TED 6020 Course Syllabus

Division: Teacher Education
Course #: TED 6020
Course Title: Computer Applications in Teaching
Course Credit: 3
Term/Year: Winter 2014
Course Location: Online
Day: Online Time: Online
Instructor: Dr. Geralyn E. Stephens
Office Address: 273 Education
Office Hours: Tuesdays 11a-2pm and Most Wednesdays 1-3pm
Some Saturdays 11a-1pm
Call the Appointment Secretary (313) 577-0902
Office Phone #: 313/577-0946
e-mail: geralyn.stephens@wayne.edu

Course Description: Provides a variety of hands-on experiences where technology is used as a tool to support instruction and assessment purposes in K-12 classrooms. Course activities introduce students to educational technology standards.

Objectives:
The objectives of this course are intended to support the pre-service teacher in using computer technology to implement the theme of the college: The Effective Urban Educator: Reflective, Innovative and Committed to Diversity. Specifically, students will develop a foundation to support the development of skills to satisfy the requirements of the State of Michigan Seventh Standard for Entry Level Teachers, during their coursework in the Teacher Preparation program. Students will be introduced to concepts related to the use of technological tools, operations, and concepts to enhance learning, personal/professional productivity, and communication, including the ability to:

• Successfully complete and reflect upon collaborative online learning experiences;
• Understand the equity, ethical, legal, social, physical, and psychological issues surrounding the use of technology in Prek-12 schools and apply those principles in practice;
• Plan, design, and evaluate effective technology-enhanced learning environments and experiences aligned with Michigan’s Educational Technology Standards for each student;
• Implement curriculum plans that include effective technology-enhanced methods and strategies to maximize student learning;
• Apply technology to facilitate a variety of effective assessment and evaluation strategies; and
• Use technology to engage in ongoing professional development, practice, productivity, communication, and life-long learning.

Course Outcomes:

Upon completion of this course, students will have had an opportunity to:
1. Demonstrate an awareness of the inequities in Public Education related to Technology.
2. Demonstrate proficient use of the web-based course management software, BlackBoard.
3. Demonstrate proficient use of web-based social networks for instructional purposes.
4. Locate and participate in discussion groups that have relevance to their content area, grade level and personal interests.


7. Articulate how adaptive technologies may be used in their classrooms.

8. Use Evaluation Templates to validate web-based resources.

9. Create a presentation using Presentation Software that can be used to support a classroom lesson.

10. Identify the appropriate instructional use for web-based instructional resources, such as webquests, podcasts/webcasts and virtual tours, in the classroom.

11. Identify the appropriate instructional use for digital resources, such as digital camera, camcorders and cellular phone, and mobile devices, in the classroom.

12. Create an educational website.

13. Create an electronic spreadsheet using student or classroom data.

14. Create education related documents and files using word processing software.

**Textbooks:**

There are no required textbooks for this course. However, it is important that you review the information in the Technology Required section below.

**ATTENTION STUDENTS WITH 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.

**Plagiarism:**

Plagiarism is the act of presenting as your own work another individual's ideas, words, data, or research material. This includes altering the language, paraphrasing, omitting, and rearranging words to make them appear as your own. It can be deliberate or unintended and applies equally to written, spoken, or electronic texts, published or unpublished. All ideas and quotations that you borrow from any source must be acknowledged. If you're in doubt about the use of a source, cite it.

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.

In TED 6020, some written assignments are to be submitted to SafeAssign through Blackboard for an evaluation. They will be evaluated based upon the originality of your ideas and proper use and attribution of sources. By taking this course, you are agreeing that all assignments may go through this review process. The assignment will be included as a source document in the WSU SafeAssign's restricted access database. This is done solely for the purpose of detecting plagiarism in such documents and ensures others do not use your thoughts and ideas without proper citations. Any assignment submitted outside of SafeAssign will still go through this process, but will be submitted to SafeAssign by the instructor.
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.

UNIVERSITY NEW COURSE ADD POLICY:

Students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

UNIVERSITY NEW WITHDRAW POLICY:

Students who withdraw from a course will receive a grade of WP, WF, or WN. The last day to withdraw from this course is Saturday, March 22, 2014.
- 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.php

Class Policies:

Class participation is strongly encouraged. You cannot fully participate if you do not frequently check the BlackBoard site. Non-participation in required small group or class activity will result in your being penalized for lack of participation in collaborative assignments and activities. Your visits will be tracked and this may affect your final grade.

Technology Requirements:

This class is fully online. In order to be successful, you should have a computer (or regular access to a computer). This is particularly important in light of the multiple due dates throughout the weeks. Additionally, we will be creating some materials that require a certain level of computing power. In order to successfully complete the assignments, you should have the following technology materials/abilities:

- You need to have administrator access to download and install programs. If you are using a computer at your workplace/school this may be an issue. In this instance, please plan to use the computers available to use at a Wayne State University student computing facility. Such resources are available to College of Education (COE) students in the Educational Technology Center in COE room 114.
- We may be working with some video and audio files. These files can get very big. So, a computer using a dial-up internet connection is not recommended.

Resources available to use:

It is NOT a requirement that one possess proficient computer skills in order to be successful in this course. You will be provided with tutorials to help strengthen your technical skills. However, you should be comfortable using a computer. It is important that you understand that you will need the following programs installed on my computer to read the various course files. If you need assistance, please contact C&IT at 313-577-4778 to locate the necessary programs.

- A personal computer with Internet connection and speakers
- A word processing program that reads Microsoft Word and PowerPoint files
- A spreadsheet program that reads Microsoft Excel files
- Adobe Reader and Adobe Flash Player
- Microsoft Media Player 9.0 or higher that plays various video files
- Microsoft Internet Explorer (at least version 9) or another internet browser of your choice
- Symantec Antivirus or equivalent virus software (you can download free from WSU-C&IT dept.)
FREE Office Software Suite:
OpenOffice.org 3 (http://www.openoffice.org/) is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.

Microsoft (MS) Office may be purchased from the university at discounted student rates. Please visit the WSU Software Clearinghouse at the website below:
http://clearinghouse.wayne.edu/

Personal assistance with course assignments can be found in the Educational Technology Center, in room 114 in the College of Education. Dr. Stephens is also available, by appointment, to assist you. Please call 313/577-0902 to arrange an appointment or stop by my office during Office Hours.

Evaluation & Grading

General Note on Grading
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 undergraduates and post-degree students C 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. [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 pluses and minuses are recorded and distinguish distinct grade point averages.

TED 6020 Scoring Note:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Requirements to Satisfy for the Letter Grade You Desire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If students do not complete assignments by their due dates: There will be NO credit for that assignment. Meaning, there are NO late submissions.</td>
</tr>
<tr>
<td>A</td>
<td>1500 -1400 Points</td>
</tr>
<tr>
<td>A-</td>
<td>1399-1300 Points</td>
</tr>
<tr>
<td>B+</td>
<td>1299-1200 Points</td>
</tr>
<tr>
<td>B</td>
<td>1199-1100 Points</td>
</tr>
<tr>
<td>B-</td>
<td>1099-1000 Points</td>
</tr>
<tr>
<td>C+</td>
<td>999-900 Points</td>
</tr>
<tr>
<td>C</td>
<td>899-800 Points</td>
</tr>
<tr>
<td>C-</td>
<td>799-700 Points</td>
</tr>
<tr>
<td>D+</td>
<td>699-600 Points</td>
</tr>
<tr>
<td>D</td>
<td>599-500 Points</td>
</tr>
<tr>
<td>D -</td>
<td>499-400 Points</td>
</tr>
<tr>
<td>F</td>
<td>Assignment submissions totaling less than 399 Points</td>
</tr>
</tbody>
</table>

Class Schedule & Assignments

The instructor reserves the right to make modifications to the topics, and/or assignments as deemed necessary. It should also be noted the assignments listed below are general in nature. Specific instructions, directions and evaluation rubrics will be made available in Bb. This course is self-directed. Meaning, you may complete the seminars at your leisure, but the products must be submitted by each Assignment's completion date, which is posted in Bb.
In this online course, we are using BlackBoard (Bb) as the course management software. There is a tutorial on the Bb homepage to assist you with learning to use this resource. Throughout the course you will learn to use this web-based application proficiently. This knowledge and skill will assist you while taking courses in the Teacher Preparation program.

### Course Seminars

<table>
<thead>
<tr>
<th>Seminars</th>
<th>Seminar Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building a Foundation</td>
<td><strong>200 Points</strong></td>
</tr>
</tbody>
</table>
| In this seminar, students will:               | o demonstrate general capabilities related to the functionality of the web-based course management software, Blackboard 9.1  
o demonstrate acceptance, understanding and concurrence of course policies and procedures by completing the course's Web Agreement Test  
o Identify their personal starting point relative to Educational Technology by completing the ISTE/NET*S Survey  
o Join a group of their peers to begin developing a Learning Community in the course. |
| Seminar A: Educational Technology Fundamentals| **300 Points**                                                                                                                                                                                                                                                                                                                                        |
| In this seminar, students will:               | o Refresh our basic understanding of how to use the internet for gathering information.  
o Learn the fundamentals of participating in online discussion groups, for professional purposes.  
o Locate discussion groups for their relevance to your content area, grade level and personal interest(s).  
o Develop an awareness of the components of eRate, the Universal Services Fund  
o Develop an awareness of Acceptable Use Policies and the Children's Internet Protection Act (CIPA)  
o Be introduced the Michigan Educational Technology Standards and the ISTE Standards for students |
| Seminar B: Using Technology to Address the Needs of ALL Learners | **200 Points**                                                                                                                                                                                                                                                                                                                                        |
| In this seminar, students will:               | o Be introduced to various strategies and equipment for use with special needs students.  
o Articulate how and when such assistive technologies may be used in their classrooms.  
o Identify the impact of the Digital Divide on education in America.  
o Articulate how they might address Digital Divide issues in their classrooms. |
| Seminar C: Establishing a Web Presence        | **400 Points**                                                                                                                                                                                                                                                                                                                                        |
| In this seminar, students will:               | o Create a web presence for their fictional classroom  
o Create a fictional school and district  
o Be introduced to presentation software  
o Be introduced to web-based resources for web site design and hosting |
| Seminar D: Educational Uses for Internet & Digital Resources | **400 Points**                                                                                                                                                                                                                                                                                                                                        |
| In this seminar, students will:               | o Be introduced to the Education Technology Standards  
o Evaluate the instructional use on internet based resources  
o Be introduced to the use of Webquest, podcasts, webcasts and/or virtual tours as instructional tools  
o Be introduced to the use of Web2.0 internet based tools and resources as instructional tools  
o Be introduced to Digital resources that might enhance the instructional opportunities for students. |