UNIVERSITY of ARKANSAS
RICH MOUNTAIN

EDU223

Instructional Technology

Spring 2022

"Do you want to be safe and good, or do you want to take a chance and be great?"—Jimmy Johnson

Contact me if you have questions.
Class Time and Location: Online
Instructor Name: Brenda Miner
Office Location: Spencer 214
Office Hours: Monday – Thursday from 7:00 AM – 10:00 AM, Friday 10:00 AM – 12:00 PM, or by appointment
Office Phone: (479) 394-7622, ext. 1370
E-mail: bminer@uarichmountain.edu
Education:

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

Required Materials:	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.) for the educational setting. This course requires a creation of a lesson using Google Slides and the creation of a website platform 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 skills as well as their technological and research skills. 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 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.

***Course Outline:** Approximately one week per topic

1. Syllabus, Pre-Test, Introduction Post, and Grammarly
2. Chapter 1, Google Docs Assignment, and Teaching Technology
3. Chapter 2, Google Docs Assignment, and Coding Review
4. Chapter 3, Teaching Technology, 4 Week Quiz, and Software Review
5. Chapter 4, Teaching Technology, Google Products Assignment, and Google Sheets
6. Chapter 5 and Software Review
7. Teaching Technologies and Instructional Technology Coordinator
8. Instructional Technology Coordinator and Mid-Term
9. Chapter 6, Technology Review, and Teaching Technology
10. Chapter 7, Technology Review, and Lesson Plan
11. Spring Break
12. Teaching Technologies and Google Slides
13. Chapter 8 and Quiz
14. Teaching a Lesson Using Google Slides and Zoom; Complete Quiz; Teaching Technology
15. Google Sites and Quiz
16. Presentations of Google Sites
17. Final

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

The class will be very interactive. Students will collaborate with their peers, present a lesson to their peers, and utilize various technology to complete assignments. Students will submit assignments via Blackboard. ***Self-discipline, attention to detail, and skills in reading and writing are critical for succeeding in an online class.***

Computer Skills: Online courses require adequate computer skills. You should be able to navigate websites, open and download files, use a word processor, be able to convert files into rich text format, and submit files on Blackboard. It is the student's responsibility to meet the technological demands of the course.

Student email: Student email accounts are available through the UA Rich Mountain Intranet. If you have difficulties setting up your student email, contact Student Support Services. You may access your account from any computer. Even if you have another email account, part of your first assignment is to set up your student email account; additionally, your UA Rich Mountain student account is the email account that I will use to communicate with you.

Attendance Requirements: As your instructor, 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 participating in class because an official withdrawal is noted by a "W" instead of "F" on your transcript.
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 4 quizzes, a mid-term exam, and a final exam. You will be required to complete the following assignments.

- Blackboard posts
- Complete assignments using various technologies for teaching
- Write technology and software reviews
- Create a lesson plan
- Teach a lesson using Google Slides and Zoom
- Create a Google Site

Details for these assignments will be posted in Blackboard. Due dates for assignments and exams dates will be posted as well. You teach a lesson to a group using Zoom. You will also present your Google Site to a group using Zoom.

Students will be responsible for logging into class, submitting assignments in a timely manner, conducting themselves as an educator, preparing documents, presenting information to the forum, as well as completing and/or creating assignments in various formats including the use of Blackboard.

All assignments are subject to change. If you are unable to log into Blackboard, it is your responsibility to contact me. Assignments will be open 2 week in advance so you work around your schedule. Being unable to log in or being out-of-town is not an excuse for not knowing there is a test or assignment due. **Extra assignments may be given throughout the semester**

for bonus points.

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 online makeup quizzes or tests.</u> If you miss a quiz, test, or assignment, you will get a 0. If you want to make up test or quiz, you need to make an appointment with me. You may take a print form of the test or quiz using one of the study rooms in Johnson Learning Commons. If you are on an official school trip, you may post your assignment or take your quiz/test by **midnight on Sunday** of the week it was due. 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 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 log into class. I will be responsible for assigning your final grade; therefore, if you need to drop or withdraw from the course for any reason, please go through the official procedure as stated in the UA Rich Mountain catalog. Do not just stop logging into Blackboard or completing assignment. An official withdrawal is noted by a "W" instead of "F" on your transcript. Last day to drop with a "W" is April 29, 2022.

Academic Honesty: I encourage you to familiarize yourself with UARM's policies regarding academic dishonesty. Check the UARM Catalog/Student Handbook under **Code of Student Conduct>Prohibited Conduct>Dishonesty** for the official policy.

Recording a class or reposting, copying, or distributing material found on Blackboard is expressly forbidden unless the instructor has given written permission.
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 catalog UA Rich Mountain.

See Something … Hear Something … Say Something

Suspicious behavior should be reported to the deputy sheriff at (479)394-6811 OR through an anonymous email link found on UA Rich Mountain webpage, bottom left-hand corner. The deputy's office is in the Spencer Building across from the learning center.

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 or Vice Chancellor of Student Affairs at 479-394-7622, ext 1400.

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.

Attendance Policy: It is the students' responsibility to immediately contact the instructor via email if you are not able to log in. Work habits that will carry into the workplace are being developed. If you are unable to log into class, please call or email me and tell me that you are having difficulty. If I am not in my office, please let a voice mail or email me. Each class is week is important, and most weeks will have an assignment due.

If you do not log into class during the first 2 weeks, you need to drop the class. If you will be traveling for a scheduled college activity when an assignment is due, please make arrangements to submit assignments **before** you leave. Each day that an assignment is late, points will be deducted from the grade. There will be no make-up tests, quizzes, or assignments. **If you fail to log in for 3 weeks, it will be reflected in your final grade.**

Remember, if you decide to withdraw from this course, it is your responsibility to do so. The last date to withdraw with a "W" is April 29, 2022. **Failure to appropriately drop the course will result in the student earning an F for the semester.**

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

Face Mask Policy: As per the direction of the University of Arkansas Board of Trustees, all students are required to wear a proper face covering that completely covers the nose and mouth while on campus and in class. Masks with holes or masks that do not completely cover nose and mouth are not acceptable. Any student who does not have a proper mask will leave class and be referred to the Vice Chancellor for Student Affairs for possible disciplinary action.

UA Rich Mountain Mission: UA Rich Mountain provides transformative education to all learners.