

# Spring 2026 ITLS-3000-IO1 Syllabus

## ITLS 3000 Syllabus

### Course Description

HEDI orientation is a one-credit class that aims to provide you with information about the program and how to succeed in it. The class will be mostly asynchronous with few synchronous sessions. I also want to let you know that this class is a window for you to ask any questions related to the program. Any advice you want to seek in the program, you can ask me and I will forward it to the right person.

### Course Objectives

By the end of this course, you will be able to:

1. Understand what HEDI is.
2. Explore the different Emphases.
3. Know how to be successful in the program.
4. Build a solid background about the program in order to make the right decision.
5. Get to know ITLS faculty and HEDI classes.
6. Be aware of what is expected after graduating from the program.

### Instructor

Ramy Shaaban

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Instructional Technology and Learning Sciences

2800 Old Main Hill, Logan, UT 84322 | Educ 201

### Course Resources

There is no required textbook but there are online readings that will be posted weekly on Canvas.

### Course Requirements

Each student will:

1. need to have one hour per week dedicated to this course.
2. do the assignments related to this course.

### Evaluation Methods and Criteria

Weekly Self-Reflection (10 X 25)

Every week, on Monday, there will be a discussion forum for writing a self-reflection. The self-reflection will be corresponding to the topic of the week.

### Empty Portfolio Website (150)

At the end of the class, students will build their online portfolios. Students will not need to have content in the portfolio but need to build the wireframe of it. This empty portfolio will be filled throughout your journey in the program.

## Grade Scheme

The following grading standards will be used in this class:

Grade	Range
P	100 % to 60.0%
F	< 60.0 %

## Course Schedule/Outline

Week 1: Introduction

Week 2: Get to know Faculty, and advisors

Week 3: Get to know the HEDI program

Week 4: Get to know HEDI classes

Week 5: Build your plan for HEDI

Week 6: What you need to be successful in HEDI

Week 7: HEDI culminating experiences

Week 8: HEDI jobs, job descriptions

Week 9: Build your portfolio series - Major portfolio platforms

Week 10: Build your portfolio series - Write your first-page introduction

Week 11: Build your portfolio series - Resume and Cover Letter

Week 12: Build your portfolio series - Sample work inventory

Week 13: Build your portfolio series - Design talk

Week 143: HEDI- What is next?

## Attendance and Excused Absences Policy

All students are expected to read/watch/listen to all the posted materials. This is mandatory. Students are permitted a maximum of two unexcused absences. Missing a module will result in the loss of 10 points from the student's final grade. You are expected to complete the online readings on time and submit assignments by their due dates. As for

the excused absence, you should email a written excuse to your instructor to be considered excused. Not all excuses will be accepted. Acceptable excuses will be determined by the instructor according to the situation. Circumstances that will grant an excused absence are shown below. If the excuse is accepted, the student is still expected to complete their readings/ assignments when they are back from the excused absence.

Late assignments are also unacceptable. A late assignment without an excuse will lead to a zero grade on the assignment. However, submission on time and resubmission after getting the instructor's feedback is allowed and can result in regaining some lost points of the original submission.

#### *Circumstances that grant excused absences:*

- Illness that prevents online attendance. The student must have documentation from the health center or another physician that indicates the student cannot or should not attend class. Health center documentation is not acceptable unless it indicates the student is unable to attend class. Schedule your routine medical appointments at times that do not conflict with class time.
- Family emergency. Serious illness or death of an immediate family member. Documentation of this emergency must be provided.
- Participation in a university sponsored activity. Permission for an excused absence must be obtained in advance of the activity and the student must have a letter from the faculty sponsor indicating the student's involvement in the activity.
- Assignments due during a time that a student is participating in a student activity must be emailed to the instructor prior to departure or immediately upon the student's return, with the instructor's permission. Assignments due during a time when a student is excused for other reasons will be due at the beginning of the second class following the student's return unless other arrangements are made with the instructor.

## **BEHAVIOUR POLICY**

You are expected to have a good behavior throughout your online interaction with classmates/instructor. Any offense after the first warning will result in a 5-points penalty per occasion. Good behavior includes but is not limited to: not being late in your replies, participating with a good attitude, not using F-words, etc. Pay attention to using capital letters in your interaction as it might be interpreted as inappropriate.

## **OFFICE HOURS AND EMAIL**

The office hours will be via Zoom. To provide more flexible schedule for students' appointments, the office hours will be by appointment. Students should email the instructor via USU email or contact him via Canvas to book an appointment. [Click Here to Book an Appointment \(https://cehsam.usu.edu/ramonline/BookAppt?AG=254\)](https://cehsam.usu.edu/ramonline/BookAppt?AG=254)

Email is the best way to contact me. I usually reply to emails within few hours of receiving them. Feel free to send me your questions or requests for assignments revisions via email and I will guarantee replying as timely as possible. I also encourage you to send me your draft versions of any assigned project to get my feedback during the process of making the assignment. This habit will result in higher quality, and bonus points for the creative ones. Please don't forget to include your name, and the class you are in in your email.

## **CANVAS**

Canvas is our learning management system and the main platform we will use during the semester. You are required to become familiar with Canvas in order to successfully complete this course. Canvas will also be used to provide the syllabus, assignments, grades, etc. To access Canvas, you should go to <https://canvas.usu.edu> (<https://canvas.usu.edu/>) and login using your USU credentials.

## **ITLS Land Acknowledgement**

We acknowledge that USU and all in-state USU Institutions reside on the original territory of the eight federally recognized Tribes of Utah. Tribes that have been living, working, and residing on this land from time immemorial. These Tribes are the: Confederated Tribes of the Goshute Indians, Navajo Nation, Northern Ute Tribe, Northwestern Band of Shoshone, Paiute Indian Tribe of Utah, San Juan Southern Paiute, Skull Valley Band of Goshute, and White Mesa Band of the Ute Mountain Ute. We acknowledge the painful history of genocide and forced removal from this land, and we honor and respect the Indigenous peoples still connected to the land on which we gather.

-USU Inclusion Center

## **SYLLABUS REVIEW**

This syllabus may go under several reviews and modifications during the semester. The reviews will aim to insure achieving the objectives of the class. All modifications should be in favor of students' learning process. The instructor must discuss these modifications with students prior to implementation, making sure those modifications are understandable and applicable.

## **Library Services**

All USU students attending classes in Logan, at our Regional Campuses, or online can access all databases, e-journals, and e-books regardless of location. Additionally, the library will mail printed books to students, at no charge to them. Students can also borrow books from any Utah academic library. Take advantage of all library services and learn more at [libguides.usu.edu/statewide](http://libguides.usu.edu/statewide). (<http://libguides.usu.edu/statewide>)

## **Classroom Civility**

Utah State University supports the principle of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Disruptive classroom behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action. Read Student Code Article V Section V-3 (<https://studentconduct.usu.edu/studentcode/article5>) for more information.

## **University Policies & Procedures**

### **Appropriate Use of Canvas and Other IT Resources**

Canvas and all other course technologies are information technology services provided as tools to further the mission of the university. By using these services, users agree to comply with USU Policy 550: Appropriate Use of Computing, Networking, and Information Resources (<https://www.usu.edu/policies/550/>) and the accompanying Terms of use for USU IT ([https://usu.service-now.com/aggies?id=kb\\_article\\_view&sysparm\\_article=KB0015388](https://usu.service-now.com/aggies?id=kb_article_view&sysparm_article=KB0015388)) resources, as well as Article V-3.B.25.c (<https://www.usu.edu/student-conduct/student-code/article5>) of the USU

Student Code. Using course technologies in ways that are inconsistent with the university's mission or are disruptive will not be tolerated. Disruptive behavior includes any activity that interferes with either the faculty member's ability to conduct the class or the ability of other students to profit from the instructional program.

## Classroom Behavior

Utah State University supports the principle of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Disruptive classroom behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action. Read Student Code Article V Section V-3 (<https://www.usu.edu/student-conduct/student-code/article5>) for more information.

## Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. Policy 4002: Academic Freedom and Professional Responsibility (<https://www.usu.edu/policies/4002/>) further defines academic freedom and professional responsibilities.

## Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

*"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."*

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

## Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
  - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.

- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

For additional information go to: ARTICLE VI. University Regulations Regarding Academic Integrity (<https://www.usu.edu/student-conduct/student-code/article6>)

## Discrimination and Sexual Misconduct

### General Overview

USU strives to provide an environment for students and employees that is free from discrimination (<https://www.usu.edu/equity/non-discrimination>) and sexual misconduct (<https://www.usu.edu/equity/sexual-misconduct/Sexual-Misconduct-Terms>). If you experience sexual misconduct or discrimination at any point during the semester inside or outside of class, you are encouraged to contact the USU Title IX Coordinator via Distance Education room 400 in Logan, 435-797-1266, [titleix@usu.edu](mailto:titleix@usu.edu) (<mailto:titleix@usu.edu>), or at [equity.usu.edu/report](https://www.usu.edu/equity/report) (<https://www.usu.edu/equity/report>). You can learn more about the USU resources available for individuals who have experienced sexual misconduct at [sexualrespect.usu.edu](https://www.usu.edu/sexual-respect/) (<https://www.usu.edu/sexual-respect/>). Resources for individuals who have experienced discrimination are listed at [equity.usu.edu/resources](https://www.usu.edu/equity/resources) (<https://www.usu.edu/equity/resources>).

### Required Reporting of Sexual Misconduct and Threats of Harm

USU cares about our students and provides a number of resources and supportive measures to students who may be experiencing thoughts of self-harm or who have experienced sexual misconduct. To ensure students are informed about resources and services available to them, including available grievance or criminal processes for incidents of sexual misconduct, USU has implemented reporting policies and practices (<https://www.usu.edu/policies/340/>) that require designated employees to report any information they receive about incidents of sexual misconduct. This reporting policy also assists USU with its efforts to prevent sexual misconduct and keep our campus community safe.

Under USU's sexual misconduct reporting policy, I am designated as a "reporting employee" (<https://www.usu.edu/civilrights-titleix/reporting/reporting-employees>). This means that if you share information with me about incidents of sexual misconduct (<https://www.usu.edu/equity/sexual-misconduct/Sexual-Misconduct-Terms.php>) (sexual harassment, sexual assault, relationship violence, or sex-based stalking), including within a course assignment, I *will report* that information to the USU Title IX Coordinator (<https://www.usu.edu/equity/sexual-misconduct/Title-IX-Coordinator.php>). I will also share with you information about designated confidential resources (<https://www.usu.edu/equity/sexual-misconduct/confidential-resources>), supportive measures (<https://www.usu.edu/equity/Supportive-Measures.php>), and how you can file a report (<https://www.usu.edu/equity/report.php>) with the USU Title IX Coordinator.

Self-disclosures about sexual misconduct that you experienced are not required for your course work.

Similarly, if you disclose thoughts of harm to self or a threat to others to me, including within a course assignment, I will report the information to the appropriate campus administrators. I will also share with you information about the mental health and wellness resources (<https://www.usu.edu/aggiewellness/caps/>) available to you.

### Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating

illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

## **Students with Disabilities**

USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the Disability Resource Center (DRC) (<http://www.usu.edu/drc/>) as early in the semester as possible (University Inn # 101, (435) 797-2444, [drc@usu.edu](mailto:drc@usu.edu) (<mailto:drc@usu.edu>)). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

## **Students Who are Pregnant or Have a Pregnancy-Related Condition**

If you need academic accommodations related to pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery, or other pregnancy related conditions, please contact the Office of Equity as early as possible. All accommodations related to pregnancy must be approved by the Office of Equity. The Office of Equity will then coordinate with instructors to provide accommodations. The University will not exclude a student from participating in any part of an educational program based on the student's pregnancy or pregnancy related conditions.

*Office of Equity:* Distance Education, Room 400, Logan Campus, 435-797-1266, Office of Equity: Pregnancy and Pregnancy Related Conditions (<https://www.usu.edu/equity/pregnancy-accommodations>).

## **Inclusive Excellence**

USU provides resources to help all students feel included as part of the campus and broader USU community. To learn more about the resources available and how to access them, visit the Student Affairs Office (<https://www.usu.edu/student-affairs/>).

## **Grievance Process**

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Academic Grievances section of the Course Catalog (<https://catalog.usu.edu/content.php?catoid=39&navoid=30452>).

## **Full details for USU Academic Policies and Procedures**

- Acceptable Use of University Computing Resources (<https://www.usu.edu/policies/550/>)
- Academic Policies and Practices (USU Catalog) (<https://catalog.usu.edu/content.php?catoid=39&navoid=29998>)
- Student Conduct (<http://www.usu.edu/studentconduct>)
- Student Code (<https://www.usu.edu/student-conduct/student-code/>)
- Academic Freedom and Professional Responsibility Policy (<https://www.usu.edu/policies/4002/>)

## **Emergency Procedures**

In the case of a drill or real emergency, classes will be notified to evacuate the building via USU official communication channels. Those channels will be: an audible alarm, such as a fire alarm; an Aggie Alert notification; or notification by a USU representative. In the event of a disaster that does not permit enough time for notifications, evacuate as the situation dictates (i.e., when shaking ceases in an earthquake; immediately when a fire is discovered or in the event of other immediate life safety concerns). If it does not inhibit safety, turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs. See USU Emergency Management (<https://www.usu.edu/dps/emergency/>) for more information.

## **General Health Protocols**

The cold, flu, COVID-19, and other illnesses can have an impact on the health of our university community. USU welcomes the wearing of masks in all university buildings and encourages taking measures to mitigate risk as recommended by federal and state public health officials: getting vaccinated, staying home if you are sick, and frequent hand washing.

## **Mental Health**

Mental health is critically important for the success of USU students. As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Utah State University provides free services for students to assist them with addressing these and other concerns. You can learn more about the broad range of confidential mental health services available on campus at Counseling and Psychological Services (CAPS) (<https://counseling.usu.edu>).

Students are also encouraged to download the "SafeUT App" (<https://safeut.org/>) to their smartphones. The SafeUT application is a 24/7 statewide crisis text and tip service that provides real-time crisis intervention to students through texting and a confidential tip program that can help anyone with emotional crises, bullying, relationship problems, mental health, or suicide related issues.