Course Syllabus - Spring 2013
IT 6135: Section 200 Technology Applications in Education and Training

Instructor: Lisa Rivard
Wayne State University
Instructional Technology
Education Building
Detroit, MI 48202
Email: az3757@wayne.edu
Mobile: 586.709.8837

Office Hours: By appointment

Date/Time: Online – All sessions after May 6, 2013
Blackboard (Bb), http://blackboard.wayne.edu
Mandatory First Meeting May 6, 2013; 5:30-8:15; EDUC 384
Note: Spring semester is designed for the course to run in eight weeks.

Course Description (WSU Bulletin)
Use of technology tools by school administrators; factors related to leadership and research in technology integration.

Course Objectives
Upon completion of this course learners will be able to:
1. Evaluate, select and utilize hardware, software and web-based resources to increase administrative productivity and support the integration of technology in the classroom
2. Develop, evaluate and support plans to integrate technology for educational and administrative purposes
3. Employ technology for communication and collaboration, create and participate in learning communities and maintain awareness of emerging technologies
4. Manage resource allocation and financial and facilities planning issues related to technology integration
5. Identify, communicate, model and enforce social, legal and ethical practices to promote responsible use of technology.
Textbook & Various Readings
*Tidbit Readings* as needed.

Course Assignments:

This is intended to provide a brief explanation of the various assignments you will be completing this semester. Please check the Assignments folder on the Course Content page of our course Blackboard site for detailed instructions regarding completing and submitting assignments. Weekly agendas for your guidance are included in weekly unit folders within the Content Tab.

Evaluation Instruments
Selecting appropriate hardware and software tools to be used administratively and educationally is an important task. To make these decisions administrators must have pre-determined criteria upon which to judge similar items. For this assignment you will create one evaluation instrument; either one for evaluating hardware items OR one for evaluating software items. The instrument created must contain multiple criteria and a suitable measurement scale. A reference list must be included with this assignment (APA formatted).

Emerging Technologies
This is an assignment that you will work on with a partner assigned to you. Each team will select one emerging technology. Each 2-person group will research it and fill in the chart provided. The chart will have areas for you to insert comments on your emerging technology that you chose to research: ex. Functions or Educational Applications of that Emerging Technology, Advantages, and Disadvantages. Please note that you will be expected to evaluate the contributions you and your partner make to this assignment. These evaluations will impact grades for the assignment. A reference list must be included with this assignment (APA formatted).

NETS for Administrators (Part 1) with Technology Integration (Part 2)
The National Educational Technology Standards (NETS) for Administrators is a list of five specific skills administrators should possess in regards to technology. Part 1 of this assignment will focus on any ONE standard you choose from the list. For your selected standard, you will develop a 4-7 page paper (double spaced, not including the title page) addressing why the standard and its sub-standards are important and providing a specific example of how the standard could be demonstrated in practice.

Part 2 of this final assignment will relate to technology integration in response to the learned standards. Integrating technology in the curriculum means using it efficiently and effectively. It requires a significant amount of planning and preparation to insure that the technology adds to rather than distracts from the learning experience. For this assignment you will develop a lesson project or module integrating hardware, software and internet based technologies. You may modify an existing lesson or develop something specifically for this assignment. You will submit a written explanation of the lesson, the technologies used, how they are being used, and how the technology facilitates learning. There is no page limit on this part of the assignment.
The written paper must be double spaced and follow APA standard. A reference list must be included with this assignment (APA formatted).

**Reading Reactions**
Reading Reactions are created as individual journal entries, reflections on the reading material for a single unit. There will be three reading reactions during the spring semester; one for each week designated. Reactions are not summaries of what you read. They are your personal reflections on the relevance of what you have read and its application to practice. You may also choose to use the Key Concepts and Questions provided at the end of the chapters to frame your discussion. All Reading Reactions should be submitted to the online journal located in *Tools* tab. Most reactions are approximately one page in length.

**Discussion Board Activities**
Discussion Board Activities are brief activities posted by the instructor to promote practical application of technology uses in relationship to the content of the course. They also serve as a means to collaborate with the class. There will be three discussion board activities posted throughout the spring semester. You will be expected to post your own comments, as well as read others and comment to their posts. You will be assigned to a discussion board group.

**End of Course Feedback**
An End of Course Survey will be used to evaluate this course in regards to features of an on-line course. The survey will provide you with a sample of this web application and the types of questions that are important in regards to providing an evaluation at the end of an on-line instructional unit or course.

**Participation**
Each student is expected to fully participate in the online learning environment. Participation accounts for 40 points towards your final grade and will be calculated by the instructor based on observed participation. Observed participation includes, but is not limited to active participation in mandatory sessions, activities, discussion board, timely completion of assignments and adherence to all rules of netiquette.

**General Information**
1. All written work must be original and demonstrate appropriate communication skills (e.g. correct spelling, punctuation, grammar, organizational skills, etc.)
2. All written work must meet scholarly and formatting standards as stated in the *Publication Manual of the American Psychological Association (6th Ed.)*.
3. All papers must be computer generated using the software packages specified in the assignment instructions.
Course Policies

This course is being delivered via the Wayne State University Blackboard System. Documents outlining the course policies regarding Academic Integrity, Computer Usage, Disabilities, Incompletes and Computer Mediated Communication are posted on the course information page of the blackboard site. You are required to access, read and acknowledge understanding of these documents prior to beginning your course work.

Attendance
All sessions with the exception of May 6, 2013 will be held online. You may work on your coursework whenever you find it most convenient to do so; however, you are expected to actively participate in the course and comply with all due dates posted in the syllabus and individual unit agendas.

Academic Integrity
Students in this course will be expected to comply with the University Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level. This may include, but is not limited to, a failing grade on the assignment, a failing grade for the course, removal from the program. WSU policies and further discussion of Academic Integrity can be found at the following link. http://www.doso.wayne.edu/judicial/academic-integrity.htm

Campus Computer/Network Usage
Careful and ethical use of computing resources is the responsibility of every user. Students need to be aware of the fact that they will be held to a standard of accountability for how they use computers at WSU. Wayne State University’s Acceptable Use Policy can be found at this link http://www.doso.wayne.edu/images/pdf/information-technology.pdf

Disabilities
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

Incompletes
Grades of “I” (Incomplete) are only given if the instructor believes there is a reasonable probability that the student can complete the course successfully without any further instruction. The responsibility for completing all remaining course work rests entirely on the student. If the work is not completed within one calendar year the grade automatically changes from “I” to “F”.


Incompletes are reserved for special circumstances. They will not be given to students who have simply not finished all of their course work. In those cases, missing assignments will be scored as 0 and included in the final grade calculation.

**Plagiarism:**

Plagiarism includes copying material (any more than five consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended.

If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

**Religious Observance Policy:**

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

**Withdrawal Policy**

- Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
  - WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
  - WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
  - WN will be awarded if no materials have been submitted, and so there is no basis for a grade
- Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.
Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1: Evaluation Instruments</td>
<td>6/10</td>
<td>50</td>
</tr>
<tr>
<td>#2: Emerging Technology (partner)</td>
<td>5/20</td>
<td>50</td>
</tr>
<tr>
<td>#3: NETS for Administrators Assignment w/ Technology Integration- Final</td>
<td>6/24</td>
<td>150</td>
</tr>
<tr>
<td>Reading Reactions (3 at 15 points each)</td>
<td>Various</td>
<td>45</td>
</tr>
<tr>
<td>Discussion Board Activities (3 at 15 points each)</td>
<td>Various</td>
<td>45</td>
</tr>
<tr>
<td>End of Course Feedback</td>
<td>WSU</td>
<td>20</td>
</tr>
<tr>
<td>Participation: calculated based on active participation in activities, timely completion of assignments and adherence to all rules of netiquette</td>
<td>Various</td>
<td>40</td>
</tr>
</tbody>
</table>

Total points available 400

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>376-400</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>364-375</td>
<td>91-93</td>
</tr>
<tr>
<td>B+</td>
<td>352-363</td>
<td>88-90</td>
</tr>
<tr>
<td>B</td>
<td>336-351</td>
<td>84-87</td>
</tr>
<tr>
<td>B-</td>
<td>324-335</td>
<td>81-83</td>
</tr>
<tr>
<td>C+</td>
<td>312-323</td>
<td>78-80</td>
</tr>
<tr>
<td>C</td>
<td>296-311</td>
<td>74-77</td>
</tr>
</tbody>
</table>

The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For graduate students B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance.

Please note that there is a distribution of grades from A-F within the College of Education and that plusses and minuses are recorded and distinguish distinct grade point averages.
Assignment Notes

1. Late assignments require instructor authorization. Authorization must be requested prior to the posted due date and will only be given if the inability to meet the due date is directly related to an emergency situation.

2. You are encouraged to align your course work with your work situation. Consider using real work situations and applications that are relevant to your current position whenever possible. This will make the coursework more relevant, useful and practical and promote transfer of the skills taught in the course to the workplace. *You must note; however, that all work must be original!*

3. Detailed instructions on how to complete and submit each assignment will be provided on the course web site when the assignment is officially assigned.
Tentative Schedule

Please note: this schedule is accurate as of the first day of the semester. Any changes to the schedule will be posted in an Announcement on the course Blackboard site.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Due Date</th>
<th>Reading</th>
<th>Topic</th>
<th>Tasks</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1    | 5/6      | None    |  - Course Overview  
- Introduction to online learning  
- Technology and the Educational Administrator  
- Basic Concepts and Foundations | 1. Introduction  
2. Discussion Emerging Technologies Partner Assignment- Contact Partner  
3. Activity – Email Professor | 1. Activity due to instructor in class |
| 2    | 5/13     | Ch 1,2  |  - Basic Concepts of Planning | 1. View Instructor Comments in Agenda  
2. Read Chapters 1 and 2  
3. Participate in discussion activity from 5/6-5/13 (midnight)  
4. Begin/ Continue Emerging Technology Assignment (due 5/20) | 1. Discussion Board Activity #1 Due  
2. Share Emerging Technology Chart with Partner- 1 week to study partner’s chart and add to it. |
| 3    | 5/20     | Ch 3, 4 |  - Technology, Learning, and Equity Issues  
- Administrative applications of technology | 1. View Instructor Comments  
2. Read Chapter 3, 4, TidBit readings-TBR  
3. Complete Reading Reaction Reaction #1  
4. Complete Emerging Technology Assignment | 1. Reading Reaction # 1 (Due by midnight)  
2. Send final Emerging Technology Chart. (Due to email by midnight) |
| 4    | 5/27     | Ch 5, 6 |  - Instructional applications of technology  
- Data Driven Decision Making | 1. Read Chapter 5/ 6/ TBR  
2. View Instructor Comments  
3. Participate in discussion activity from 5/20-5/27  
4. Complete Reading Reflection #2  
5. Begin Evaluation Instrument Assignment | 1. Discussion Board Activity #2  
2. Reading Reaction #2 (Due by midnight) |
<table>
<thead>
<tr>
<th>Unit</th>
<th>Due Date</th>
<th>Reading</th>
<th>Topic</th>
<th>Tasks</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 5    | 6/3      | Ch 10/13| Hardware, Software, Financial Planning | 1. Read Chapter 10 / 13 TBR  
2. View Instructor Comments  
3. Continue Evaluation Instrument Assignment (Due 6/10)  
4. Participate in discussion activity from 5/27-6/3  
5. Complete Reading Reflection #3 | 1. Reading Reaction #3 (Due by midnight)  
2. Discussion Board Activity #3 |
| 6    | 6/10     | Ch 7,8,9| Multimedia, Communications, The Internet, Distance learning | 1. Read Chapters 7,8,9  
2. View Instructor Comments  
3. Evaluation Instrument Assignment Due  
4. Begin NETS for Administrators/ TI Assignment (due 6/24) | 1. Evaluation Instrument Assignment (Due to email by midnight) |
| 7    | 6/17     | Ch 11,12| Staff Development, Facilities Planning | 1. Read Chapters 11,12  
2. View Instructor Comments  
3. Continue NETS for Administrators Assignment (due 6/24) | |
| 8    | 6/24     |         |       | 1. View Instructor Comments  
2. Complete and submit NETS for Administrators Assignment  
3. Check email for survey link  
4. Complete Survey | 1. NETS with Technology Integration Assignment (Due to email by midnight)  
2. Complete Survey by university deadline |