EME 2040 - Introduction to Educational Technology
3 Credit Hours
FALL 2014 – Classes Begin August 25

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Office Hours: All Online

PREREQUISITES: Designed as an introduction to computer technology and its role in teaching and learning processes.

COURSE DESCRIPTION: Designed as an introduction to computer technology and its role in teaching and learning processes. Topics include educational software, ethical and social issues, hardware, interactive multimedia, models for integrating technology into instruction, productivity tools and telecommunications.

COURSE TOPICS:
You should own or have access to a computer with personal access to the Internet, i.e. a computer with a modem or cable modem connection.

COURSE OBJECTIVES:
1. Students will demonstrate knowledge of basic computer concepts and computer terminology.
2. Understand, evaluate, and use a variety of computer hardware and software.
3. Choose, evaluate, and use a variety of peripheral devices.

COURSE STUDENT LEARNING OUTCOMES: (some of the items below will be practiced on your own)
1. Assess and explain the differences in different networking techniques.
2. Create and design original products using Microsoft Word.
3. Create and design original products using Microsoft Excel.
4. Create and design original databases using Microsoft Access.
5. Create and design original products using Microsoft PowerPoint.
6. Utilize the Internet to aid in research and dissemination of information.
7. Create and design original products using Microsoft Front Page as an optional Web page design.

TEXT AND MATERIALS:
Integrating Educational Technology into Teaching, 6th ed. Roblyer, M. D. and Doering, A. H.
Bacon, 2010
You should have access to all required texts and instructional materials when the class begins. You will not be able to keep up with assignments if you do not have them.

ONLINE DELIVERY SYSTEM (COURSE PLATFORM)

- This course is delivered using the Canvas Platform
- Information on how to use Canvas is available at:
  [http://www.usfsm.edu/infocommons/students.php](http://www.usfsm.edu/infocommons/students.php)

Academic Support Services Available:
  [http://www.usf.edu/academics/academic-resources.aspx](http://www.usf.edu/academics/academic-resources.aspx)

TECHNOLOGY REQUIREMENT

Please use the following checklist to determine your computer readiness. You should own or have access to a computer with personal access to the Internet, i.e. a computer with a modem or cable modem connection. The minimum specifications include:

- **Hardware**
  - Computer
    - PC – Minimum AMD or Pentium processor with Windows XP, Vista or 2007
    - Apple – Any PowerPC or Intel-based Mac with Mac OS X
  - Speakers; microphone is optional
  - Technical Support Available:
    - [http://www.usf.edu/it/about-us/contact-usf-it.aspx](http://www.usf.edu/it/about-us/contact-usf-it.aspx)

Note: The College can provide you with Internet access (no ISP needed). You may choose to use your own ISP; however, the College’s ISP services are free to enrolled students.

- **Software**
  - Web Browser
    - Firefox 2.0 or above
    - Netscape 4.7 or above
    - Internet Explorer 5.0 or above
  - Virus checking and protection software
  - Internet Plug-ins
    - Adobe Acrobat Reader ([www.adobe.com](http://www.adobe.com))
    - Adobe Flash Player ([www.adobe.com](http://www.adobe.com))

TASK STREAM:

Task Stream is a web-based electronic portfolio required of students in the College of Education (COE) programs. It provides a way to submit documents, called Critical Tasks to instructors for feedback and assessment. The COE uses these assessments to evaluate candidate progress toward meeting standards set by the Florida Department of Education, the faculty and professional organizations. Further, the COE analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement. Assignments designated as Critical Tasks must be uploaded to your electronic portfolio on TaskStream and be rated with a mean score of 3 or higher in order to pass the course. Remember, failure to upload the Critical Task may result in a failing grade.
ESSENTIAL ASSIGNMENTS:
These are required course assignments that have been aligned with requirements needed for accreditation.

CANVAS USE:
The class syllabus is posted in Canvas, an online course management system. In this class Canvas will be used for the entire implementation of this class. This is an online class.

Information on how to use Canvas is available at: http://www.usfsm.edu/infocommons/students.php

GRADING, EVALUATION AND ATTENDANCE POLICIES:
A. USFSM policy requires that all students receive a graded assignment or examination prior to the semester’s drop/withdraw date.
B. Specifically state the value of and the manner in which each assignment in the syllabus will be evaluated or graded.
C. A precise description of the grading process.
D. Attendance policy to include make up of missed work.

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<tr>
<th>Syllabus Scavenger Hunt--1 @ 50 points</th>
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<tbody>
<tr>
<td>Quizzes—6 @ 50 points each</td>
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<tr>
<td>Class Assignments—7 @ 25 points each</td>
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<td>Class Discussions 12 @ 20 points each</td>
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<td>Final Exam</td>
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<td>Miscellaneous Points Prof. discretion</td>
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Grading Scale

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<td>799-700 points</td>
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<td>699-600 points</td>
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<td>599-0 points</td>
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USFSM Policies
A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that
include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Pat Lakey, Coordinator, 941-359-4714, plakey@sar.usf.edu, www.sarasota.usf.edu/Students/Disability/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

H. Detection of Plagiarism: http://www.cte.usf.edu/plagiarism/plag.html The University of South Florida has an account with an automated plagiarism detection service which allows instructors to submit student assignments to be checked for plagiarism. I reserve the right to 1) request that assignments be submitted to me as electronic files and 2) electronically submit assignments to SafeAssignment. Assignments are compared automatically with a huge database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized. For more information, go to http://www.ugs.usf.edu/catalogs/0304/adadap.htm#plagiarism. The university has a site provided for students to understand the copyright laws. This link is: http://guides.lib.usf.edu/copyright
FIRST WEEK

During the first week, please become familiar with the Canvas course site. Click on all of the buttons and check out the links. There is a lot of information there and you don’t want to miss something because you forgot to check everything out! Also, complete the first week quiz on this syllabus.

Be sure you read (and preferably print) the Syllabus. The Syllabus is like the course contact between the student and the instructor. It is a very important document!

University Calendar Located at the following link:

http://www.registrar.usf.edu/enroll/regist/calendt.php#1415

First week activities include: (Week of August 25)

- Introduce yourself to the members of the class on the Discussion Board. You will find a special Discussion Board item just for introductions. When you introduce yourself, please tell us (a) why you are taking this class, (b) whether you’ve had online experience before and how much, (c) something personal about yourself (where you work, whether you have any children, where you’ve travelled, what you like to do in your spare time, etc.) you feel comfortable sharing, and (d) where you were born. In addition to introducing yourself, (e) read your classmates’ introductions and respond to at least two other students’ posting. THERE IS A QUIZ THAT IS DUE SATURDAY, MIDNIGHT JANUARY 11TH, 2014.

- Be sure to read your email and respond to your professor.

- Optional: You may also create a Homepage and include a picture of yourself or, if you would like, of a movie star, famous person, character who may have characteristics like yours, or include some other image. The homepages are located in Canvas under Tools: Homepage.

ANNOUNCEMENTS

You are responsible for reading the Announcements posted on the course site every time you log in. Announcements may change weekly, if not more often. Timely and relevant information can be found here. Instructions on how to submit assignments and other pertinent information will be provided in these announcements, so it is in your best interest to keep updated with this information.

LEARNING COMMUNITIES

People learn through interactions with each other, with their instructors, and with the course material. In support of this belief, a major goal of this course is to encourage you to interact with each other and build learning communities within the virtual class. If you have a question about course content or procedure, you can ask each other as well as the instructor.
• **Discussion Board**
  - Weekly discussion questions will be posted on the topics for that week. You will be expected to post a response to each question, read your classmates’ postings and respond to your other classmates. You will have approximately 11 class discussions. Each discussion will be worth a total of 20 points. To receive more than an overall grade of C in this course, you need to participate in the class discussions. **To receive the total points allowed, you must post a thoughtful reply to the topic being discussed and then respond to two other classmates’ posts.** These follow-up responses must be complete and adequate replies, stating why you agree or disagree and giving support for the responses or adding further information to the topic of the classmates’ posts. Citing references from the text (so I know that you read the material!) or from outside sources are helpful. Be sure you use proper citations.

• **Assignments:**
  - Please use Canvas to respond to assignments, discussions, etc., unless told differently. There may be times when an extra credit option is requested.
  - Be sure you read your messages and respond to your instructor when requested to do so. **Do not delete any messages during the term!**
  - Check your Sent Box to be sure your messages have been sent. This is especially important if you have attached an assignment. If there is no attachment on the sent message, then you can be sure that I haven’t received the attachment either. Checking your Sent Box is a way to be sure that your assignment has been submitted. **Do not delete any messages in your Sent Box.**

**A SHORT SURVIVAL GUIDE**

Based on feedback from former students, I strongly recommend the following:

1. **Be sure your name is on every assignment.** This is especially important when you are attaching a document. There is nothing more frustrating for an instructor than to have printed and graded a terrific assignment, but have no idea to whom it belongs.
2. **Limit asking questions when the answer can be found in the course materials.** Questions that fall into this category include: Can I turn an assignment in late? Where do I find that in the syllabus? A great deal of time has gone into the preparation of the course materials. Please try to locate the information first before asking a question you are pretty sure she has already addressed!
3. **Do not delete any email messages or assignments.** This was addressed above, but it is important enough to mention again. Assignments sometimes get lost or misplaced. If you tell me that you submitted an assignment and I tell you that I did not receive it, we both
need to check our email boxes. If no one has deleted anything, the assignment will be there!

4. **Plan ahead.** Do not wait until the last day of the week and the last minute of the hour to submit an assignment. If an assignment is due at midnight and you turn it in at 1:30am the next morning, I will accept it, but don’t send a message stating that you had computer problems that night and had to wait until the next evening to submit it. I will ask, “Why did you wait so long to work on it?” Work at least a few days ahead so that you can deal with technical problems when they happen. And they will happen!

5. **If your computer is down, find another one.** When the chips are down (or not functioning), most students can find a friend, relative or neighbor with a functioning machine. If you have no one nearby, go to one of the campus libraries, computer labs, or public libraries.

6. **Rely on each other for help.** While I will check in with the class site at least once and often more times a day, you may have a burning question that a fellow student, who happens to be on the computer the same time you are, can answer right away.

7. **Be sure you “log off” from Canvas when you have finished working on the course.** This is especially important if you are a public computer like those in the library or computer lab. If you do not log off, the next person who sits down at that computer will be in your class under your name!

   **Do not plagiarize!** All work turned in for this course must be your own. If you use someone’s ideas, be sure to give that person credit. If you use someone else’s words, put quotation marks around them and tell us who said it.

Course weekly assignments provided in a different document.