

Syllabus
EME 5050: Fundamentals of Technology for Educators
Fall 2009
Dr. Kelvin Thompson

Contacting the Instructor	
Office Hrs:	Online: Alternate Mondays 8pm-9pm
Instant Messaging	For casual contact or quick questions, feel free to use any one of the following (or use "Who's Online" in Webcourses@UCF). Otherwise, please use email. AIM: drkelvinthompson Yahoo: drkelvin_thompson GTalk: drkelvinthompson WindowsLive: drkelvinthompson
Twitter	Feel free to "follow" me on Twitter. Apart from a social connection, you'll also likely benefit from knowing how I'm doing with your grading. ☺ http://twitter.com/kthomps0
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Web:	http://pegasus.cc.ucf.edu/~kthomps0 http://ofcoursesonline.com http://onlinecoursecriticism.com
Online Course Access:	<ol style="list-style-type: none">1. Log-in to the MyUCF portal at http://my.ucf.edu2. Click the "Online Course Tools" tab3. Click the "EME5050" link.

Course Description

Post-bac or C.I. Access to a computer, Internet, e-mail account, and basic technology skills. Designed to provide participants with an introduction to the field of educational technology content with emphasis on the theory behind the practice of using and integrating technology in K-12 learning to improve the teaching and learning process.

Course Objectives:

The primary goal is provide an awareness, understanding, and appreciation of technologies instructional and information management.

To achieve this goal, you will:

- Demonstrate and understand how to operate and maintain equipment effectively and efficiently.
- Demonstrate the ability to select the most appropriate technology for a given instructional situation.
- Identify effective methods for acquainting students with materials and motivating them to use appropriate media and technologies.
- Develop and conduct activities to acquaint other teachers with existing media, new technologies and their effective utilization in the classroom to meet individual needs.
- Identify appropriate criteria for evaluating and selecting media and equipment for instruction and information management.
- Demonstrate knowledge of new and emerging technologies.
- Demonstrate leadership roles in the diffusion and adoption of innovations.
- Develop instructional methods to enhance students' reading, listening, viewing, and production skills.
- Read and evaluate current research articles about technology in public schools.
- Define various communication and instructional design models, evaluate them, and relate them to classroom learning situations.
- Develop instructional methods to enhance students' reading, listening, viewing, and production skills.
- Create classroom projects using the Internet and World Wide Web to enhance student learning.
- Discuss current trends and research articles about merging technologies in public schools.
- Develop instructional materials that incorporate online safety and technology ethics.

Required Texts

Teachers Discovering Computers: Integrating Technology and Digital Media in the Classroom, 5th Ed., Shelly, Cashman, Gunter, and Gunter. Course Technology - Thompson Publishing (2008).

ISBN: 1423911806

Library Resources

UCF offers many resources through the Library. Many (but not all) are available online. Please familiarize yourself with the resources listed below as you may find them helpful in this course.

Library Online Learning Resources (including off-campus library access)

<http://library.ucf.edu/Services/DistanceServices.asp>

Library Tutorial (specific to College of Education students)

<http://library.ucf.edu/CMC/edtut/default.asp>

Ask A Librarian

<http://library.ucf.edu/Ask/>

Assessment Methods

Grade Categories	Description of the Requirements	Weight Toward Final Grade
Course Preparation Checklist	Course Preparation Checklist (Required Submission before other assignments will be accepted. All items should be checked off and signed digitally.)	0% (0 points)
Information Literacy Modules	Completion of <i>each</i> of the following online modules at a level of 80% or higher: Avoiding Plagiarism Citing Sources Using APA Evaluating Web Sites	2% (93.34 points)
Blog Set-Up	You'll set-up a publicly accessible blog to which you'll later post your (scored) written reflections during this course.	0% (0 points)
Technology Autobiography	This is a part of your "Week 0" orienting activities, but it also lays a foundation for our learning community and for your own personal learning plan.	0% (0 points)
Online Discussions	Participation in 7 online discussions following "Protocols" and posted discussion rubric.	15% (700 points)
Reflection Blog Postings	Substantive, thoughtful reflections (6 total) in which you address assigned topics through posting to your publicly accessible, personal blog.	15% (700 points)
Quizzes	There will be one reading comprehension quiz per book chapter (8 total) which you must submit online using Webcourses@UCF's "Assessments."	10% (466.7 points)
Teacher "About" Page	A free-standing page connected to your blog following established criteria. Establishes/builds upon your online professional identity as a teacher.	5% (233.35 points)
Personal Learning Plan	Building upon your earlier Technology Autobiography, a more refined statement in which you identify skills/knowledge you would like to master during the remainder of the course.	0% (0 points)

Curriculum Page	An online instructional resource following established criteria and suitable for use by students of the age and in the subject area you (will) teach.	8% (373.36 points)
Rubric	You will create detailed scoring criteria in the form of an analytic rubric for a student project appropriate for the age and in the subject area you (will) teach.	5% (233.35 points)
Final Project	A complete online resource including: 1. Lesson plan 2. Curriculum Page (revised) 3. Digital storytelling example 4. Rubric (revised)	40% (1866.8 points)
Learning Summary	A written statement of what you feel that you have learned during EME5050. While unscored, this statement is required before a final course grade will be submitted.	0% (0 points)
	Total	100% (4667 points)

Grading Scale

A = 93.75 – 100	(4375.3 – 4667 points)
A- = 90 - 93.74	(4200.3 - 4374.8 points)
B+ = 86.25 - 89.99	(4025.3 - 4199.8 points)
B = 83.75 - 86.24	(3908.6 - 4024.8 points)
B- = 80 - 83.74	(3733.6 - 3908.1 points)
C+ = 76.25 - 79.99	(3558.6 - 3733.1 points)
C = 73.75 - 76.24	(3441.9 - 3558.1 points)
C- = 70 - 73.74	(3367 - 3441.4 points)
D+ = 66.25 - 69.99	(3091.9- 3266.4 points)
D = 62.5 - 66.24	(2916.88 - 3091.4 points)
D - = 60 - 62.4	(2800.2 - 2912.2 points)
F = 0 - 59.99	(0 - 2799.7 points)

Time Commitment

This is a three-credit-hour graduate-level course. You may expect to invest approximately 10 hours per week on required course activities. Your background knowledge/experience and other variables may require you to spend additional time. Please plan accordingly. (On the weekly anonymous feedback form available from within Webcourses@UCF, you will have the opportunity to record the length of time you've invested in each week's activities.)

"Above and Beyond the Course" (ABC)

In addition to the required core learning activities/assessments (above), you will have the opportunity in EME5050 to go "above and beyond" by choosing **one** of two *semester long* options to earn *up to 10 percentage points* on your final course grade (on a 100 point scale). Each of the possible activities are "beyond the course" in another sense also. They each will result in products you can take with you and practices you can continue "beyond the course."

Option 1 is to maintain an annotated web bibliography (one entry per week) of unique and useful educational technology web sites using <http://diigo.com>. **Option 2** is to make public blog entries (one entry per week) on topics relevant to our course. Possible topics are endless, but a starting point would be to consider educational/curricular implications of the various technology news items available to you (including the "Course Cast" podcast embedded within our course via your textbook's publisher).

To be eligible for full "Above and Beyond the Course" credit, you'll need to "sign up" during Week 0. Other "enrollment" dates will be announced throughout the term for pro-rated credit. *For the extra credit to be awarded you must have at least a "C" average* on all required activities at the end of the term.

Due Dates

All dates listed are **due dates**, not "do" dates. Please plan your time accordingly. While assignments may be completed early, late assignments **will not** be accepted. Submissions are due at **11:59pm** (Eastern time) on the date stated. Times will be based on the Webcourses@UCF server's internal clock.

Technology Requirements

Technology	Expectations for Use
Computer/ Internet	<p>You will need extensive access to an Internet-connected personal computer for successful completion of this course. (See http://www.cstore.ucf.edu/Student/Info.php?name=PC_Standards for detailed specifications.)</p> <p>UCF provides access to computers in a variety of labs. (See http://edcollege.ucf.edu/techfac/resources/ and http://www.acs.ucf.edu/computerlabs.html)</p> <p>Your Web browser should be able to display Flash media and *.pdf files. Free downloads of Flash Player and Acrobat Reader are available online. (If you have any problems accessing materials in these formats, please contact the instructor immediately.)</p>
Webcourses@ UCF	<p>The majority of the interactions between and among students and instructor will take place online in UCF's course management system ("Webcourses@UCF"). There are specific online assignments throughout the course, but you will find it in your best interest to develop a habit of logging in regularly (preferably once per day but no less than once every two days). Note:</p>

	The Announcements tool will be used to post information of a general nature to everyone in the class. There is also a prominent "Weekly Updates" viewer multimedia "wrap-ups" / "kick-offs" for each week. (Please note that you must have the Flash Player installed in order to access this audio/video content.) Get in the habit of checking the Announcements each time you log-in.
Email/MyUCF	Most interactions will take place within Webcourses@UCF, but email may be used for occasional important messages from your instructor. Please check your email regularly (at least twice per week). Email messages sent to your instructor will be answered within 24 hours during business days. (Please put "EME5050" in the subject line of any email messages you initiate.) You are expected to keep MyUCF updated with your current email address if you change your address during the term. (See https://my.ucf.edu)
Word Processing	Word processing documents created for this course must be saved as either Microsoft Word documents (*.doc) or rich text files (*.rtf). Files in other formats will not be accepted. (You are expected to keep electronic copies of any documents you submit. You might also find it helpful to compose discussion postings off-line in your word processing program before submitting them.)
Diigo	You may wish to become familiar with the social bookmarking site http://diigo.com as you will have the opportunity to use Diigo at a couple of points during the course. Basic instructions are posted in the "Syllabus" area within Webcourses@UCF, but feel free to go to the site and try it out if you haven't already.
Twitter	Twitter is certainly not a requirement in this course, but I do recommend trying it out as Twitter can be a rich source of informal professional development for teachers. Some "how tos" (and "whys") are available at http://bit.ly/10FoVG and http://bit.ly/UTChk
Virus Protection	Please maintain an up-to-date virus protection software program on your computer. There are free programs available online. One such program is available at http://www.avast.com/eng/avast_4_home.html
Other Systems/Tools	You will have extensive opportunities throughout this course to register for and use various freely available online systems and tools useful to K12 teachers. You should be comfortable with typical online registration processes.

Technical Support

If you encounter difficulty with technology as you participate in this course, the following avenues are available to you.

Technology Problem	Resource	Sequence
Difficulty logging in initially to Webcourses@UCF through the MyUCF portal	Portal Help http://portal-help.ucf.edu	First
	Techrangers techrangers@mail.ucf.edu	Second

	407.823.3808	
	Instructor kthomps@mail.ucf.edu 407.823.0462	Third
Problems using Webcourses@UCF tools during the course	Webcourses@UCF Tutorials 1. Log in to MyUCF Portal 2. Locate “Academic Resources” from menu 3. Select “Student Webcourses@UCF Upgrade Resources”	First
	Techrangers techrangers@mail.ucf.edu 407.823.3808	Second
	“Technical Help” Discussion Area	Third
	Instructor kthomps@mail.ucf.edu 407.823.0462	Fourth
Problems with your computer, your software, or connectivity to the UCF network	UCF Helpdesk helpdesk@mail.ucf.edu 407.823.5117 http://helpdesk.ucf.edu	First
	“Technical Help” Discussion Area	Second
	Instructor kthomps@mail.ucf.edu 407.823.0462	Third

Federal Educational Records Privacy Act (FERPA)

During this course you will have the opportunity to create or register with certain public online services. While some of these will be required assignments, you need not make any personally identifying information public. Where appropriate you may use a pseudonym or online "handle" (as long as you identify yourself to your instructor). Some written assignments posted publicly require personal *reflection*, but this does not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this area, please contact the instructor immediately.

Academic Integrity

Academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule in the University of Central Florida's Student Handbook.

<http://www.goldenrule.sdes.ucf.edu/>

Important Note: Plagiarism is the misrepresentation of the work of another person as your own, whether this work is paraphrased or quoted directly, without attribution. Evidence of plagiarism or cheating on an assignment in this course will at least result immediately in a failing grade on the assignment. At the discretion of the instructor, any evidence of plagiarism or cheating will be submitted for disciplinary action to the Office of Student Rights and Responsibilities and may result in severe consequences.

Swine Flu

The UCF Health Center has asked that we all stay mindful (yes, even in a fully online course) of the heightened level of influenza ("flu") activity this year. Please take a look at the Health Center's alert and pay particular attention to the sections labeled **Prevention** and **If You Are Ill**.

http://www.hs.sdes.ucf.edu/news/health_alert1.html