

**USING TECHNOLOGY EFFECTIVELY IN THE CLASSROOM**  
**EDUC 310- Section 5822**  
**SPRING 2017**

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Meeting Times: EDUC 310 Section 5822 Tuesdays and Thursdays 9:55-11:10

Meeting Locations: **CEMC 208-A**

**School of Education Conceptual Framework:**

The School of Education prepares competent and caring teachers.

I. Competent teachers possess

- A. Knowledge of content in their area of teaching
- B. Professional knowledge and skills
  - 1. Ability to plan instruction
  - 2. Ability to apply skills and knowledge in a clinical setting
  - 3. Ability to cause learning in P -12 students
  - 4. Ability to assess learning and learners
  - 5. Ability to work with children of poverty
  - 6. Ability to use technology

II. Caring teachers possess

Professional Dispositions

**Dispositions statement**

The School of Education faculty realizes that teaching is more than mastering academic content and instructional techniques. Competent and caring teachers demonstrate a large array of professional behaviors that set them apart. The development and demonstration of these behaviors are integral parts of your professional preparation. Your professor will rate you based on how well he/she feels you are demonstrating these behaviors.

If your professor or your program committee feels that there is a problem or even a potential problem with your professional dispositions, they will begin the **Teacher Candidate Disposition Resolution Policy**. This policy is designed to assist you in correcting behaviors that may be professionally inhibiting or that may prevent you from providing excellent teaching to your students. The professional dispositions may be placed under five categories:

- 1. Professional attributes such as promptness, adequate preparation and good attitude.
- 2. Demonstration of instructional/assessment flexibility and accommodations to individual differences that reflect the belief that all students can learn.
- 3. Upholding ethical and professional standards
- 4. Demonstration of respect for families, cultures, and communities and a sense of fairness and respect.
- 5. Demonstration of respect for colleagues, P-12 students, faculty and staff.

**Course Description**

Designed for education majors, this course is a hands-on approach for using instructional technology to enhance classroom instruction. Students are introduced to microcomputer software applications, hardware and web applications. Practical applications include planning instructional and teacher resources for a classroom setting utilizing variety of software, hardware, and web applications.

## Course Objectives

This course is designed to introduce students to different computer applications that they can use both as students and as teachers.

The objectives of this course are also aligned with the components of the National Educational Technology Standards and Performance Indicators for Students (**ISTE NETS-T**). A complete listing of these standards is in blackboard and can also be found at the following web site: <http://www.iste.org/standards/iste-standards/standards-for-teachers>. Students are required to complete a technology portfolio in Live Text that aligns with the **ISTE NETS-T**.

## Course Materials

You will need a USB drive/flash/jump drive or online storage drives such as Google Drive. Always keep a backup of your work against any unforeseen problems.

## Methods of Presentation

Each class will be a combination of demonstration/modeling, discussion, and direct teaching of techniques followed by hands-on practice by students. Students will have opportunities to work independently and collaboratively with other students.

## Course Requirements

1. Attendance and participation.
3. Successful completion of all assignments, discussions, projects, technology portfolio and final.
4. Live Text.

## Course Policies

### Attendance/Tardiness

- As this is a course preparing you for your profession, you are expected to be *in* class *on* time. Since this is a “hands-on” class, class attendance and punctuality are extremely important and expected. **There are no automatic “cuts.” Absences will affect your participation grade for the course which is 10% of your final grade.** Obviously, if you are not here, you cannot participate in nor contribute to class discussions.
- If a medical necessity or family crisis requires you to miss a class session, you are to notify me in advance. Before the next class, you are to see me to determine what you will be allowed to make up. **Missed projects will be allowed to be made up only in case of medical emergency with a doctor’s excuse.**
- If you are absent more than four times, for whatever reason, you will be **automatically dropped** with a failing grade.
- **If you don’t submit the technology portfolio and don’t present the final presentation (scheduled on the final exam day) you will receive a failing grade.**
- **Students have to present the final presentation as and when scheduled on the syllabus. No changes can be made to the time and date.**

### Classroom Courtesy

- You have a right to learn in a respectful environment *and* the instructor has the right to teach in a respectful environment. **Engaging in personal conversation, studying for another class, or being inattentive is not professional behavior and will be taken into consideration for your final grade.**
- Respect others by not talking during instruction. Often, missing one small step in a computing task can adversely affect the success of that task.
- Arriving late to class is considered a disruption and a diversion from the class session already in progress.
- All cell phones and personal electronic devices should be turned off and put away before coming to class. If you leave the classroom to take a call, you will not be able to return that class period and will be counted absent.
- **Be advised that you may be asked to leave class if you violate any of the above classroom courtesy policies.**

### Computer Lab Policy

- Food and drink are **NOT** permitted in the computer/media labs.
- Programs on the computer’s hard drive are not to be altered, erased, copied or downloaded from the Internet.
- You are not supposed to save anything on the classroom computers unless otherwise asked by the instructor.
- **During in-class time, participation in instant messaging, chat rooms, games, etc. is prohibited both on computers and cell phones.**

- Students must abide by the Acceptable Use Policy of Francis Marion University.

### Completing Assignments

- Assignments will be done in class **and** on your own time. Expect to spend some time outside of class time to work on computer related assignments. Computers are available for your use the in the library, Media Center, Academic Computer Center and CEMC 212 B. Check available times.
- If you have any questions about an assignment, please contact me before the due date.

### Collaboration

- Your peers can serve as valuable resources for you throughout the course. However, the work you submit must be your own. Please refer to the "Academic Integrity" section of the Student Handbook available at <http://www.fmarion.edu/students/handbook>

### Due Dates

- **Assignments are due as indicated by the instructor. Late assignments are not accepted. If you don't turn in your assignment on time you will receive a grade of 0.**

### Submitting Assignments

- Assignments are to be submitted as directed.
- **Because teaching professionals must communicate clearly and correctly to a wide variety of audiences, all written work will be graded for correct use of Standard Written English.**
- Technology portfolio will be submitted through Live Text. Activities, projects and discussions will be submitted through bb.
- Make sure you keep all assignments/projects grades to avoid any discrepancies between grades received and recorded.

### Evaluation

Projects
Activities
Technology Portfolio
Final Exam (Presentation)
PLN Blogs
Class attendance, participation, professionalism, and dispositions

### Attendance, participation, professionalism, dispositions

Did not miss a class	100 pts
Missed 1 class	95 pts
Missed 2 classes	90 pts
Missed 3 classes	85 pts
Missed 4 classes	80 pts
Missed more than 4 classes	Dropped from the course

### The candidate's grade is determined as follows:

<i>Grade</i>	<i>Description</i>	<i>Qty Pts per Sem. Hr.</i>	<i>Grading Scale</i>
A	Indicates achievement of distinction	4.0	93-100
B+	Indicates achievement somewhat below distinction	3.5	89-92
B	Indicates above average achievement	3.0	85-88
C+	Indicates achievement somewhat above average	2.5	82-84
C	Indicates average achievement	2.0	77-81
D+	Indicates achievement somewhat below average	1.5	73-76
D	Indicates below average achievement	1.0	70-72

## EDUC 310 TENTATIVE COURSE SCHEDULE

	Date	Project
1	1/10/17	Introduction, Overview of course, course syllabus, attendance, textbook, BB, Live Text & NETS T
2	1/12/17	Digital Footprint, Digital Identity
3	1/17/17	<b>Project 1</b>
4	1/19/17	PLN, Blogs. Project 1 due
5	1/24/17	<b>Project 2</b>
6	1/26/17	<b>Activity 1</b> (PLN). Project 2 due
7	1/31/17	<b>Project 3</b> <span style="float: right;"><b>PLN BLOG 1 DUE</b></span>
8	2/2/17	<b>Activity 2</b> (PLN). Project 3 due
9	2/7/17	<b>Project 4</b>
10	2/9/17	<b>Activity 3</b> (PLN). Project 4 due
11	2/14/17	<b>Activity 4</b>
12	2/16/17	Work on Activity 4. Activity 4 due
13	2/21/17	<b>Project 5</b>
14	2/23/17	Work on Project 5 Presentations. Project 5 due
15	2/28/17	<b>Project 6</b> <span style="float: right;"><b>PLN BLOG 2 DUE</b></span>
16	3/2/17	Work on Project 6, Project 6 due
17	3/7/17	Project 6 Presentations. Technology Portfolio & Final Presentation discussion.
18	3/9/17	<b>Activity 5</b>
19	3/21/17	<b>SC ETV Workshop</b>
20	3/23/17	Work on Activity 5. Activity 5 due
21	3/28/17	<b>Activity 6</b>
22	3/30/17	Work on Group Activity 6. Group Activity 6 due <span style="float: right;"><b>PLN BLOG 3 &amp; 4 DUE</b></span>
23	4/4/17	<b>Activity 7</b>
24	4/6/17	Work on Group Activity 7. Group Activity 7 due
25	4/11/17	<b>Activity 8</b>
26	4/13/17	Work on Group Activity 8. Group Activity 8 due
27	4/18/17	Work on your Final Presentation, Technology Portfolio
28	4/20/17	Work on your Final Presentation, Technology Portfolio. Technology Portfolio due in Live Text
29	4/27/17	<b>Final Exam (Presentation) 3pm-5pm, CEMC 208A.</b>

### LIVETEXT

During Fall 2007, the Francis Marion University School of Education joined hundreds of other colleges and universities in the US in the use of LiveText, an online assessment and accreditation management system. LiveText is a program-improving tool that will help the School of Education gather data to make sure our teacher preparation programs are the very best they can be.

All undergraduate and graduate education degree-seeking students are required to purchase accounts with LiveText beginning with the Fall 2007 semester. Purchase instructions and pricing information can be located at <http://www.fmarion.edu/academics/article87284.htm> for those who need to purchase an account. If you purchased a LiveText account during the fall 2007 semester, you may continue to use the same account.

Brief training in the use of LiveText is conducted during class time in the EDUC 190 course for undergraduates and by professor request in graduate courses. Other LiveText assistance is available on the School of Education portion of the FMU web site under the link "Using LiveText" or by telephoning LiveText toll free at 1-866-548-3839, extension 708 and asking for technical support. Technical support questions may also be emailed to [support@livetext.com](mailto:support@livetext.com). Use of LiveText will begin in the first few weeks of class, so students who do not currently have LiveText accounts must purchase and register their accounts.

## SCHOOL OF EDUCATION NEWS AND ANNOUNCEMENTS

Each week remember to check the “**News and Announcements**” page for any upcoming deadlines required for your completion in the education program and for special information regarding your major. You may do this by going to the Francis Marion Website, [www.fmarion.edu](http://www.fmarion.edu), clicking on the drop-down box under “Quick Links”, choosing “School of Education”, and then clicking “News and Announcements” under the column on the left side of the page.

### **FINAL**

Final will be a presentation.

### **TECHNOLOGY PORTFOLIO**

You will use live text to complete the technology portfolio.

### **MEMORANDUM**

**TO:** All Education Students

**FROM:** School of Education

**RE:** Dispositions

**DATE:** Annual

Starting fall 2009, the School of Education is placing a special emphasis on what you will come to know as “dispositions”. In a nutshell, the “dispositions” are attitudes and behaviors we expect of all education majors and/or certifiers.

These “dispositions” are in some cases more important to your present and future success as teachers than content knowledge proficiency. All professors in the School of Education want you to know that we value these behaviors, not only in your growth towards professionalism but in our own example as good professors as well.

Dispositions will be emphasized in every education class. They will be formally evaluated in specific classes. Your instructor will inform you if his/her class is a class where you will be formally evaluated.

If you receive low ratings, you may be subject for review by a School of Education committee. If you continue to display behaviors (dispositions) below the expected level, you may be asked to withdraw from the program.

I am sure that you would agree that good teachers must demonstrate professional behavior. We feel that good teacher candidates should also demonstrate professional behaviors in their classes at Francis Marion. Coming to class every day and on time is important. Turning work in on time is important. Treating professors and fellow students with respect is important. Acting professionally while in the public schools is important.

We know you will want to start now and work hard on all these dispositions. They will always serve you well.

**Acknowledgment of EDUC 310 course syllabus**

**Name** \_\_\_\_\_

**Term** \_\_\_\_\_

I have received and read an electronic copy of the course syllabus for EDUC 310, *Using Technology Effectively in the Classroom*. I have been informed of the course requirements and policies and understand that failure to successfully complete course requirements and violation of the course policies may negatively affect my final grade, lead to withdrawal from the course, or cause me to fail EDUC 310.

Any questions or concerns I may have:

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**