

**California Supplementary Authorization in Computer Concepts and Applications
Instructional Technology Planning and Management
EDST E637 (3 units)**

March 18th - May 16th (Spring break is March 20 – April 4th).

Mission Statement of the College of Education, CSUSM

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.

Instructor

Dr Kathy Hayden

Phone

760.750.8545

E-mail Address

khayden@csusm.edu

Computer Concepts and Applications Supplementary Authorization

This course is one of the four courses that have been approved to satisfy the California Supplementary Authorization (CSA) in Computer Concepts and Applications requirement. All four courses are offered completely online! Regardless of where you live in the state, you may now fulfill CSA requirements by completing four, three-unit, graduate-level courses in Computer Concepts and Applications, offered collaboratively by the CSUSM College of Education and Extended Studies. Contact Extended Studies for more information: Catherine Boyle at (760) 750-8713 or cboyle@csusm.edu.

Graduate Credit

This is a graduate level course, and successful completion can be applied toward elective requirements for some Masters Programs including the Masters in Education General option. Note that students must receive an A or B in order to use the course as one of their masters program courses.

Course Description

This course prepares educators to plan, manage and assess technology infused classroom environments. Development of a technology-rich instructional unit utilizing technology, conducting a pilot lesson and developing rubrics to assess the quality of both the content and technology components will be important elements of the course assignments in addition to video production and audio file creation (podcast).

Course Objectives

- Analyze and evaluate emerging technologies for use in the classroom
- Assess technology infused classroom environments
- Effectively plan and manage technology usage within the core curriculum
- Develop a technology rich instructional unit for classroom use
- Conduct a pilot lesson from the instructional unit created in class
- Create a multimedia presentation using video production

Required Text

- Grabe, M., & Grabe, C. (2006). **Integrating Technology for Meaningful Learning (5th ed.)**. Boston: Houghton Mifflin.

Material required

- Microsoft Office Suite (Word, PowerPoint, Excel)
- Up-to-date computer and operating system that has the ability and speed to use WebCT and participate in activities such as multimedia production, use online survey and rubric tools, and create, edit and post a Web page), as well as play sound files and movie clips.
- Access to a digital camera, digital video camera and USB microphone.
- Access to video editing software such as iMovie (Mac), Pinnacle (PC) or ability to install MovieMaker.

Plagiarism and Cheating

All work submitted for this course should reflect students' efforts. When relying on supporting documents authored by others, cite them clearly and completely using American Psychological Association (APA) manual, 5th edition. Failure to do so may result in failure of the course. Please be sure to read and understand the university policy on plagiarism and cheating, as it will be strictly enforced. Academic dishonesty will not be tolerated and will result in a failing grade for this course and will be reported to the University.

Attendance Policy

In this online course, It is expected that all students will have an active presence in the online community, or you cannot receive a grade of A or A-; if you are inactive for one week or more, you cannot receive a grade of B+ or B. If you have extenuating circumstances, you should contact the instructor as soon as possible. Organize each week so that you **visit the WebCT shell every 2-3 days**. This will provide you the opportunity to stay in touch with the module assignments and discussions. You will need to use an up-to-date computer and operating system that has the ability and speed to use WebCT and participate in activities, as well as play sound files and movie clips. **It is your responsibility to check these capabilities out as soon as you begin the course** and have a plan for completing and accessing these resources regularly. Note that assignment documents must be completed in Microsoft Office (Word, PowerPoint and/or Excel). There is a Browser Check on WebCT to use to test your browser and access (see link in WebCT). *Modules begin on Tuesday each week and end on Monday the following week. Initial posts in each module are due on Friday after the module start date.*

Grading Policy

All required work is expected to be on time. It is expected that students will proofread and edit their assignments prior to submission. Students will ensure that all text is error-free (grammar, spelling), and ideas are logically and concisely presented. The assignment's grade will be negatively affected as a result of proof reading oversight. Each written assignment will be graded approximately 80% on content and context (detail, logic, synthesis of information, depth of analysis, etc.), and 20% on mechanics (grammar, syntax, spelling, format, uniformity of citation, etc.). All citations, where appropriate, will use American Psychological Association (APA) format. Consult American Psychological Association (APA) Manual, 5th edition for citation guidance.

Late Assignments:

Assignments are due by midnight on the date specified. Late assignments will receive a penalty of 5% per day. Students must submit all assignments to pass the course.

Discussion Posting (Value Added Model)

When replying to a posting in the discussion area (or through a Web Blog) by another student, instructor, or guest, you must **refer to the person by name and refer to their comments** within your posting. **To Add Value**, your response must do one of the following: **give an example** of what the prior post had described; **provide a different perspective** of the topic posted; OR **expand upon the idea** posted in the message by including more detail and depth. The instructor will provide feedback in the first few modules to support understanding of this concept. Peers will also be asked to review how others conform to this aspect of the course discussions.

Assignment Questions: There is a **Questions** topic section in the discussion area of WebCT. This section is included to allow everyone the benefit of having access to instructor responses to questions about the course, activities, and/or assignments. Please review the posted questions before posting your question(s). Instructor will respond to posts within 48 hours. If you do not have a response by 48 hours, please contact the instructor directly by email or phone. Students may also respond to questions when they have information that will help other students.

WebCT Help: Contact the CSUSM help desk. Their location and hours are listed on the web: <http://www.csusm.edu/iits/sth/> Be sure to leave a phone number and/or email if you leave a message at the help desk regarding a problem you are having. They can help with all technical aspects of the WebCT environment including problems with accessing files, uploading assignments, and using WebCT tools. **If you write to the instructor about a problem with WebCT**, please confirm that you have communicated with the Help Desk first and refer to who replied to your question.

Important Considerations:

- Assignments are due when noted in the module and/or assignment link.
- **All assignments should be based on thoughtful reflection**, and submitted only after final edits, proof-read and word-processed. The university has a 2500-word writing requirement for each course that is met through the course reflections, assignments and discussions. Use Microsoft Word for any Word Processed documents, but post directly to discussion instead of posting a file.
- **Contact instructor in advance** of any extended absence to accessing and contributing to module activities. If you contact the instructor about an absence, suggest a timeline for how you will make up missed sessions, contribute to group work, and if there is a need for an alternative assignment.
- **Grading of coursework** will be based on adherence to the assignment guidelines, evidence of application of course readings and resources, and clear evidence of specified revisions, clarity, and coherence, in revised work. Points are deducted for spelling and/or grammar errors.
- **Remember to cite** all information obtained from others completely in APA 5th Edition format. References are required.

Course Assignments

Web Lesson	20 points
Video production Project	25 points
Cyberhunt Activity	5 points
Discussion Boards (Participation)	25 points
Podcast	5 points
Management Plan	10 points
Technology - Self Assessment	10 points
Readings and Quizzes	20 points
Pilot Lesson Reflection	10 points
Total	130 points

Grading Scale

A = 93-100	A -= 90-92	B+ = 86-89	B = 83-86
B- = 80-82	C+ = 77-79	C = 73-76	C- =70-72
D = 60-69	F = 59 or lower		

Course Outline

Date	Topic	Assignment
Week 1 Module 0	Welcome Course Overview WebCT tools	Post photo Discussion Board – Community Building Order Book and materials
Week 2 Module 1	Assessing Educational Technology ISTE-NETS	Cyberhunt Discussion Board
Week 3 Module 2	Integrating Multimedia into the Classroom Using Tools to Enhance Your Project Based Learning Activity	Multimedia Video production: I Movie/Movie Maker Discussion Board Spreadsheets PowerPoint Rubrics Readings Journal DUE
Week 4 Module 3	Planning A Project Based Learning Activity Components of Your Project Based Learning Activity	Web Quest Development Discussion Board Rubrics Technology - Self Assessment Quiz
Week 5 Module 4	Assessing Your Classroom Managing Your Project Based Learning Activity	Management Plan (Interview) Discussion Board
Week 6 Module 5	Implementing Your Project Based Learning Activity	Pilot Lesson Reflection Discussion Board Podcast
Week 7 Module 6	Managing Technology in the Classroom	Management Plan (Classroom) Quiz 2
Week 8 Module 7	What the future holds	Readings Journal DUE Video production in your Classroom Discussion Board - Reflection

Assignments Details

WebQuest

20 Points

Learner Objectives: Develop a WebQuest for classroom use.

Assessment: WebQuest will have all components required and will be posted on the internet.

Resource(s):	Title and necessary information:
Textbook/pages	Integrating Technology for Meaningful Learning – Chapter 6
Internet Site(s)	http://webquest.sdsu.edu/ : Bernie Dodge's WebQuest website http://teacherweb.com/WQIndexSrch2.htm : Sample WebQuest on Teacher Web www.teacherweb.com : Free month web posting http://www.webtechu.com/tutorial/geojoin1.php : Geocities tutorial http://teacherweb.com/TWQuest.htm : WebQuest - Get Started

Task Guidelines

Welcome to the world of WebQuest! A WebQuest is a web based inquiry-oriented activity in which most or all of the information used by learners is drawn from the Web. WebQuests are designed to maximize the time on task by focusing on using information rather than looking for it, and to support learners' thinking at the levels of analysis, synthesis and evaluation. WebQuest was developed in early 1995 at San Diego State University by Bernie Dodge and Tom March. It has since become a model for project based instruction with many variations and examples available.

WebQuests consist of specific components which help ensure a complete interactive activity if designed properly. These components **MUST** be present in your WebQuest in order to receive full credit for the assignment. You will be able to see examples and get all the information you need at: <http://webquest.sdsu.edu/>.

For this assignment, you can work individually or in pairs. The assignment consists of developing an interactive learning WebQuest. You will need to design an activity that you can use in your classroom immediately as the second part of this assignment is to pilot your creation with students. The WebQuest is worth 20 points.

Required components outside of WebQuest requirements which must be embedded:

- PowerPoint
- Spreadsheet
- Rubric

There are several options when it comes to publishing your WebQuest. If you or your district/school has a web site, that would be the best option. Another option is to use the free one-month trial of www.teacherweb.com, which allows you to publish your WebQuest for free for a month. After that, you have to pay \$2.50/month if you would like to keep it live. If you would like to see the capabilities of Teacher Web, visit: <http://teacherweb.com/WQIndexSrch2.htm> and see some examples. Finally, Geocities offers free web hosting. To get started go to: <http://www.webtechu.com/tutorial/geojoin1.php> for a tutorial on how to access a free Geocities account.

Are you ready to begin? <http://teacherweb.com/TWQuest.htm>

Note: In order to receive full credit, you **MUST** publish your WebQuest. When you are ready to submit, just copy and paste the url where you upload your assignments.

Discussion Boards

25 Points

Learner Objectives: To gain a broader perspective on discussion topics from peers. Help students better contemplate, organize, and understand readings and to be better prepared for thoughtful discussion

Assessment Participation in the discussion board forums

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Resource(s):	Title and necessary information:
Internet Site(s)	Course Website: http://courses.csusm.edu

Task Guidelines

Critical, engaged discussion will make this a richer class for all of us. In preparation for this kind of thoughtful discourse, you will be responsible for reading and responding to a variety of prompts in a variety of ways. If your responses cease to function in these ways and seem to be “busy work” then you need to adjust what you’re doing. Seek alternative ways of responding in order to meet the goal—it is your responsibility to make the work worthwhile. Each student is responsible for **one** main post and **two** sub-posts each week at a minimum. Students should try to post early in the week to give peers an opportunity to respond. **Discussions must do one of three things to “Add Value”:** 1). give an example of something that was presented, 2). expand on the idea that was presented, or 3). take a new position or perspective from what was presented.

Pilot Lesson Reflection

10 Points

Learner Outcomes: Use reflective practices to improve instruction

Assessment: Written reflection on the experience of piloting the WebQuest

Resource(s):	Title and necessary information:
Textbook/pages	Integrating Technology for Meaningful Learning – Chapter 9 pages 358-368

Task Guidelines

The WebQuest created in the class is to be piloted in your classroom. Whether it is a full scale implementation or a selected few, you will be expected to evaluate your work and it’s effectiveness with students. You may find it helpful to solicit feedback from your students and embed the feedback into your reflection.

Requirements:

1-2 page written reflection responding to, but not limited to the following:

1. What worked?
2. How did the students respond?
3. What did you learn?
4. What would you change?

Management Plan/Interview

10 points

Learner Objectives: Create a plan to utilize your WebQuest on the class level

Assessment: Written plan completed based on information received from interview

Resource(s):	Title and necessary information:
Textbook/pages	Integrating Technology for Meaningful Learning – Chapter 1

Task Guidelines

The Interview (5 points):

As you can imagine, there are many ways to handle web based projects in a classroom. Your job for this assignment is to contact someone at an educational institution and interview them. Your goal is to find out how they manage their web based activities. Some questions you could ask:

- What are the first things you consider when planning to use technology with students?
- How do students know what is expected?
- What type of preparation takes place prior to implementation?
- How are students trained or prepared to use technology?
- What are the challenges to using technology with students?
- What works well?
- How do the students like the experience?

After your interview, write up a summary (1-2 paragraphs) about the way they manage technology with their students.

Possible interviewees:

- Email or call an instructor at a local college who is listed in a course schedule as teaching an online course.
- Contact a K-12 school district office and ask to speak to the online learning coordinator.

The Management Plan (5 points):

Now that you have interviewed someone who uses technology with their students and have some ideas of how you might manage your own classroom, you are ready to create your own plan. You have created your WebQuest and piloted it with some students...you have learned a lot. Now it is time to figure out how to implement the WebQuest on a large scale. Your task is to create a management plan for your class specifically related to teaching your WebQuest. There are many things to consider to ensure that it will run smoothly and to guarantee that all students are engaged and on task. What steps do you need to take?

Plan should consist of but not limited to:

- Instructions for students
- Computer usage rules
- Daily plan
- Timeline/rotation schedule
- Deadlines/checklist

Cyberhunt

5 points

Learner Objectives: To familiarize yourself with the variety of technology available for classroom use

Assessment: Completed evaluation forms

Resources	Title and necessary information:
Textbook/chapters	Integrating Technology for Meaningful Learning – Chapters 8 and 9
Internet Site(s)	www.google.com : Search engine

http://www.altavista.com/ : Search engine http://www.mamma.com/ : Search engine http://www.dogpile.com/info.dogpl/ : Search engine

Task Guidelines

Technology is constantly changing. Some innovations are around for a long time while others come and go almost instantly. This is your opportunity to discover what is out there and how, if the world was perfect and you had an infinite budget, you could use it to enhance learning in your classroom. Get ready for your Cyberhunt.

First: Search on the Internet, using any search engine you choose, to find two technological innovations that you would like to have in your classroom. Remember the sky is the limit and your students are worth the effort.

Possible Innovations:

- AlphaSmarts
- Ebooks (electronic books)
- Interactive WhiteBoard and Tablet PC
- GPS /RFID tracking devices
- Wearable computers
- Videoconferencing
- IPODS or MP3 Players
- PDA's (Handhelds)
- Digital Video (Podcasts)
- Eee PC

Second: Answer the four questions below for each innovation chosen

1. Name of Item:
2. URL where information was located:
3. Description of item and how it works:
4. Explanation of how it could be used in your classroom:

Video Production Project

25 points

Learner Objectives: Create a multimedia presentation using video production

Assessment: Completed project and reflection

Resources	Title and necessary information:
Textbook/chapters	Integrating Technology for Meaningful Learning – Chapter 7
Internet Site(s)	WebCT Tutorial

Task Guidelines

Here is your chance to be a star...or a director...or just a really “cool,” effective and engaging teacher. Whichever the motivation, this is the opportunity. For this assignment, you will create a multimedia video project. Its components will consist of:

Digital video
Still photographs
Audio
Transitions
Titles

Technology - Self Assessment

10 points

Learner Objectives: To establish minimal standards for technology in the classroom and to evaluate own space.

Assessment: Completed rubric and narrative.

Resources	Title and necessary information:
Textbook/chapters	
Internet Site(s)	Education World (Article) - http://www.educationworld.com/a_curr/curr248.shtml Landmark Project - http://landmark-project.com/classweb/tools/rubric_builder.php Rubistar - http://rubistar.4teachers.org/index.php TeAchnology - http://www.teach-nology.com/web_tools/rubrics/ Rubrics for Teachers - http://www.rubrics4teachers.com/

Task Guidelines

Read article on Education World website on rubrics, then check out some of the other sites and find one that will work for you for this assignment. Keep it in mind as you follow the steps below.

First: Create a rubric for what an “ideal” classroom would look like in regards to educational technology – software and hardware.

Second: Once the rubric is completed, evaluate your classroom using the rubric. Where is your class based on the standards you created? What steps can you take to improve it?

Third: Write a brief narrative describing your classroom with its’ pros and cons. Attach to completed rubric.

Podcast

5 points

Learner Objectives: To communicate through a new technology

Assessment: Post an audio file online

Resources	Title and necessary information:
Internet Site(s)	Tutorials online

Task Guidelines

Create an audio file using Audacity to communicate with others

Readings and Quizzes

20 Points

Two quizzes will be given periodically in the course on major points from the readings (5 points each).

Reading: The text provides background information and resources. You will take notes in an outline form as you read in each module activities. Your notes will be helpful for review and will also be submitted in Module 3 and 7 of the course for points (5 points each).

Due Dates

Due dates are listed under assignments in WebCT. Follow the checklist at the end of each module to be sure you have completed each task.

Note: For detailed instructions for each assignment, see the appropriate module.