



**California State University, San Marcos: College of Education  
EDUC 422 - Technology Tools for Teaching and Learning**

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**Office:** UH 220 Lab: UH 271  
**Office Hours:** Before and after class  
**Spring 2005**  
**CRN 21945 8:30 - 9:45 T/Th**  
**CRN 21931 10:00 - 11:15 T/Th**

**College of Education Mission Statement**

The mission of the College of Education community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance. *(Adopted by the COE Governance Community October, 1997)*

**Course Description**

This three-unit course partially fulfills the technology competencies as identified by the California Commission on Teacher Credentialing (CCTC) and the College of Education's Teacher Performance Expectations (TPEs) in technology, and is being considered for satisfying the Computer Integration Requirement (CIR) for the Liberal Studies Program. This course is designed for teacher candidates who have met the campus-wide Computer Competency Requirement (CCR) and anticipate entrance into the teacher preparation program.

This course focuses on the knowledge and skills necessary to apply education-oriented applications including productivity tools, graphic organizers, databases, spreadsheets, presentation tools, school-appropriate multimedia tools, and communication tools in educational settings. This course prepares teacher candidates to apply specific educational technology-based applications in methods courses for implementation in teaching and learning with students as well as to their own professional growth. When entering the teacher education program, College of Education faculty assume teacher candidates have competency in the applications covered in this course, and, therefore, will make assignments requiring teacher candidates to apply these skills.

**Prerequisites**

The prerequisite for this course is completion of the campus-wide computer competency requirement. This can be fulfilled by successful completion of one of the following:

- Taking the CSUSM CCR assessment or equivalent course OR
- Completion of an approved computer literacy course at the community college level.
- Teacher assessment tool during 1<sup>st</sup> class meeting.

## Course Objectives

Teacher candidates will demonstrate competency in:

- A. Meeting the International Standards for Technology in Education (ISTE) including I, V, and VI outlined below;
- B. Using a set of educational technology tools that are applied in teaching and learning within the credential program and used in public school settings; and
- C. Setting up an electronic portfolio using Task Stream for completion in the CSUSM teacher-credentialing program.

## Teacher Performance Expectation (TPE) Competencies

This course is designed to help teachers seeking the Multiple and Single Subjects Credential to develop the skills, knowledge, and attitudes necessary to assist schools and districts in implementing an effective program for all students. The successful candidate will be able to merge theory and practice in order to realize a comprehensive and extensive educational program for all students. The following TPEs are addressed in this course:

### Primary Emphasis

TPE 14 CSUSM Educational Technology (Based on ISTE NETS: see below)

### Secondary Emphasis:

- TPE 4 - Making Content Accessible
- TPE 5 - Student Engagement
- TPE 6 - Developmentally Appropriate Teaching Practices
- TPE 7 - Teaching English Language Learners
- TPE 12 - Professional, legal and ethical
- TPE 13 - Professional Growth

## National Educational Technology Standards for Teachers (NETS-T)

Teaching Performance Expectation (TPE 14) is based on ISTE NETS standards I-VI (See [www.iste.org](http://www.iste.org)) for detailed information). This course focuses on ISTE NETS-T standards I, V, and VI and will introduce standards II, III and IV:

### I. TECHNOLOGY OPERATIONS AND CONCEPTS.

Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:

- A. Demonstrate introductory knowledge, skills, and understanding of concepts related to technology (**as described in the ISTE National Education Technology Standards for Students NETS-S**).
- B. Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

### V. PRODUCTIVITY AND PROFESSIONAL PRACTICE.

Teachers use technology to enhance their productivity and professional practice. Teachers:

- A. Use technology resources to engage in ongoing professional development and lifelong learning.
- B. Continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.
- C. Apply technology to increase productivity.
- D. Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.

## VI. SOCIAL, ETHICAL, LEGAL, AND HUMAN ISSUES.

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice. Teachers:

- A. Model and teach legal and ethical practice related to technology use.
- B. Apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.
- C. Identify and use technology resources that affirm diversity.
- D. Promote safe and healthy use of technology resources.
- E. Facilitate equitable access to technology resources for all students.

### Required Texts and Supplies

NOTE: It is not necessary to purchase the educational software, as much of the specific software titles are available on the Web in demo-version and/or available on campus.

- A. ISTE Student Online Registration: ([1.800.336.5191](tel:18003365191)) (7:00 am to 4:30 pm) (\$40.00) Provide Instructor name, student contact information and payment information (This is not a membership).
- B. Membership to **Task Stream** ([www.taskstream.com](http://www.taskstream.com)). (The cost is approximate, but may change \$25 one semester and up to \$65 for year) You will need a credit card for the charge. See directions at:  
<http://lynx.csusm.edu/coe/eportfolio/index.asp>
- C. One CD-R or CD-RW (1x-8x speed)
- D. One mini DV Cassette for Digital Video Camera (\* note – there may be a potential need for AA batteries for remote microphone so be prepared)
- E. USB key-drive (128MB or greater with extension cable)
- F. Use of campus email account and WebCT for course communication (provided free)
- G. Print Card from ACD 202 or CSUSM library

**\*\*Optional:** BOOK from ISTE, *Connecting Curriculum and Technology*

This is a volume produced by the professional association that contains the educational technology standards for students at all levels as well as sample lessons on how that standards can be implemented in teaching content. This book will be referred to in other CSUSM-COE courses. Supporting Web site [www.iste.org](http://www.iste.org)

### Authorization to Teach English Learners

This credential program has been specifically designed to prepare teachers for the diversity of languages often encountered in California public school classrooms. The authorization to teach English learners is met through the infusion of content and experiences within the credential program, as well as additional coursework. Students successfully completing this program receive a credential with authorization to teach English learners.

*(Approved by CCTC in SB 2042 Program Standards, August 02)*

### College of Education Attendance Policy

Due to the dynamic and interactive nature of courses in the College of Education, all students are expected to attend all classes and participate actively. At a minimum, students must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Should the student have extenuating circumstances, s/he should contact the instructor as soon as possible. *(Adopted by the COE Governance Community, December, 1997).*

A good student is one who adheres to standards of dependability and promptness. If more than two class sessions are missed or there is tardiness (or leave early) for more than three sessions, the teacher candidate cannot receive an A. If more than three class sessions are missed the

grade earned cannot exceed a C. Late assignments will be penalized by a deduction in points for each day late. After one week, late assignments receive no credit. If extraordinary circumstances occur, please make an appointment with the instructor. Remember that communication is the key to success.

In addition to attending course sessions, each student will be required to complete lab assignments each week. Some of these assignments require students use campus resources. All students must plan times they can work in labs on campus at least once per week. Students are required to check campus resources and availability of labs. Mac computers are available in ACD 202, UH 271 and UH 360 in addition to other locations such as the library 2<sup>nd</sup> floor. Students are required to use campus issued-email accounts and check email and WebCT at least two times per week to communicate with instructor and peers.

### **CSUSM Academic Honesty Policy**

“Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.

Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor’s attention. The instructor reserves the right to discipline any student for academic dishonesty in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.”

### **Students with Disabilities Requiring Reasonable Accommodations**

Students must be approved for services by providing appropriate and recent documentation to the Office of Disable Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with their instructor during office hours or, in order to ensure confidentiality, in a more private setting.

EDUC 422 Course Assignments and Weight for Course Grades		
Assignment	Description	% of Grade
Intro Letter	The purpose of this assignment is for students to introduce themselves and demonstrate the ability to use a word processor including a variety of formatting and graphics.	5
Backflip / Internet	This web-based resource/tool allows the user to organize and manage online resources for projects and courses. The assignment provides an opportunity for students to explore educational web sites and resources and explore and record the usefulness through descriptions. This tool will allow teacher candidates to continue to organize and share resources throughout their program experiences.	5
Inspiration	This project involves the use of concept-mapping software for brainstorming an educational topic using text and graphics. The activity will provide an opportunity to consider this application for support of writing with students in K-12 classrooms.	5
Filamentality	This project uses a template/tool on the web to create an activity for students to explore concepts related to standards and specific curriculum topics. These projects are explained and linked on a web page uploaded to a remote server for sharing with other educators.	5
Copyright	The purpose of this assignment is to become familiar with fair use and copyright laws, and use of appropriate APA format and citations. Students will share their learning after becoming knowledgeable about various issues related to ISTE NETS for Teachers, Standard VI.	5
Journal	Students reflect on course readings and activities from the ISTE website that supports topics related to the ISTE standards. Entries are made to the journal weekly. The journal is submitted at midterm and near the end of the course for credit.	12
Spreadsheet	This activity provides an opportunity for students to use a spreadsheet in a variety of ways to organize and present information. Various tasks provide an opportunity for teacher candidates to reflect on educational appropriate uses of a spreadsheet tool and differentiate between various tools for organizing information.	5
Newsletter	Create an appealing, newsworthy, and interesting newsletter for parents with information about your classroom. Use of graphics, content and layout will be considered and assessed. Teacher candidates will use a rubric to provide feedback to classmates during a class meeting. This includes an original scanned artwork.	7
PowerPoint	Students will create a four slide project using special features of the program and content related to a topic from the CA content standards. Articles from ISTE Learning and Leading with Technology will guide the content of the project. This assignment provides students with an opportunity to use skills in researching, referencing and presentation to learn and share a topic related to educational technology issues.	5
Database	Students will use a database tool to input and organize information. A report will be generated to document skills with this tool. Students will also understand how online databases provide opportunities to search for information related to an educational topic.	5
Video Software Project	This project involves working in groups of 3 or 4 to produce a video presentation focusing on standards and classroom use of educational software. Students will learn how to use digital video cameras, how to edit and prepare a project for sharing electronically. The video will demonstrate students' understanding of how to assess educational specific software in terms of student academic content standards, learning needs and strengths and weaknesses of the software.	6
Narrative	Students create a narrative using persuasive writing to document their proficiencies related to the ISTE standards. Instructor provides feedback and recommendations required for portfolio.	5
Midterm	This is a performance based assessment at approximately midterm.	10
Portfolio / Task Stream	This assignment is the introduction to the online portfolio that will be used throughout the CSUSM teacher preparation program. The assignment requires setting up the artifact tracking sheet and using the Task Stream template to respond to the Teaching Performance Expectations (TPE 14) that are part of this course. Teacher candidates will build on the work begun in EDUC 422 so that the portfolio submitted at the conclusion of the program accurately verifies meeting the standards for completion of all TPES. This includes 1 point for Statement of Own Work.	10
Attendance & Participation	Teacher candidates are expected to have a positive disposition toward teaching and learning. They should help each other and create a positive classroom environment for everyone. This means having a positive attitude in class, being on time and actively engaged in discussions and activities both in class and online. This includes 1 point for prompt confirmation of membership to ISTE. This includes 1 point for prompt confirmation of membership to TaskStream.	10
	Total	100%

All assignments, requirements, due dates and scoring rubrics will be available through WebCT. Students must check the calendar and assignment sections regularly for updates.

## Assessment

In order to successfully complete this course, all assignments must be completed at an acceptable level noted on assignment directions and rubrics. Late assignments will lose credit points for each day late and will not be accepted after seven days tardy. In addition to the assignments described above, performance assessment will be on student's cooperation and flexibility in response to unforeseen challenges and student's ability to perform tasks using a variety of technology tools.

Because the content of this course contributes to passage of multiple TPEs, successful completion is imperative. Failure to successfully complete this course will prohibit a teacher candidate from continuing in the program beyond the first semester. The percentage of weight of each assignment is noted next to the descriptions. Late assignments or assignments missing required elements receive reduced points.

## Grading Procedures And Assignments

Grading is calculated on the standard of

94 - 100 = A	80 - 83 = B-	70 - 73 = C-
90 - 93 = A-	77 - 79 = C+	60 - 69 = D
87 - 89 = B+	74 - 76 = C	below 60 = F
84 - 86 = B		

## Criteria for Grading Assignments

A 90-100%

Outstanding work on assignment, excellent syntheses of information and experiences, great insight and application, and excellent writing.

B 80-89%

Completion of assignment in good form with good syntheses and application of information and experiences; writing is good.

C 70-79%

Completion of assignment, adequate effort, adequate synthesis of information and application of information and experiences, writing is adequate.

D 60-69%

Incomplete assignment, inadequate effort and synthesis of information, writing is less than adequate.

## Grading Policy

An "A" student is one who:

- completes all assignments on time and demonstrates the ability to summarize, analyze, and/or reflect at high levels.
- varies sources of information for assignments, demonstrating high degree of effort in pursuing varied perspectives around important educational issues.
- completes all the reading assignments and develops thoughtful and thorough responses.
- produces work that reveals a strong commitment to self-discovery and learning.

- produces work at a high professional level in terms of both writing and content.
- develops a high quality presentation, demonstrating significant learning around a contemporary issue.
- presents confidently and intelligently, demonstrating effective teaching skills.
- completes assignments in/out of class with a focus on learning and exploration, pushing him/herself to better understand the profession through quality work.
- attends almost every class meeting and is fully engaged during class.
- pushes him/herself to new understandings by participating in discussions, sharing his/her opinions, and valuing others' perspectives.
- contributes to the positive environment of the class by respecting all members.

A "B" student is one who:

- completes all or almost all assignments, all or most on time, and demonstrates the ability to summarize, analyze, and/or reflect at fairly high levels, showing consistent improvement over time.
- varies sources of information for assignments, demonstrating high degree of effort in pursuing varied perspectives around important educational issues.
- completes all or most of the reading assignments and develops thoughtful and fairly thorough responses.
- produces work that reveals a commitment to self-discovery and learning.
- produces work that is close to professional level in terms of both content and writing, working to develop a strong command of writing, speaking, planning and presenting.
- develops presentations, demonstrating significant learning
- presents confidently and intelligently, demonstrating effective teaching skills.
- completes assignments in/out of class with a focus on learning and exploration, pushing him/herself to better understand the profession through quality work.
- attends almost every class meeting and is regularly engaged during class.
- pushes him/herself to new understandings by participating in discussions, sharing his/her opinions, and valuing others' perspectives.
- contributes to the positive environment of the class by respecting all members.

A "C" student is one who:

- completes or attempts most of the assignments, mostly on time, and demonstrates the ability to do some quality summarizing, analysis, and reflection, showing improvement over time.
- varies sources of information for assignments, demonstrating effort in pursuing varied perspectives around important educational issues.
- completes most of the reading assignments and develops thoughtful and sometimes thorough responses.
- produces work that reveals a commitment to some self-discovery and learning.
- produces work that is not yet at a professional level in terms of both writing and content.
- develops a quality presentation, demonstrating learning around a contemporary issue.
- presents confidently and intelligently, demonstrating some effective teaching skills.
- completes assignments in/out of class with a focus on learning and exploration, pushing him/herself a little to better understand the profession.
- attends most class meetings and is often engaged during class.
- pushes him/herself to some new understandings by participating to a moderate degree in discussions, sharing his/her opinions, and valuing others' perspectives.
- contributes to the positive environment of the class by respecting all members.

A “D” student is one who doesn’t meet all of the minimal standards of a “C” student; “F” is earned by someone who hasn’t completed significant portions of the required work and fails to meet the “C” student standards.

### All University Writing Requirement

In keeping with the All-University Writing Requirement, this course includes a writing component of at least 2,500 words (approximately 10 pages). This is administered in a variety of ways including formal writing requiring use of APA, informal, and electronic online discussions.

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### TENTATIVE Schedule/Course Outline

\*Please note that modifications may occur at the discretion of the instructors. Student’s cooperation and flexibility in response to changes will be noted as part of the participation assessment.

TENTATIVE SCHEDULE/COURSE OUTLINE		
Week	Topics	Assignments Due BEFORE CLASS ON TUESDAY of this week unless otherwise noted. (SEE WEBCT)
1 1/18/05	Review Syllabus and course requirements Register for ISTE & Task Stream Review Web CT & Assignments Begin Journal Assignment – Save file. Course Folder – Backup all work! *Must have files in class weekly NOTE: Save Files using extensions. Name Files with 8 characters or less	1. Purchase all supplies. 2. Make a 422 folder on desktop and to separate disk or flashdrive. 3. Save all files to 422 folder. 4. Intro letter (due at second class on Thursday).
2 1/25/05	Tracking Sheet PowerPoint	1. Bring in verification of ISTE student membership and TaskStream registration. 2. Bring in all supplies.
3 2/1/05	Inspiration Concept Map to be completed in class.	Powerpoint
4 2/8/05	Filamentality Digital Packrat Digital Portfolios: Teaching Standards Introduce Backflip/Internet Assignment	Inspiration
5 2/15/05 <b>No class meeting</b>	Work on Backflip/Internet Assignment Reflect on ISTE Articles as you prepare to submit journal	Filamentality (Discussion area of Web CT)



TENTATIVE SCHEDULE/COURSE OUTLINE		
Week	Topics	Assignments Due BEFORE CLASS ON TUESDAY of this week unless otherwise noted. (SEE WEBCT)
6 2/22/05	MS Word Scanning Tracking Sheet Newsletter using Word-Graphics	Internet/Backflip First Journal
7 3/1/05	Copyright/ Ethics	Newsletter (Paper copy)
8 3/8/05	Organizing Information. Researching software and educational resources.  <i>APA</i>  <i>NOTE: Alternate meeting place</i> 8:30 and 10:00 groups meet in KEL 2303 Library Searches: Gabriela Sonntag	Copyright/Ethics
9 3/15/05	Database and Spreadsheet (Excel)	Database
10 3/22/05	Midterm and Sign off on Tracking Sheets	Spreadsheet
Spring Break 3/29/05		
11 4/5/05	Task Stream Narrative and attachments Critique sample portfolio narrative for Task Stream. Draft own portfolio narrative. Form small study groups for software evaluation and iMovie	
12 4/12/05	Tuesday 4/12 NO CLASS MEETING iMovie/Software evaluation project in small groups  Thursday 4/14 Complete software preview and begin imovie planning in same small groups	Due Thursday 4/12 1) Draft of Narrative in Task Stream
13 4/19/05	Imovie filming and editing in small groups	Paper copy of second journal
14 4/26/05	Groups present iMovie/Software evaluation	1) Revised narratives and all attachments due in Task Stream 2) iMovie/Software Presentations
15 5/3/05	Last day of class: Check off Task Stream Revisions and Completion	<b>Final revisions due in Task Stream</b> Software Presentations
16 5/10/05	Final Exam Week	