



Course ED 4372-0T1, **Educational Technology**
Professor Rebekah K. Nix, Ph.D.
Term Spring, 2008
Meetings UT-TeleCampus at <http://www.telecampus.utsystem.edu/>

Professor's Contact Information

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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.

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-IV, specifically Competency 009 of the Pedagogy and Professional Responsibilities Test Framework. Delivered completely online, the course pedagogy 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

None required.

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!) Microsoft's Internet Explorer is recommended and can be downloaded at no cost from <http://www.microsoft.com/windows/ie/default.asp>.

Email account. Individual correspondence will be conducted via electronic mail; therefore, you must have a working email account that can send and receive attachments. UT-Dallas will create an account on enrolment; however, any other address may be used. Log into the TeleCampus Information System (TIS) at <http://www.telecampus.utsystem.edu/index.cfm/4,655.html> to make changes to your username, password and email address. It is your responsibility to check for messages and to ensure that your TIS profile is accurate and complete!

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

Also, you must have installed the latest releases of 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 Readings/Texts

Computer Education for Teachers: Integrating Technology into Classroom Teaching with Computer Lab CD-ROM and PowerWeb, 5th Edition
Vicki F. Sharp, CALIF STATE U-NORTHRIDGE
Softcover, 544 pages
©2005, ISBN 0072985550

Suggested Materials

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! Other useful, but not required, applications include Adobe Acrobat and Photoshop, Inspiration (see <http://www.inspiration.com>), and Microsoft FrontPage. 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. Specific procedures and requirements for the content modules and/or projects are detailed in the course. The following outline is intended as a guide only and is subject to change as announced in the course.

<i>Module</i>	<i>Topic(s)</i>	<i>Open on</i>	<i>Due by</i>
0	Welcome; Introductions	Jan 07	Jan 16
1	Educational Technology: theoretical and functional overview	Jan 17	Jan 23
2	Logistics; Educational Technology: tools and resources	Jan 24	Jan 30
3	Using communication and network tools and resources	Jan 31	Feb 06
4	Using text tools and resources	Feb 07	Feb 13
5	Using graphics and imaging tools and resources	Feb 14	Feb 20
6	Using database and productivity tools and resources	Feb 21	Feb 27
A	Facilities Review: Technology Plan DUE!	Jan 17	Mar 06
7	Using presentation tools and resources	Mar 07	Mar 20
8	Using audio and video tools and resources	Mar 14	Mar 27
9	Using the World Wide Web and 'how to make a web page'	Mar 21	Apr 02
10	Into the classroom... teaching the 'Nintendo Generation'	Mar 28	Apr 09
B	Application Example: PowerPoint Project DUE!	Mar 07	Apr 16
Final	Summary; Conclusions	Apr 17	Apr 23

Note: **April 24, 2008** is the **LAST DAY** you may turn in projects or finish coursework (i.e., quizzes, discussion entries) for partial CREDIT and completion!

Course Policies

Grading (credit)	Final grades will be determined as follows: 20% = Module Quizzes (10 total) 20% = Module Assignments (10 total) 20% = Discussion Board Entries (10 minimum) 15% = Technology Plan (Project A) 15% = Application Example (Project B) 10% = Participation
Extra Credit	Not applicable.
Late Work	Accepted by the end of the next module with grade reduction of 10% per day late
Special Assignments	None.
Class Attendance	Mandatory; in order to receive a passing grade for this course, each student must: <ul style="list-style-type: none">• Complete and submit 10 quizzes (Modules 1-10).• Complete and submit 10 assignments (Modules 1-10).• Submit 1 entry for each of the 10 discussion board topics (Modules 1-10).• Complete and submit a Technology Plan project (Module A).• Complete and submit an Application Example project (Module B).• Complete and submit course surveys (pre/post and UTTC surveys).
Citizenship	Participation expected, e.g., discussions, group work, etc.

Off-Campus Instruction The UT TeleCampus has many technical support resources available to students, faculty and staff, including our Frequently Asked Questions page.

Embanet Corporation, one of the largest technical support providers for online higher education in North America, provides our round-the-clock live technical assistance 7 days a week/24 hours a day/365 days a year!

1-866-321-2988 (toll-free) | <http://www.embanet.com/help/UTTC.htm>

Refer to UTD's Center for Online Learning and Teaching website for further details on course access and technical support: <http://www.utdallas.edu/distlearn/>.

If you are ever unable to get the help you need, please contact the UT TeleCampus staff Monday – Friday, 8:00 a.m. – 5:00 p.m. CST.

1-888-TEXAS-16 (toll-free) | utttechsup@utsystem.edu

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 will use the resources of TurnItIn, which searches the web 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 U.T. Dallas 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 U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.
Withdrawal from Class	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.
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	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 .

Disability Services The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

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. Disability Services 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.