



Register for Drake Credit - Registration will close on 10/24/2017 10:59 PM  
[https://reg.abcsignup.com/reg/event\\_page.aspx?ek=0006-0004-95c9d0c8751f40a6883e8b8c2ddedb50](https://reg.abcsignup.com/reg/event_page.aspx?ek=0006-0004-95c9d0c8751f40a6883e8b8c2ddedb50)

## **Course Syllabus**

### **IBEA 2017: Discover the Possibilities**

1. **Course Title:** IBEA 2017: Discover the Possibilities  
**Credit Hours:** 1 Graduate Credit  
**Dates/Times:** October 22 – December 4, 2017  
**Location:** Online  
**Instructor of Record:** Sue Elwood
  
2. Rationale for Offering this Course  
IBEA, in partnership with Drake University, is offering this opportunities for professional development for business educators to enhance their skills and practices to improve student learning. This course will satisfy license renewal by earning graduate credit in the education or business area. This course will have a minimum of 15 hours face-to-face course time and 30 hours of outside work one credit, for a total of 45 hours of course time.
  
3. Course Description  
In this facilitated, online course, learners will have the opportunity to interact with colleagues from across the state on topics of interest through discussion. Learners will develop a lesson plan by selecting one topic garnered from attending 7 IBEA breakout sessions or the Keynote speaker session. The learner will integrate their lesson plan into an existing course and reflect on what worked, what did not work, and what types of changes they might make to be more successful. Prior to beginning coursework, learners will meet via zoom for an overview of requirements and a Q & A session.
  
4. Course Objectives
  - a. Attend the general opening session held on Sunday.
  - b. Attend three breakout sessions on Sunday and four breakout sessions on Monday.
  - c. Attend Keynote Speaker session on Monday.
  - d. Attend common sessions: Area (AEA) meeting and dinner on Sunday and Vendors and DOE on Monday.
  - e. Attend awards program on Monday.
  - f. Complete ASK Certification (Assessment of Skills and Knowledge for Business) or investigate certification options appropriate for business students.
  - g. Complete on-line assignments/discussions through Drake Blackboard.
  - h. Develop a lesson plan with artifacts by using information/material garnered from one or more of the breakout sessions and link it to state and/or national business education standards to be posted to Wiki.
  - i. Peer review/critique four lesson plans submitted by peers in Wikispaces.
  - j. Present/teach developed lesson to one or more classes.
  - k. Write a reflection paper on the lesson outcomes and revise lesson plan.
  - l. Investigate different professional development opportunities for business educators and develop a professional development plan.

5. Course Calendar      Conference hours       Outside hours 

Dates	Activity	Objective(s)	Hours
October 22-23, 2017	1. ASK Certification (*See Alternate Assignment) 2. Attend general opening session and breakout sessions (see conference schedule for times/locations)	4.f, 4.a, and 4.b	2
			7.5
October 22-23, 2017	1. Attend common sessions (Area, Vendors, DOE, Dinner with Area Reps)	4.d	3
October 23, 2017	2. Attend Keynote speaker session on Monday	4.c	1.5
October 23, 2017	3. Attend Awards Luncheon on Monday	4.e	1.25
<b>Date TBA (Doodle poll date)</b>	<b>1. Student will meet via Zoom to discuss course overview, implementation of course requirement, and Q&amp;A.</b>		2
October 24- November 6, 2017	2. Complete all online discussion in Blackboard Learning Management System (minimum requirement of one original post and two replies) 3. ASK Certification reflection ~or~ *Written Assignment: Complete research on business certifications and the benefit to students.	4.g and 4.f	10
			1
			3
November 6-13, 2017	Develop lesson plan, including artifacts by using information garnered from one or more breakout session: 1. See examples and narrated presentation. 2. Submit first draft on Wikispaces.	4.h and 4.i	6
November 13-27, 2017	1. Present/teach lesson plan in one or more classes. 2. Conduct peer review/critique of four peer's lesson plans found in Wikispaces using guided questions.	4.j	1
			4
November 27 – December 4, 2017	Evaluate effectiveness of lesson plan: 1. See examples and narrated presentation. 2. Written assignment: Reflect on lesson plan outcomes after presenting to class. 3. Revise lesson plan and/or artifacts. Submit updated lesson plan and/or artifacts on Wikispaces.	4.k	5
October 24 – December 4, 2017	The value of professional development: 1. Read two articles on professional development. 2. Research professional development opportunities and develop a professional development plan. 3. Post plan on Wikispaces	4.l	3

Due to possible unforeseen situations, changes in course syllabus and or schedule may be made by the instructor at any time and will be posted in Class Announcements. Therefore, check Class Announcements on a regular basis.

6. Method of Evaluation/Grading Criteria

Written work, discussion, and reflections will be used as methods of assessment.

Types of assignments will include readings and other materials that may be identified by the instructor, discussion through the Blackboard Discussion Tool, and any other activity the instructor deems necessary for learning. Due dates can be found on the Course Calendar above. Specific assignments, assignment directions, and due dates will be identified for students in Blackboard.

Students will earn points for learning activities, reflection and other written work, and project discussion/participation. To determine the final grade, averages will be attained by dividing the total points earned by the total points possible. The final grade will be determined according to the following grading system.

A	90-100
B	80-89
C	70-79
D	60-69
F	less than 60

**Late work** is essentially an unacceptable skill in the real world. Assignments are due by 11:30 p.m. on the due date. After the due/closing date, late submission of assignments may be assessed a penalty of 10% per day. Assignments more than one week late from the due date will not be accepted and will receive a grade of zero (0).

Work can always be submitted ahead of time if you are going to be gone to avoid a late penalty. If you need an assignment opened up early, please notify the instructor. Always back up your work.

Exceptions may be made if there are Extenuating Circumstances beyond the student's control. Examples of extenuating circumstances include major illness or injury of student, major illness, injury, or death of immediately family member, or military obligations. Appropriate, verifiable documentation will be required.

7. Textbooks/Other Readings/Technology Required

No textbook is required. All reading material will be provided in Blackboard.

8. Attendance Policy

Attendance is an expectation and will not be included as criteria toward a grade.

9. Follow-up

Lesson plans will be posted on the instructor's Wiki page. All students will have access to lesson plans (along with any other content found there) and can add, comment, or make changes at any time.



### **Online Discussion Guidelines and Grading Rubric:**

**One original discussion posting will be required for each session attended and two responses to classmate postings are required. Discussion postings and responses for each session are expected to be posted by the identified due date on the course outline. Late postings will be accepted only up to a week late of the identified due date as identified in the late work policy.**

#### **Discussions will be graded based on the following specifications:**

1. Your post should be an original post, not a response to another post (responses count towards participation)
2. The discussion should reflect knowledge of the work assigned for the chapter (i.e. thoughts should be written after assigned reading is completed)
3. The discussion should reflect some depth of thought (questions can be part of the discussion, as well as answers for questions by others.)
4. If you find a helpful web site, please let others know by citing the URL

#### Discussion Points:

- Reflects Knowledge of Reading - 5 points
- Reflects Depth of Thought - 5 points
- Grammar and Spelling - 5 points (create in a word processor and then cut/paste into Discussions area)

#### Participation Points:

- Each response to classmate posting - 10 points (5 points for each classmate response).

Total Points: 25 Points (15 for Discussion; 10 points for Participation)

Up to two points of **extra credit** per discussion may be earned for going beyond the minimum required criteria.