



**Course** ED 4372-0W1, 0W2, 0W3, **Educational Technology**  
**Professor** Rebekah K. Nix, Ph.D.  
**Term** Fall, 2016  
**Meetings** UTD eLearning at <http://www.utdallas.edu/elearning/>

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### Professor's Contact Information

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**Other Information** <http://www.utdallas.edu/teach> and <http://www.utdallas.edu/~rnix>

### General Course Information

**Pre-requisites, Co-requisites, & other restrictions** This course is taught completely online: there are no required on-campus meetings. Weekly lessons are accessible throughout the semester as defined by the UTD calendar (<http://www.utdallas.edu>). The asynchronous schedule allows you to work at your own pace **during the week**. Please note that the due dates for quizzes, assignments, and projects specified in this syllabus are not negotiable.

- Students must know how to access and navigate web pages on the Internet.
- Students must know how to send and receive electronic mail messages.

Although the instructor is virtually available 24/7, such flexibility demands self-discipline and a high level of independent motivation. This is a full semester course. You cannot just log in at the last minute and click your way to the end. You should budget at least 3 hours per week for this study – 2 for reviewing the lessons and assignments, like reading articles and the bulletin board notes, plus 1 or more each week to work on the course assignments and projects.

For information on how to access your course, please see the many eLearning resources at <http://www.utdallas.edu/elearning/>. Within the course site, you can click "help" on the eLearning menu bar to find information and answers.

**Course Description** Emphasis is placed on the use of technology to support the teaching and learning process. Information about specific instructional applications is presented to provide concrete examples of principles and procedures. Focuses on electronic instructional media, multimedia, telecommunications, multi-user networks, and their real-world applications to the secondary classroom. (3 semester hours)

The course content is focused on the Technology Applications Standards I-V for All Beginning Teachers, specifically Competency 009 of the Pedagogy and Professional Responsibilities Test Framework. The course demonstrates critical aspects of technology integration across all Domains I-IV.

- Learning Outcomes**
1. The student will be able to execute the educational technologies *utilized* in an asynchronous, online course.
  2. The student will be able to choose tools and resources to *improve* educational practice within their field.
  3. The student will be able to construct electronic media to *support* their ideas for enhancing teaching and learning with educational technologies.

## Texts, Readings, & Materials

### *Required Texts*

Supporting Learning with Technology: Essentials of Classroom Practice

Joy Egbert, Pearson Prentice Hall

Softcover, 286 pages

©2009, ISBN-10: 0131721186; ISBN-13: 978-0131721180

The textbook (print and/or electronic) is available locally 'in stock' and can be purchased online through the UTD Bookstore, Off-Campus Books, or other preferred sources. *You are not required to use any CD/DVD.* Please be sure to check the ISBN to make sure you have the correct version of the textbook.

### *Required Materials*

Email account. Individual correspondence will be conducted via electronic mail; therefore, you must have a working email account that can send and receive attachments. UTD provides students with a free email account for communication with university personnel. This allows the university to maintain a high degree of confidence in the identity of individuals corresponding and the security of the transmitted information.

Internet access. All coursework, reading assignments, and lesson activities will be provided electronically via the World Wide Web; therefore, you must have a reliable connection and updated browser. (You can access the course from any web-based system!)

### **Technical Requirements**

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the *Getting Started with eLearning* webpage at <http://www.utdallas.edu/elearning/students/cstudents.htm>.

### **Course Access and Navigation**

To get started with Ed Tech, please see the *Getting Started with eLearning* webpage at <http://www.utdallas.edu/elearning/students/cstudents.htm>.

Use your UTD NetID account to login at: <http://elearning.utdallas.edu>. Please refer more details on course access and navigation information. As needed, please visit the *eLearning Tutorials* for video demonstrations on numerous tools.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Access the UTD eLearning Support Center at <http://www.utdallas.edu/elearninghelp>.

Required Software. In addition to Internet access, you must have access to some sort of **word processing** program, **spreadsheet** program, and **presentation** program. You may use whatever program works for you and your system setup, i.e. Microsoft Word, PowerPoint, and Excel or GoogleDocs. You must have Adobe's **Acrobat Reader** to display course documents (available for free download at <http://www.adobe.com/products/acrobat/readstep2.html>).

### *Suggested Materials*

It is strongly recommended that you have installed and regularly update an online virus scan utility on your system! A flatbed scanner, digital camera, and printer may also be helpful, but are not necessary to successfully complete this course.

## Assignments & Academic Calendar

The course will follow the official UTD academic semester schedule at <http://www.utdallas.edu>. You'll need to **log in at least twice a week**: 1. to work through the lesson, including the class survey, experiential training starter activity, my contextualization of the topic, and the textbook readings, and 2. to work with your group members on the project tasks and to take the weekly quiz. Specific procedures and requirements for lessons and projects are detailed in the course. This outline is intended as a guide only and is subject to change as announced in the course. For convenience, textbook readings (Egbert, 2009) are also listed.

<i>Week</i>	<i>Topic(s)</i>	<i>Opens on</i>	<i>Due midnight</i>
01	<b>Getting Started!</b> Chapter 1, <i>Understanding Classroom Learning &amp; Technology Use</i>	Aug 22	Aug 31
02	<b>Interesting Times...</b> Chapter 2, <i>Supporting Student Content Learning</i>	Sep 01	Sep 07
03	<b>Information Overload?</b> Chapter 7, <i>Supporting Student Production</i>	Sep 08	Sep 14
04	<b>Ethics and Obligations!</b> Chapter 9, <i>Supporting Teacher Development</i>	Sep 15	Sep 21
05	<b>Defining Direction(s)...</b> Chapter 10, <i>Supporting Learner Futures</i>	Sep 22	Sep 28
<b>Project A CPR Document must be submitted before midnight on Wednesday, Sep 28. See Lesson 06.</b>			
06	<b>Project A Peer Review</b> Innovation Memo, <i>Proposing your technology enhancement</i>	Sep 29	Oct 05
07	<b>Information 'Superhighway'?</b> Chapter 3, <i>Supporting Communication</i>	Oct 06	Oct 12
08	<b>Rearranging and Reflecting!</b> Chapter 4, <i>Supporting Student Critical Thinking</i>	Oct 13	Oct 19
09	<b>The Art of Manipulation...</b> Chapter 5, <i>Supporting Student Creativity</i>	Oct 20	Oct 26
10	<b>Information Society?</b> Chapter 6, <i>Supporting Problem-Solving</i>	Oct 27	Nov 02
<b>Project B CPR Document must be submitted before midnight on Wednesday, Nov 02. See Lesson 11.</b>			
11	<b>Project B Peer Review</b> Integration Plan, <i>Implementing your technology solution</i>	Nov 03	Nov 09
12	<b>Inspiring/Inquiring Minds...</b> Chapter 8, <i>Supporting Student eLearning</i>	Nov 10	Nov 16
13	<b>Into the Classroom!</b> Companion Website ( <a href="http://www.prenhall.com/egbert">http://www.prenhall.com/egbert</a> )	Nov 17	Nov 30
<b>Project C CPR Document must be submitted before midnight on Wednesday, Nov 30 See Lesson 14.</b>			
14	<b>Project C Peer Review</b> Pilot Presentation, <i>Evaluating your technology application</i>	Dec 01	Dec 07
15	<b>Project Final</b> Summary and final exam	Dec 08	Dec 14

NOTE: **December 7<sup>th</sup>** is the last day to turn in late work for partial credit.

## Course Policies

- Grading (credit)** Final grades will be determined (*and scored as*) as follows:
- 10% = **Class Surveys**  
*Complete (100%) or Incomplete (0%) based on submission success*
  - 30% = **Project Tasks**  
*CPR Document: 30 points for submitting in the required file format by the due date listed in the Syllabus*  
*CPR Review: 20 for completing both of the 2 assigned reviews, 10 for completing the 1 self-selected review, and 10 for completing the self-review*  
*CPR Assessment: 30 points as detailed in the project item description*
  - 20% = **Group Participation**  
*Group discussions are scored in weeks 1, 2, 3, 4, 7, 8, and 9 with 1 point for making the required post as indicated in the lesson, and another 1 point for posting a substantive reply to another teammate's posting for EACH topic.*
  - 30% = **Weekly Quizzes**  
*These are auto-scored by the course management system to return immediate feedback out of 100%. Note the variable point values per item in each test.*
  - 10% = **Final Exam**  
*Please refer to the final scoring rubric when released within the course.*
- Late Work** Surveys, discussions, and quizzes must be completed **within the week assigned on the class schedule** (see Assignments & Academic Calendar, above). Late work will be accepted to fulfill completion requirements (see Class Attendance, below) and partial credit may be earned for that late submission *only if an extension is requested via email to the instructor at least 24 hours BEFORE the item due date.*
- Class Attendance** Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.
- In order to receive a passing grade for this course, each student must:*
- Complete and submit 10 class surveys.
  - Complete and submit 10 weekly quizzes.
  - Complete and submit 9 project tasks (A, B, C).
  - Complete and submit 1 Final Exam.
- Citizenship** Professional participation is expected, e.g., discussions, group work, etc. The same guidelines that apply to traditional classes should be observed in the virtual classroom environment.
- Please use proper netiquette when interacting with class members and the professor. This course will follow the *Netiquette Guidelines* at <http://www.albury.net.au/new-users/rfc1855.txt>; this is the full text of RFC 1855, which is the unofficial standard work on electronic etiquette.
- Comet Creed** This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:
- “As a Comet, I pledge honesty, integrity, and service in all that I do.”

**Off-Campus Instruction** UTD provides a full complement of student eLearning resources. Current details are available at <http://www.utdallas.edu/elearning/>.

The UTD Computing Help Desk provides technical assistance with problems on UTD Net ID accounts. Email ([assist@utdallas.edu](mailto:assist@utdallas.edu)), phone (972-883-2911), and Live Web support are available. Please check the business hours and other information at UTD Computing Help Desk web site at <http://www.utdallas.edu/ir/helpdesk/>.

The following online university resources are available:

**UTD Distance Learning:**

<http://www.utdallas.edu/elearning/students/cstudents.htm>

**McDermott Library:**

Students will need a UTD-ID number to access all of the library's online electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information go to <http://www.utdallas.edu/library/distance.html>

**Policy on Server Unavailability or Other Technical Difficulties** The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk at <http://www.utdallas.edu/elearninghelp> or 1-866-588-3192 so that any issues can be resolved at the earliest possible time.

**Student Conduct and Discipline** The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

**Academic Integrity** The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course uses *TurnItIn*, which searches multiple sources for possible plagiarism and is over 90% effective.

**Turnitin Assignment Submission** The three Project documents (A, B, and C) will be submitted and examined through the integrated plagiarism detection tool called *Turnitin*. Use the *Turnitin* submission links in the Lessons for Weeks 06, 11, and 14, respectively. You can click the assignment title to view the assignment information.

To submit your PDF file, please click the submit icon, on the next page, select the option of "file upload" (or "cut and paste"), enter the submission title, click Browse to locate your file and click Submit button. You can then review (click "cancel, go back" if needed) and confirm your submission. (Note: only one single file may be submitted.)

You can go back to the assignment page to check the Originality Report (showing the percentage of similarity match and the sources detected) when it becomes available. Please note it may take some time for *Turnitin* to generate the originality report especially during the semester end busy time. For an overwritten or resubmitted paper, allow 24 hours. For more information and assistance on using *Turnitin*, please go to: <http://www.turnitin.com/static/training.html>.

**Email Use** The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UTD email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UTD provides a method for students to have their UTD mail forwarded to other accounts.

**Withdrawal from Class** The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, the instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

**Student Grievance Procedures** Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

**Incomplete Grades** As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

**Disability Services** The Office of Student AccessAbility is committed to ensuring that qualified students with documented disabilities are provided with an equal opportunity to participate in the variety of educational, recreational and social opportunities at UT Dallas.

Academic accommodations for each student are determined by Student AccessAbility on an individual basis with input from qualified professionals.

Student Services Building 3.200  
Phone: 972-883-2098  
Fax: 972-883-6561  
disabilityservice@utdallas.edu

Office Hours  
Monday-Thursday 8:30 am - 6 pm  
Friday 8 am - 5 pm  
Evenings by appointment

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student's responsibility to notify his or her professors of the need for such an accommodation.

Student AccessAbility provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

**Religious Holy Days** The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

**Off-Campus Instruction and Course Activities** Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Additional information is available from the office of the school dean.

**Sharing Confidential Information** Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergy person (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

*These descriptions and timelines are subject to change at the discretion of the Professor.*