Course Syllabus-
IT 6135: Technology Applications in Education and Training- 2 Credits

Instructor: Lisa Rivard, Ph.D.
Wayne State University
Instructional Technology
Education Building
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Office Hours: By appointment

Date/Time: Online sessions begin WEDNESDAY, May 10, 2017
Blackboard (Bb), http://blackboard.wayne.edu
Optional Meeting for Support— Wednesday, May 17, 2017
5:30 pm- 7:30 pm- EDUC 384 (Computer Lab) on WSU Campus

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

Course Objectives/ Learning Outcomes
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 (TBR) as needed and provided by instructor.

Course Assignments:

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

Emerging Technologies
Each person will research a new and emerging technology that could potentially be used in a school setting to increase administrative productivity and/or support the integration of technology in the classroom. Once selected and approved by the instructor, each student will 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. A reference list must be included with this assignment (APA formatted). Submissions for topic approvals and completed papers should be sent to instructor email. Be sure you have selected an EMERGING technology…something new, something just hitting the market! Be creative!

NETS for Administrators
The National Educational Technology Standards (NETS) for Administrators (ISTE) is a list of five specific skills administrators should possess in regards to technology. This assignment will focus on any ONE standard you choose from the list that supports the integration of technology for educational and administrative purposes. For your selected standard, you will develop a 3-4 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. The written paper must be double-spaced and follow all APA standards. A reference list must be included with this assignment (APA formatted). Completed papers should be sent to instructor email.
Reading Reactions

Reading Reactions are created as individual reflections on the reading material for each of the three sections of our class book. There will be three reading reactions during this semester; one for each week designated on the calendar. Reactions are NOT summaries of what you read however they do tie your personal experiences to the research presented. They are your personal reflections on the relevance of what you have read and its application to research, therefore cite when needed. All Reading Reactions should be submitted to the online journal located in Tools tab. Most reactions are approximately one page single-spaced in length. Please note that you will have a choice of 3-4 topics or articles for each section of the book and you are to choose ONLY one for your reaction.

Discussion Board/ Chat 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 fall 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. You will be expected to post right away and keep a discussion going throughout the designated timeline in order to receive full credit for these assignments.

Participation

Each student is expected to fully participate in the online learning environment. Participation accounts for 25 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. An End of Course Survey will also 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.

General Information

1. All written work must be original and demonstrate appropriate communication skills (e.g. correct spelling, punctuation, grammar, organizational skills, etc.)
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, Computer Mediated Communication, etc. 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
Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students who consistently receive excessive marks of 'I' (Incomplete), 'WF' (Withdrawal Failing), 'WN' (Withdrawal Non-Attendance), or 'WP' (Withdrawal Passing) may be refused the privilege of further registration by the dean or the dean's designee of their school or college.

All sessions with the exception of Sept. 8, 2015 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://doso.wayne.edu/academic-integrity.html

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://wayne.edu/policies/acceptable-use/

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 Adams 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. If you feel that you may need an
accommodation based on the impact of a disability, please feel free to contact me privately to discuss your specific needs. To learn more about your rights and responsibilities as a student with disabilities, please http://studentdisability.wayne.edu/rights.php.

Incompletes
The mark of "I" (Incomplete) is given to a student when s/he has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions.

University grading policy states that a written contract should be signed by the student and instructor, specifying all work to be completed. In order to alleviate questions about incomplete courses and to assist students and instructors, the Office of the Registrar has prepared a template Contract for Completion of Incomplete Coursework. You can find the template contract at http://reg.wayne.edu/pdf-forms/incomplete.pdf.

Additional information about the incomplete mark is available on the template contract. You can fill this form out on your computer, save it, or print it. A copy of this contract must be filed with your department as well. 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 5 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. http://doso.wayne.edu/academic-integrity.html

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.

Student Code of Conduct:
Please note that the Wayne State University Board of Governors recently approved a change to the Student Code of Conduct to ensure that students understand that the reuse of written or other work in a second course without permission of the instructor constitutes academic misconduct. Please revisit this update.
Withdrawal Policy

Students who withdraw from a course will receive a grade of WP, WF, or WN. The last day to withdraw from this course can be found at: http://reg.wayne.edu/faculty/deadlines.php

- 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. Withdrawals can be requested at any point from the fifth week of class through the study day. Please review the university’s Withdrawal Policy at: http://reg.wayne.edu/students/policies.ph
Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>#1: Emerging Technology</td>
<td>5/31</td>
<td>50</td>
</tr>
<tr>
<td>#2: NETS for Administrators Assignment</td>
<td>6/27</td>
<td>50</td>
</tr>
<tr>
<td>Reading Reactions (3 at 25 points each)</td>
<td>Various</td>
<td>75</td>
</tr>
<tr>
<td>Discussion Board Activities (3 at 25 points each)</td>
<td>Various</td>
<td>75</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>25</td>
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</table>

Total points available 275

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>258-275</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>249-257</td>
<td>91-93</td>
</tr>
<tr>
<td>B+</td>
<td>241-248</td>
<td>88-90</td>
</tr>
<tr>
<td>B</td>
<td>230-240</td>
<td>84-87</td>
</tr>
<tr>
<td>B-</td>
<td>222-229</td>
<td>81-83</td>
</tr>
<tr>
<td>C+</td>
<td>214-221</td>
<td>78-80</td>
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<tr>
<td>C</td>
<td>203-213</td>
<td>74-77</td>
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</tbody>
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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. All assignments require proper citations and all submitted papers require APA formatted guideline requirements.

**Tentative Schedule as of April 1, 2017**

*Please note: this schedule is accurate as of the first day of the semester. Any changes to the schedule will be posted in Announcements and the Syllabus Sections on the course Blackboard.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Reading</th>
<th>Topic</th>
<th>Tasks</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/10</td>
<td>Read Forward, Intro,</td>
<td>Introduction to online learning/</td>
<td>1. View Instructor Comments in Agenda</td>
<td>1. Class Activity-Email Professor your goals for course</td>
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<td></td>
<td></td>
<td>About the Authors</td>
<td>Collaborating for Success</td>
<td>2. Intro Activity-Email Professor</td>
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<td>3. Read Assigned Pages</td>
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<tr>
<td>2</td>
<td>5/17</td>
<td>Read Pages 1-28</td>
<td>Envisioning 21st Century Schools</td>
<td>1. View Instructor Comments in Agenda</td>
<td>1. Participate in discussion board activity throughout week- see guidelines</td>
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<td></td>
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<td></td>
<td>2. Read Assigned Pages</td>
<td>2. Email professor your idea for an Emerging Technology Assignment</td>
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<td>3. Participate in discussion activity from 5/17- 5/24 (closes at midnight on 5/24)</td>
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<td>4. Email professor your idea for</td>
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<tr>
<td>Week</td>
<td><strong>Due Date</strong></td>
<td><strong>Reading</strong></td>
<td><strong>Topic</strong></td>
<td><strong>Tasks</strong></td>
<td><strong>Assignments Due</strong></td>
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<td>3</td>
<td>5/24</td>
<td><em>Read pages 29-63 Tid Bit Readings - In Content Folder</em></td>
<td>21st Century Students and Teachers Tools for School Leaders</td>
<td>1. View Instructor Comments in Agenda  2. Reading Assigned Pages  3. Submit Reading Reaction #1  4. Continue Emerging Technology Research Due 5/31</td>
<td>5/24  3. Attend support class if need  1. Reading Reaction #1 Due in Journals by midnight on 5/24  2. Be sure your Emerging Tech project has been approved</td>
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<tr>
<td>Week</td>
<td>Due Date</td>
<td>Reading</td>
<td>Topic</td>
<td>Tasks</td>
<td>Assignments Due</td>
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<td>4</td>
<td>5/31</td>
<td>Read pages 64-69 and Choose 1 of the following to read: Ensuring Success Legal, Safety, Ethical, and Curricular Considerations for School Leaders/ Education is Key/ Acceptable/Responsible Use Policies OR Copyright/ Evaluating Websites/ Creating a Digital Citizenship Curriculum OR Issues to Decide: One to One, BYOD, Smartphones, and More/ Intro/ First Step- Develop a Shared Vision/ More Decision and Implementation</td>
<td>Communicating with Stakeholders Facilities Planning/ Safety and Policy</td>
<td>1. View Instructor Comments in Agenda 2. Read Assigned Pages 3. Complete Emerging Tech Assignment</td>
<td>1. Email Emerging Tech Chart and References (Due by Midnight)</td>
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<tr>
<td>5</td>
<td>6/7</td>
<td>Tid Bit Readings- In Content Folder Read Pages 89-108</td>
<td>Important Considerations</td>
<td>1. View Instructor Comments in Agenda 2. Read Assigned Pages 3. Complete Reading Reaction #2 4. Complete Discussion Board- See guidelines</td>
<td>1. Submit Reading Reaction #2 (Due by midnight in Journal) 2. Discussion Board Activity #2 in Blackboard between 5/31-6/7</td>
</tr>
<tr>
<td>6</td>
<td>6/14</td>
<td>Read Pages 111-136</td>
<td>Apps, Social Media &amp; Other Tools</td>
<td>1. View Instructor Comments in Agenda 2. Read Assigned</td>
<td>1. Submit Reading Reaction #3 (Due by midnight in</td>
</tr>
<tr>
<td>Week</td>
<td>Due Date</td>
<td>Reading</td>
<td>Topic</td>
<td>Tasks</td>
<td>Assignments Due</td>
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| 7    | 6/21     | Read Pages 137-165 | Curriculum Tools   | 1. View Instructor Comments in Agenda  
2. Read Assigned Pages  
3. Complete Discussion Board- See guidelines | Journals  
1. Discussion Board Activity #3 in Blackboard between 6/14-6/21 |
| 8    | 6/27     | Read Pages 167-186 | Trends Digital Divide | 1. View Instructor Comments in Agenda  
2. Read Assigned Readings | 1. Submit NETS Assignment to instructor (due by midnight) |