EDU223

Instructional Technology

Spring 2020

Class Time and Location: Monday and Wednesday 3:15 – 4:30 p.m. M148, WA 201, MI 106

Instructor Name: Brenda Miner, M.L.I.S.; M.S.E.; B.S.E
Office Location: Maddox 148
Office Hours: Monday – Thursday from 7:00 AM – 10:00 AM, Friday 10:00 AM – 12:00 PM, or by appointment
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Educational/Professional Experience:

B.S.E. Elementary Education, Henderson State University
M.S.E. Education, Henderson State University
M.L.I.S. Library Science, University of Oklahoma

Prerequisite: None

Resources: Textbook*: Teachers Discovering Computers: Integrating Technology in a Changing World*, 8TH ED. Gunter and Gunter ISBN 9781285845432

Course Description: This three hour course is designed to provide students with an overview of the technologies that can enhance teaching and learning. Students will be taught basic computer skills and the uses of various software applications (i.e., word-processing, database, spreadsheet, graphics, multimedia, etc.) in the educational setting. This course requires at least one creation of a lesson using Google Sites.

Program Outcomes: This course is tied to the Associate of Arts (AA). Students will demonstrate competency in writing, reading, speaking, and listening. Students will also be prepared to compete academically upon transfer to a four-year institution. For the full program outcomes for the AA degree, please refer to page 113-114 in the UA Rich Mountain Catalog.

Rational: Upon completion of this course, students will have the foundational information needed to enter a program of study leading to an AA degree with an emphasis in teaching.

Course Objectives: Students should understand practical and efficient ways to integrate technology in the classroom, understand the concepts and skills in the International Society for Technology in Education Standards for Students and the Standards for Teachers, understand the fundamentals of computers and educational technology, understand the reasoning to utilize technology to enhance student motivation and learning, learn how to use technology for diverse subjects and student populations, and obligations that come with using technology responsibly, ethically, and legally.

Topical Outline/Course Schedule: Approximately one week per topic

1. Syllabus and Introduction
2. Arkansas Department of Education and Google Docs
3. Chapter 1 and Google Docs Assignment
4. Chapter 2 and Google Sites
5. Chapter 3 and Google Sites
6. Issuu, Piktochart, and Canva and Assignment
7. Chapter 4 and Introduction to Lesson Plans
8. Mid-Term, Chapter 5, and Guest Speaker
9. Chapter 6 and Work on Lesson Plan
10. Teach Using a Lesson Plan
11. Spring Break
12. Chapter 7 and Information Literacy
13. Chapter 8, VR, and AI
14. Kahoot and Cover Letter
15. Google Spreadsheet and Gradebook
16. Guest Speakers and Coding
17. Presentations

Course Conduct: This course is conducted through lectures, videos, in-class, homework assignments, and a special project.

The class will be very interactive. Students will collaborate with their peers during and outside of class, present a lesson to their peers, and utilize various technology to complete assignments. Students will submit assignments via email and by hard copy.

You may seek assistance from Student Support Services or Tutor.com to **check** homework assignments. It is not the responsibility of Student Support to re-teach the entire lesson to complete your homework. If you are having extreme difficulty, please make an appointment with me to discuss it.

UA Rich Mountain Credit Hour Calculator: For every course credit hour, you should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-

class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing homework, and other activities that enhance learning. For a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course. This includes the time spent in class.

Course Requirements/Evaluation:
There will be a mid-term and a final given. You will be required to complete the following assignments.

- Write an introduction letter to your class
- Write a mock newspaper article
- Write a classroom newsletter
- Complete a resume
- Write a cover letter
- Reviews of various technology
- Lesson plan
- Create a mock gradebook
- Create a Google Site

We will discuss the details for these assignments during class periods. Due dates for assignments and test dates will be given in class.

Students will be responsible for being in class, submitting assignments in a timely manner, conducting themselves as an educator, preparing documents for the class, presenting information to the class, as well as creating assignments in various formats including the use of Moodle.

All assignments are subject to change. If you are absent, it is your responsibility to call or e-mail me or another class member for your assignment. Being absent from class is not an excuse for not knowing there is a test or assignment due.

The grading scale for this course is as follows:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = Below 60%

<u>There will be no makeup quizzes or tests.</u> If you miss a quiz or test, you will get a 0. If you miss a deadline for an assignment, you can turn it in late with points deducted for each day that it is late. If you miss a presentation, you can make it up at the next class period with a reduction in points. If you choose to not complete an assignment, you will get a 0.

You will get an overall grade at **4 weeks, 8 weeks, 12 weeks, and 16 weeks.**

Class Procedures/Student Requirements: Students are required to attend class. I will be responsible for assigning your final grade; therefore, if you need to drop the course for any reason, please go through the official procedure as stated in the UA Rich Mountain catalog. Do not just stop attending class because an official withdrawal is noted by a "W" instead of "F" on your transcript.

Attendance Requirements: Every effort should be made to be in class and to be punctual. **If you miss 2 times in the first 2 weeks of class, you will be dropped from the class.** Work habits that will carry on into the workplace are being developed. If you are unable to be in class, please call or email and tell me you have to miss. If I am not in my office, please leave a voice mail or email me. It is your responsibility to find out what you missed in class. Each class ***is*** important. If you have to miss, then you will miss something important.

Absences are neither excused nor unexcused. The need to be absent will arise and is understood by the instructor. Please make arrangements with the instructor to submit assignments that are due on the date of the absence. Each day that an assignment is late points will be deducted from the grade. There will be no make-up tests or quizzes

If class is missed due to a scheduled college activity, i.e. college transfer trip, then the student must make arrangements to submit assignments before the trip takes place.

Remember, if you decide to drop this course, it is your responsibility to do so. The last date to withdraw with a "W" is May 1, 2020. **Failure to appropriately drop the course will result in the student earning an F for the semester.**

Academic Honesty: Cheating on a test or assignment is just not worth it in this course. Many of you are going to ask me to write a letter of recommendation for you as you pursue further educational opportunities or employment. If you are caught cheating, I am not likely to look favorably on such a request.

The following is the official UA RICH MOUNTAIN policy on academic honesty:
UA Rich Mountain expects students to adhere to a strict code of academic honesty. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct. When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty (unless expressly authorized in advance by the instructor) and will be subject to disciplinary action:

A. Cheating on an examination or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating.

- Copying from another student's test paper, laboratory report, other report, computer file, data, listings and/or programs;
- Using during a test, materials not authorized by the instructor;
- Collaborating with another person without authorization during an examination or in preparing academic work;

• Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an un-administered examination;
• Substituting for another student, or permitting another student to substitute for oneself in taking an examination or preparing academic work;
• Bribing another person to obtain an un-administered examination or information about an un-administered examination;
• Attempting to bribe any faculty/staff or student to alter a grade.

B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.

C. Any forgery, alteration, or misuse of academic documents, forms, or records.

D. Fabrication includes the intentional falsification or invention of any information.

E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.

F. Students in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

Disability Policy: It is the policy of UA RICH MOUNTAIN to accommodate students with disabilities, pursuant to state and federal law. Any student with a disability who needs accommodations should contact the Associate Vice Chancellor for Student Affairs Office, 394-7622 ext.1460.

Arkansas Clean Air Act: In compliance with the Arkansas Clean Air Act, UA RICH MOUNTAIN is a smoke and tobacco free facility. Students and guests are to refrain from the use of all tobacco products while on campus.

Student Misconduct: Students committing misconduct are subject to disciplinary sanction(s) and or restrictions. Misconduct or prohibited behavior includes, but is not limited to endangerment, harassment, disruption, sexual misconduct, dishonesty, illegal drugs and/or alcohol, fire or safety issues, gambling, property violations, computer violations or other violations as listed in detail in the UA RICH MOUNTAIN catalog.

UA Rich Mountain Crime Statistics: Crime stats and information are located under Health and Safety at http://www.uarichmountain.edu/at-a-glance/disclosures.

UA Rich Mountain Mission: UA Rich Mountain exists to provide all residents of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.