



Course ED 4372-0I1, -0I2, -0I3, -0I4, **Educational Technology**
Professor Rebekah K. Nix, Ph.D.
Term Fall, 2011 – *updated August 4, 2011*
Meetings UTD eLearning at <https://elearning.utdallas.edu>

Professor's Contact Information

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Other Information <http://www.utdallas.edu/teach> and <http://www.utdallas.edu/~rnix>

General Course Information

Pre-requisites, Co-requisites, & other restrictions This course is taught completely online; there are no required on-campus meetings. Weekly lessons are accessible throughout the semester as defined by the UTD calendar (<http://www.utdallas.edu>). The asynchronous schedule allows you to work at your own pace during the week. Please note that the due dates for quizzes, assignments, and projects specified in this syllabus are not negotiable.

- Students must know how to access and navigate web pages on the Internet.
- Students must know how to send and receive electronic mail messages.

Although the instructor is virtually available 24/7, such flexibility demands self-discipline and a high level of independent motivation. This is a full semester course. You cannot just log in at the last minute and click your way to the end. You should budget at least 3 hours per week for this study – 2 for reviewing the lessons and assignments, like reading articles and the bulletin board notes, plus 1 or more each week to work on the course assignments and projects.

For information on how to access your course, please see the many eLearning resources at <http://www.utdallas.edu/elearning/>. Within the course site, you can click "help" on the eLearning menu bar to find information and answers.

Course Description Emphasis is placed on the use of technology to support the teaching and learning process. Information about specific instructional applications is presented to provide concrete examples of principles and procedures. Focuses on electronic instructional media, multimedia, telecommunications, multi-user networks, and their real-world applications to the secondary classroom. (3 semester hours)

The course content is focused on the Technology Applications Standards I-V for All Beginning Teachers, specifically Competency 009 of the Pedagogy and Professional Responsibilities Test Framework. The course demonstrates critical aspects of technology integration across all Domains I-IV.

Learning Outcomes

1. The student will be able to execute the educational technologies *utilized* in an asynchronous, online course.
2. The student will be able to choose tools and resources to *improve* educational practice within their field.
3. The student will be able to construct electronic media to *support* their ideas for enhancing teaching and learning with educational technologies.

Texts, Readings, & Materials

Required Texts

Supporting Learning with Technology: Essentials of Classroom Practice
Joy Egbert, Pearson Prentice Hall
Softcover, 286 pages
©2009, ISBN-10: 0131721186; ISBN-13: 978-0131721180

Required Materials

Internet access. All coursework, reading assignments, and lesson activities will be provided electronically via the World Wide Web; therefore, you must have a reliable connection and updated browser. (You can access the course from any web-based system!) For information on technical requirements, including supported browsers, please visit the **UTD eLearning Technical Requirements** webpage at <http://www.utdallas.edu/elearning/webct/index.html#techreqs>

For eLearning courses to work properly, users will need one of the eLearning supported browsers listed in the validated browser list with Java enabled and cookies enabled. It is also important to set the cache settings of the browser to "every time" to verify web documents. Users should also disable any pop-up blocking for the eLearning site. The methods for configuring these settings vary among browsers. Be sure to run the eLearning browser check once you're in the course. Please refer to the **UTD eLearning** website for current technical requirements: <http://www.utdallas.edu/elearning>.

Email account. Individual correspondence will be conducted via electronic mail; therefore, you must have a working email account that can send and receive attachments. UTD provides students with a free email account for communication with university personnel. This allows the university to maintain a high degree of confidence in the identity of individuals corresponding and the security of the transmitted information.

To access UTD email, please go to: <http://galaxy.utdallas.edu> and log in with the UTD NetID and password (the same as your eLearning login). The Department of Information Resources at UTD provides a method for students to forward email from other accounts to their UTD address and have their email sent to other accounts. Students may go to the following URL to establish email forwarding: <http://netid.utdallas.edu>. For assistance with your UT Dallas email account, call 972-883-2911 or go to <http://www.utdallas.edu/ir/helpdesk/>.

Required Software. In addition to Internet access, you must have Microsoft Word, Microsoft PowerPoint, and Microsoft Excel (at least version XP for Windows or v. X for Mac). Teachers and UTD students are eligible for discounts (see <http://www.utdtechstore.com>).

You must have Apple's QuickTime Player (see <http://www.apple.com/quicktime/download>) and Adobe's Acrobat Reader (see <http://www.adobe.com/products/acrobat/readstep2.html>) – free downloads!

Suggested Materials

Optional Software. The entire Office suite is recommended, including Microsoft Word, Microsoft PowerPoint, and Microsoft Excel (Vista or version XP for Windows or v. X for Mac). Be advised to check hardware requirements first! UTD students are eligible for discounts (see <http://www.utdtechstore.com>).

Optional Tools. It is strongly recommended that you have installed and regularly update an online virus scan utility on your system. It is your responsibility to save your work and make backups! A flatbed scanner, digital camera, and printer may also be helpful, but are not necessary to successfully complete this course.

Assignments & Academic Calendar

The course will follow the official UTD academic semester schedule at www.utdallas.edu. You'll need to **log in at least twice a week**: 1. to work through the lesson, including the class survey, experiential training starter activity, my contextualization of the topic, and the textbook readings, and 2. to work with your group members on the project tasks and to take the weekly quiz. Specific procedures and requirements for lessons and projects are detailed in the course. This outline is intended as a guide only and is subject to change as announced in the course. For convenience, textbook readings (Egbert, 2009) are also listed.

<i>Week</i>	<i>Topic(s)</i>	<i>Opens on</i>	<i>Due midnight</i>
01	Getting Started! Chapter 1, <i>Understanding Classroom Learning & Technology Use</i>	Aug 25	Aug 31
02	Interesting Times... Chapter 2, <i>Supporting Student Content Learning</i>	Sept 01	Sept 07
03	Information Overload? Chapter 7, <i>Supporting Student Production</i>	Sept 08	Sept 14
04	Ethics and Obligations! Chapter 9, <i>Supporting Teacher Development</i>	Sept 15	Sept 21
05	Defining Direction(s)... Chapter 10, <i>Supporting Learner Futures</i>	Sept 22	Sept 28
Project A CPR Document must be submitted before midnight on 9/28.			
06	Project A Peer Review Innovation Memo, <i>Proposing your technology enhancement</i>	Sept 29	Oct 05
07	Information 'Superhighway'? Chapter 3, <i>Supporting Communication</i>	Oct 06	Oct 12
08	Rearranging and Reflecting! Chapter 4, <i>Supporting Student Critical Thinking</i>	Oct 13	Oct 19
09	The Art of Manipulation... Chapter 5, <i>Supporting Student Creativity</i>	Oct 20	Oct 26
10	Information Society? Chapter 6, <i>Supporting Problem-Solving</i>	Oct 27	Nov 02
Project B CPR Document must be submitted before midnight on 11/02.			
11	Project B Peer Review Integration Plan, <i>Implementing your technology solution</i>	Nov 03	Nov 09
12	Inspiring/Inquiring Minds... Chapter 8, <i>Supporting Student eLearning</i>	Nov 10	Nov 16
13	Into the Classroom! Companion Website (http://www.prenhall.com/egbert)	Nov 17	Nov 23
Project C CPR Document must be submitted before midnight on 11/23.			
14	Project C Peer Review Pilot Presentation, <i>Evaluating your technology application</i>	Dec 01	Dec 07
15	Project Final Summary and final exam	Dec 08	Dec 14

NOTE: Dec 14 is the *last day to turn in late work* for partial credit.

Course Policies

- Grading (credit)** Final grades will be determined (*and scored as*) as follows:
- 10% = Class Surveys
Complete (100%) or Incomplete (0%) based on submission success
 - 30% = Project Tasks
VTN Image: 25 points total as detailed in the project item description
VTN Description: 5 points total as detailed in the project item description
CPR Document: 70 points total, earned for each of the 3 project reviews as follows: 30 points for submitting in the required file format by the due date listed in the Syllabus, 20 for completing each of the 2 assigned review, 10 for completing the 1 self-selected review, and 10 for completing the self-review
 - 20% = Group Participation
Group forums are scored as 3 cumulative grades: I for the discussion in week 01; II for the discussion topics for weeks 02, 03, and 04; and III for the discussion topics for weeks 07, 08, and 09. You will receive 1 point for making the required post as indicated in the lesson, and another point for posting a substantive reply to another teammate's posting for EACH topic.
 - 30% = Weekly Quizzes
These are auto-scored by the course management system to return immediate feedback. Note the point values per item in each test.
 - 10% = Final Exam
Please refer to the final scoring rubric when released within the course.

Extra Credit Not applicable.

Late Work Surveys and quizzes must be completed **within the week assigned** on the class schedule (see Assignments & Academic Calendar, above). Late work will be accepted to fulfill completion requirements (see Class Attendance, below) and partial credit may be earned for that late submission *only if an extension is requested via email to the instructor at least 24 hours BEFORE the item due date.*

Special Assignments None.

Class Attendance Mandatory; in order to receive a passing grade for this course, each student must:

- Complete and submit 10 class surveys.
- Complete and submit 10 weekly quizzes.
- Complete and submit 9 project tasks (A, B, C).
- Complete and submit 1 Final Exam.

Citizenship Professional participation is expected, e.g., discussions, group work, etc.

Off-Campus Instruction UTD provides a full complement of student eLearning resources. Current details are available at <http://www.utdallas.edu/oe/>.

For all eLearning issues and requests, please call **1-866-588-3192**. This new eLearning user support service is available 24/7 for the convenience of all users.

The UTD Computing Help Desk provides technical assistance with problems on UTD Net ID accounts. Email (assist@utdallas.edu), phone (972-883-2911), and Live Web support are available. Please check the business hours and other information at UTD Computing Help Desk web site at <http://www.utdallas.edu/ir/helpdesk/>.

Student Conduct and Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course uses *TurnItIn*, which searches multiple sources for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UTD email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UTD provides a method for students to have their UTD mail forwarded to other accounts.

This course will follow the *Netiquette Guidelines* at <http://www.albury.net.au/new-users/rfc1855.txt>; this is the full text of RFC 1855, which is the unofficial standard work on electronic etiquette.

Withdrawal from Class	<p>The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, the instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.</p>
Student Grievance Procedures	<p>Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>.</p> <p>In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.</p> <p>Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.</p>
Incomplete Grades	<p>As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.</p>

Disability Services The Office of Student AccessAbility is committed to ensuring that qualified students with documented disabilities are provided with an equal opportunity to participate in the variety of educational, recreational and social opportunities at UT Dallas. Academic accommodations for each student are determined by Student AccessAbility on an individual basis with input from qualified professionals.

Student Services Building 3.200
Phone: 972-883-2098
Fax: 972-883-6561
disabilityservice@utdallas.edu

Office Hours
Monday-Thursday 8:30 am - 6 pm
Friday 8 am - 5 pm
Evenings by appointment

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Student AccessAbility provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.

These descriptions and timelines are subject to change at the discretion of the Professor.