending a classroom on campus. Some courses may require students to take examination(s) in a proctored lab setting. Before you decide to take the course via online delivery, it is recommended that you:

Visit – [http://www.palmbeachstate.edu/elearning/online](http://www.palmbeachstate.edu/elearning/online)
to obtain Detailed Facts & Information about

Blackboard Access

✔ Access to your Online Course is AVAILABLE each term on the FIRST DAY OF CLASSES
✔ Access to your Online Course will NOT BE AVAILABLE unless the course tuition is FULLY PAID

Blackboard Orientations

✔ How to Register for the Free Online Orientation Course: ELO1000
✔ Where/When to Attend On-Campus Orientation

Blackboard Tips & Tutorials

✔ How to Ensure your Computer is Compatible
✔ Ensure you Understand Examination and Assignment Rules
✔ Learn the Functions of Blackboard

Then Proceed To – [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com)
to Login to your Course (not available before the first day of class) using the same
USERNAME and PASSWORD you used to register for classes.

For Additional Information and Notices Visit – [http://www.palmbeachstate.edu/elearning](http://www.palmbeachstate.edu/elearning)

Professor’s Information

<table>
<thead>
<tr>
<th>Name: Clarisse May</th>
<th>Office Location: TC 424</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: 561-868-3831</td>
<td>Email: <a href="mailto:maym@palmbeachstate.edu">maym@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Faculty Web Page: <a href="http://www.palmbeachstate.edu/academicservices/staff-office-overview.aspx">http://www.palmbeachstate.edu/academicservices/staff-office-overview.aspx</a></td>
<td>Office Hours: M - F, 7:30 AM to 4:30 PM</td>
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Information on REQUIRED Textbooks:

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
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</thead>
<tbody>
<tr>
<td>No textbooks are needed</td>
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Template Date - July 2013
Course Learning Outcomes: As a result of taking this course, the student will be able to:
1. Describe Palm Beach State College, its programs, campuses and students.
2. Identify characteristics of adult learners and demonstrate effective instructional strategies.
3. Describe and apply the College’s assessment models for programs and general education.
4. Identify the services and functions of the eLearning and Instructional Design Technology departments as they relate to college support services.
5. Critical Thinking Models: Articulate how one of the three critical thinking models can inform student learning of critical thinking concepts in the course they teach.
6. Critical Thinking Disposition: Compare critical thinking dispositions to critical thinking skills and evaluate how key dispositions can further support their teaching and assessment practice.
7. Teaching Critical Thinking: Select one outcome included in the QEP Critical Thinking Quick Guide and apply it to a course topic in order to help students employ critical thinking in the learning process.

Full Course Outline - Click on the following link: Course Outlines and enter the course number (no space between the prefix and the number).

Class Information

Tests, Quizzes, Assignments: The course has the following assignments and activities. Each activity must be completed at an 80% or higher proficiency rate. Each quiz maybe taken up to three times and the highest grade prevails.

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Type of Activity</th>
<th>Assignment Requirements</th>
<th>Performance Level Required</th>
<th>Learning Outcome Supported</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 – Know Pillar</td>
<td>1 Discussion (Share Know Tips / Quiz)</td>
<td>Blackboard graded</td>
<td>80%</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Unit 2 – Manage Pillar</td>
<td>1 Discussion (Share Manage Tips) / Quizzes (one after each module – 6 quizzes total)</td>
<td>Blackboard graded</td>
<td>80% on each quiz</td>
<td>2</td>
<td>700</td>
</tr>
<tr>
<td>Unit 3 – Assess Pillar</td>
<td>1 Discussion (Share Assess Tips) / Assessment</td>
<td>Meet stated requirements</td>
<td>80%</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Unit 4 – Include Pillar</td>
<td>1 Discussion (Share Include Tips)</td>
<td>Blackboard Graded</td>
<td>80%</td>
<td>2</td>
<td>100</td>
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<tr>
<td>Unit 5 – e-Learning &amp; IDT</td>
<td>1 Quiz</td>
<td>Meet stated requirements</td>
<td>80%</td>
<td>4</td>
<td>100</td>
</tr>
<tr>
<td>Unit 6 – Engage Pillar</td>
<td>1 Discussion (Share Engage Tips / 3 Reflections</td>
<td>Meet stated requirements</td>
<td>80%</td>
<td>5, 6, 7</td>
<td>400</td>
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<tr>
<td>Unit 7 - Thrive Pillar</td>
<td>Course Evaluation Survey / Reflection Essay</td>
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<td>1</td>
<td>100</td>
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<td>TOTAL POSSIBLE</td>
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<td>1800</td>
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Academic Dishonesty Policy and Penalty for Violation:
All instances of academic dishonesty will be referred to the hiring administrator.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:
Click here and add information on your assignments, tests, etc. in any format you wish.

Grading:

<table>
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<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage (if applicable)</th>
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<tbody>
<tr>
<td>A</td>
<td>As Noted Above</td>
<td>No Grades are issued</td>
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<td>B</td>
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Class Policies

Attendance: Professors are required to take attendance.
Participants should complete the course in a timely manner.

Electronic Device Use and Email Policy:
All questions should be posed via college email.

Late Assignment Policy:
All assignments and activities must be completed by December 5, 2017. No extensions are given.

Make-up Exam Policy:
Not applicable

Withdrawal Policy:
Not applicable.

Other:
New Adjunct instructors who do not complete the course by December 5 will not be tendered a contract for a subsequent term.

College Policies and Web Information
Academic Dishonesty
Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:
(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
(3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed, (5) Plagiarism.
Please refer to the Palm Beach State College Student Handbook (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines
Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

Eating, Drinking and Smoking
Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal
The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting
Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy
When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest
Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses
The last day to withdraw from a College course with a "W" grade in this course is November 6th.
This is a course that does not earn credit, hence no withdrawal is needed. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar’s office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

**Distance Learning Requirements**

**Computer Systems**
Your computer system resources must be compatible with the Learning Management System (LMS) used to deliver/manage course content. System Check (analysis) is provided on the course login page at [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com). Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

**SLC Computer Lab**
If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab webpage at [http://www.palmbeachstate.edu/slc](http://www.palmbeachstate.edu/slc) for location and hours.

**Student Computer & Learning Management System Skills**
Students need to possess basic web-browsing skills and need to learn the functions of the Learning Management System (LMS). Online video tutorials are provided for all major LMS functions and can be accessed from the online classroom or directly at [http://www.palmbeachstate.edu/elearning/resources](http://www.palmbeachstate.edu/elearning/resources).

**Course Login**
Courses become accessible on the first day of class and tuition must be fully paid to obtain access. If this is your first PBSC online course, review the Course Access Facts & Information at [http://www.palmbeachstate.edu/elearning/online](http://www.palmbeachstate.edu/elearning/online) before attempting to login to your course -- information on how to change your password and solving other login related issues is provided on this page.

Login Page: [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com)
Username: Your PBSC Student ID
Password: Your PBSC Password (must be 6 characters)

**Online Textbook Purchase**
The textbook(s) can be purchased at the PBSC Campus Bookstore or online at [http://www.efollett.com](http://www.efollett.com).

**Online Course Assistance**
For assistance, contact your:
- Professor -- with Course Instructional Content (assignment/test availability dates, course instructions, etc.) issues.
- Student Helpdesk -- with Username/Password & General Access issues. Call 561-868-4000.
- Blackboard Administrator -- for Course Availability issues. Email BbAdmin@palmbeachstate.edu.

**Department Contact Information**

<table>
<thead>
<tr>
<th>Name: Dr. Velmarie Albertini</th>
<th>Office Location: TC422</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: 561-868-3891</td>
<td>Email: <a href="mailto:albertiv@palmbeachstate.edu">albertiv@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Job Title: Dean, Curriculum</td>
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