INTRODUCTION TO INSTRUCTIONAL TECHNOLOGY

ITED 315.01W
SUMMER 2019 COURSE SYLLABUS - SEMESTER CREDIT HOURS: 3

TEXAS A&M UNIVERSITY-TEXARKANA

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Office Hours: By Appointment

COURSE DESCRIPTION

This course is designed to develop pre-service teachers' skills to evaluate and make informed decisions for the integration of technology to support student learning. The course aligns with the 2008 National Educational Technology Standards for Teachers (NETS) developed by the International Society for Technology in Education (ISTE). This curriculum will prepare individuals to use the Google G Suite of products that are found in regional K-12 classrooms as well as emerging software and hardware applications for coding. Topics include: using standards-based approaches to technology integration, understanding the GAME Plan technique for self-directed learning about Technology, supporting student creativity with technology, digital tools to support learning, developing technology enhanced learning environments, using technology to differentiate instruction, assessment and evaluation formats and technologies that support them, maintaining technology resources, professional communication and collaboration, legal and ethical use of technology, equitable access, and professional growth and leadership with technology.

COURSE PURPOSE

The purpose of this course is to learn how successfully integrate technology into the classroom. Technology is wonderful, exciting and engaging. However, as teachers you need to understand the appropriate way to incorporate technology into the curriculum to enhance the learning processes. Technology in and of itself without direction on how and why to use it can hinder the learning process. By the time you finish this course you should be able to develop lessons to appropriately integrate technology into your curriculum.

COURSE DELIVERY METHOD

Content will be delivered on-line and experiential learning activities will be incorporated into those on-line components per the course schedule. Important class announcements are generated from within the Blackboard online Learning Management System (LMS) and go directly to the student's email address entered in the system.

Student Support Services: Here at TAMUT there are many support service offerings including academic advising, student success center, career services, developmental education, disability services, first-year experience, testing and writing centers. To access links for support visit the Student Support Website.

INSTRUCTOR COMMUNICATION

I will check email at least once a day. YOU ARE REQUIRED TO CHECK both email and announcements DAILY. Because my position as EIR Accessibility Coordinator requires my attention from 8:00 a.m. – 5:00 p.m. Monday through Friday, I will not be able to respond to messages or phone calls during that time. I will respond to messages between 5:00 p.m. and 9:00 p.m. weeknights, and as needed on weekends. I will be glad to schedule appointments (phone, virtual, or face-to-face) as needed also. Communication in an online course is critical. I am very approachable, and I understand that sometimes life gets in the way. When it does, text me, call me, or email me.

REQUIRED TEXTBOOKS AND RESOURCES

**Technology Integration for Meaningful Classroom Use** ⌄

Title	**Technology Integration for Meaningful Classroom**
Author	Katherine Cennamo; John Ross; Peggy A. Ertmer
ISBN	978-1-305-96057-2
Publisher	Wadsworth
Publication Date	May 24, 2018
Binding	Trade Paper
Type	Print
Price	$149.95
Required	

What Every Educator Should Know about Using Google ⌄
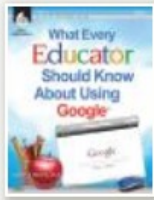
Title	**What Every Educator Should Know about Using Google**
Author	Kathryn Martin
ISBN	978-1-4258-0823-5
Publisher	Shell Educational Publishing
Publication Date	February 1, 2012
Binding	Book, Other
Type	Print
Price	$24.99
Required	

50 Things You Can Do with Google Classroom
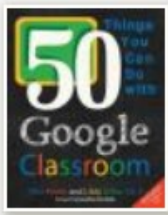
Title	**50 Things You Can Do with Google Classroom**
Author	Alice Keeler; Libbi Miller
ISBN	978-0-9861554-2-0
Publisher	Dave Burgess Consulting, Incorporated
Publication Date	May 1, 2015
Binding	Trade Paper
Type	Print
Price	$21.95
Required	

LEARNING OUTCOMES

1. *Think critically*, *communicate* effectively and *make judgements* about technology
2. *Solve* problems and *develop* plans for technology use
3. *Perform* procedures and *demonstrate* techniques that support the use of technology
4. *Manage* and *develop* oneself working independently and cooperatively on technology projects
5. *Demonstrate* knowledge and understanding of technology for everyday use
6. *Design*, *create* or *perform* tasks related to technology use

This course will utilize the following technology tools:

Microsoft Word IS REQUIRED to produce written documents. You will need PowerPoint or similar application to produce quality presentations. Office 365 for Education is available, free of charge, for all TAMUT students and it contains the full versions of Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Other free or discounted software is available through EagleTech or the Texas A&M Software Center.

You should have a video camera with microphone capabilities. Most newer computers come equipped with this technology. Web cameras are relatively inexpensive. You can pick one up for under $30.00. This course will require you to collaborate with other students. Having said this, you can still chat and leave discussion posts. I think being able to see and communicate with other students is important and having audio/video equipment assists in that process.

This course may require you to use a video camera and editing software. Using the video camera on your smart phone will be acceptable. The instructor will provide links to other technologies that are recommended but not required for the class in the Blackboard Learning Management System.

Each student will be evaluated on two levels including 1) mastery of course outcomes and 2) class participation via online collaborations and discussions.

The course schedule and calendar along with assignment points can be found in the Blackboard Learning Management System.

- Assignments are subject to change at instructor's discretion. In the event of changes, information will be posted in the online announcement section of Blackboard.

- You are an adult learner and responsible for your own learning. You will be accountable for all assigned activities. Your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. You have an obligation to meet deadlines for completing assignments as posted; others are depending on you to keep the course moving forward.

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

The Deans' Council established a University-wide Common Grading Scale to be used in ALL courses effective fall 2010. Final Grades will be based on the final point scale: e.g. the total number of points earned during the semester/divided by the total possible points which could be earned. The percentage will be translated to a letter grade according to university guidelines.

All assignments are due by 11:59 p.m. (approximately midnight) on **SATURDAY** evening. I am aware that the majority of online students are working adults, and I believe you should be responsible for managing your time in this course. THIS IS A 4.5-WEEK SUMMER COURSE, IT IS IMPERATIVE THAT YOU KEEP UP WITH THE ASSIGNMENTS. Please be aware, this course has not been altered, or "dumbed down" because it is a shortened summer course – the same content covered in the 16-week section is covered here. In an effort for us all to have the balance in our lives I need to have a cut-off date for assignments. This keeps you on track and keeps me grading on a schedule. I grade all weekly assignments within 3-4 days of the due date. Occasionally, this may be subject to change in the event of travel, etc. I understand that grades and timely feedback are important in the process and I will work diligently in this area.

ATTENDANCE

In an online course, you are not required to show-up in at a particular location and at a particular time. However, you are expected to show-up online. This course is designed to be an active and interactive course in which you contribute and respond to the contributions of others. You should plan to log on and participate in the course at least 3-5 times each week. Please do not "drop out" for a period of time and then expect to "drop back in." If personal obligations or illness require you to be absent for a week, please contact me and arrange to make up the work you will miss. Since you can access this online course from anywhere in the world, there should be little likelihood of "absence." If there is an absence of one week without prior warning, I will then send an Absence report; if your absence continues with no contact or explanation, you will not have an opportunity to make up the work.

CLASS PARTICIPATION

Students are responsible for beginning their participation on the FIRST-CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course. Students who do not participate by the Monday after the first week of classes will be administratively dropped from the class.

COURSE WORK

Assignments should be submitted by the due date so the class can keep moving forward. Activities and content are sequential and build on each week's work and should not be skipped or done out of order. This is a collaborative course with virtual students. These are your peers and there is an expectation that we will interact with each other through the course content. It is imperative that you log-in often to keep the conversation going.

NETIQUETTE

Please follow these expectations for classroom engagement online: Video – Discussion Board Netiquette.

LATE POLICY

All assignments are due by **SATURDAY** end of the day (11:59 PM) at the end of the respective week; if submitted late without prior knowledge or approval of the instructor; the final grade may be reduced.

DISABILITY ACCOMMODATIONS

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

ACADEMIC INTEGRITY

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog. You can review the Texas A&M University-Texarkana Student Code of Conduct Handbook by clicking HERE.

A&M-TEXARKANA EMAIL ADDRESS

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

DROP POLICY

To drop this course after the census date, a student must complete a [Drop/Withdrawal Request Form](#), located on the University Registrar's webpage or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

STUDENTS WITH FEDERAL LOANS AND/OR GRANTS

Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the Online Student Training page on our website.

If you cannot find your resolution there, you can submit a support request by contacting the IT ServiceDesk:

> Email: isite@tamut.edu
> Phone: 903-334-6603
> Submit a Support Request Ticket

Additional student help for Blackboard can be found here: Blackboard Help for Students

TECHNICAL REQUIREMENTS:

The following are the minimum computer requirements for online learning:

- A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate.
- A sound card.
- A high speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.
- Virus and adware protection software.
- Microsoft Word, minimum version 2007 or above.
- Mozilla Firefox browser available free.
- The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting: Firefox Plugin Check Tool

Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:

The Blackboard Mobile App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.