UNIVERSITY of ARKANSAS
RICH MOUNTAIN

EDU223

Instructional Technology

Spring 2024

"We are stuck with technology when what we really want is just stuff that works."—Douglas Adams (Author)

Contact me if you have questions.
Class Time and Location: Online
Instructor Name: Brenda Miner
Office Hours: Monday, Tuesday, and Friday from 7:00 AM – 8:00 AM, Wednesday and Thursday from 3:30 – 4:00, or by appointment
I will have an optional Zoom meeting every Thursday at 3:30 to see if you have questions about your weekly assignments. If no one logs on by 3:40, I'll end the meeting.
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, spreadsheet, graphics, multimedia, etc.) for the educational setting. This course requires a creation of a lesson using Google Slides and Zoom as well as the creation of an instructional learning tool using technology.

Program Outcomes: This course is tied to the Associate of Arts (AA). Students will demonstrate competency in writing, reading, speaking, and listening skills. Students will increase 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.

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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 Technology 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 Spring Break
10. Chapter 7, Technology Review, and Lesson Plan
11. Teaching Technologies and Google Slides
12. Chapter 8 and Quiz
13. Teaching a Lesson Using Google Slides and Zoom; Complete Quiz; Teaching Technology
14. Google Sites, Quiz, and Resume
15. Presentations of Google Sites
16. Final

Course Conduct: This course is conducted through lectures, videos, assignments, and a special project. **I will hold a weekly question and answer session via Zoom on Thursday at 3:30. This will be a time to ask questions about the assignments. If no one logs in by 3:40, I will exit the meeting.**

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, and submit files into 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. 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: Blackboard allows me to check the amount of time you spend logged into the class. Logging into the class is equivalent to attendance and is often reflected in your grade. If you need to 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 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 NetTutor to **check** homework assignments. It is not the responsibility of Student Support to reteach 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 logging into the 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 logging into the 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
- Complete technology and software reviews
- Create a lesson plan
- Teach a lesson using Google Slides and Zoom
- Create a Google Site using your personal Gmail account

Details for these assignments will be posted in Blackboard. Due dates for assignments and exams dates will be posted as well. You will teach a lesson 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 weeks in advance, so you can 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%

There will be no online makeup quizzes or tests. 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 **within 2 weeks with points deducted** for each day that it is late. If you complete an assignment after the deadline, you must notify me by email that you have completed it. Without your notification, I do not go back to see if you submitted. If you choose to not complete an assignment, you will get a 0.

You will get an overall grade at **8 weeks and 16 weeks.** You will be notified at 4 weeks and 12 weeks if you are falling behind.

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 assignments. An official withdrawal is noted by a "W" instead of "F" on your transcript. Check the academic calendar for the last day to withdraw.

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.

Students should not use artificial intelligence (AI) to create, write, or answer questions on assignments. 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 in bottom left-hand corner. The deputy's office is in the Spencer Building across from Johnson Learning Commons.

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 of 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 email me and tell me that you are having difficulty. If you are leaving the United States for any reason, you need to notify me so that UARM's IT department grants you access to course materials. Each class is important, and most weeks will have 1-3 assignments 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. Make-up exams or quizzes must be taken in the Johnson Learning Commons. If you miss a deadline for an assignment, you can turn it within 2 weeks of the due date with points deducted for each day that it is late. If you complete an assignment after the deadline, you must notify me by email that you have completed it. Without your notification, I do not go back to see if you submitted. **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. Check the academic calendar for the last day to withdraw. **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.

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