

## **EDUK 320.510, CRN 10147, Prof Dev I-Understand Learners, Laboratory**

Fall 2017 rev. 08.16.2017

Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Christina Hamilton, Ph.D.

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**Phone:** 254-519-5768

**Email:** [hamilton.c@tamuct.edu](mailto:hamilton.c@tamuct.edu)

Preferred email is through Blackboard "Messages" for course-related information. If correspondence is not related to the course, contact the instructor via [hamilton.c@tamuct.edu](mailto:hamilton.c@tamuct.edu). The student MUST use their TAMUCT email address for all course related communications with the instructor.

### **Office Hours:**

Mondays 9:00 a.m. to 10:45 a.m., Tuesday 9:00 a.m. to 11:30 a.m., Wednesday 9:00 a.m., to 10:15 a.m. and Thursday 1-5:30. Due to university obligations that may interfere with my office hours, it is RECOMMENDED that you schedule an appointment by contacting me at [hamilton.c@tamuct.edu](mailto:hamilton.c@tamuct.edu) prior to arrival.

### **Mode of instruction and course access:**

This course is a zero credit lab course with varied face-to-face meetings with online components. This course utilizes the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] for the online components.

### **Student-instructor interaction:**

If immediate assistance is needed, please call the number above or email at [hamilton.c@tamuct.edu](mailto:hamilton.c@tamuct.edu). I am also available via Blackboard Collaborate. Individual conferences may be requested by appointment from the student and/or instructor and will meet prior to or after class. General Canvas message requests will be checked daily and will receive a reply no later than 48 hours. It is the responsibility of the student to regularly check course announcements and the assignment calendar for up-to-date communication.

### **911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

**Course Overview and description:** The purpose of this course is to familiarize students with educational technologies on a broad scale and expose students to emerging technologies.

**Course Objective:** The objective of this course is to provide students the opportunity to learn how to utilize and integrate technology into future classroom situations to create engaging curriculum facilitating critical thinking skills in 21st Century classrooms.

### **Student Learning Outcomes:**

- Select, connect, and use a variety of technology devices (e.g., LCD projector, laptop, microphone, interactive white board, digital camera, document camera, and classroom response systems).
- Perform basic application functions (e.g., opening an application program; creating, modifying, saving, and printing documents) and how to access, manage, and manipulate information from secondary storage devices.
- Use a variety of strategies for acquiring information from electronic resources (e.g., online encyclopedias and databases, libraries of images, reference software, and Internet).
- Use effective search strategies (e.g., keyword, Boolean, natural language) for locating and retrieving information in electronic formats (e.g., text, audio, video, and graphics).
- Accurately assess the accuracy and validity of web-oriented information.
- Demonstrate knowledge of intellectual property rights and related issues (e.g., copyright laws, fair use, patents, trademarks, and citing sources) when using, manipulating, and editing electronic data.
- Plan, create, and edit online surveys using spreadsheet features (e.g., data types, charts) to solve problems and communicate results.
- Integrate two or more objects (e.g., tables, charts, graphs, and graphics) into a product.
- Use productivity tools to create products (e.g., slide shows, posters, multimedia presentations, and survey data) for defined audiences.
- Publish information in ways that promote learning and collaboration (e.g., printed copy, publishing to the web, websites, web based inquiry methods for curriculum, Internet documents and video).
- Design and create digital assessment tools that facilitate and inspire engaging teaching experiences.
- Use a variety of technology tools to promote collaboration and perform administrative tasks (e.g., attendance, grades, peer collaboration through document sharing, discussion posts, and blogging).
- Demonstrate effective strategies to promote a professional online presence.

### **Competency Goals Statements (certification or standards):**

Students will practice and demonstrate proficiency of the technology applications standards. Assignments for the course are based on the Texas Technology Applications

Standards for all beginning teachers:

- **Standard I:** All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
- **Standard II:** All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
- **Standard III:** All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem solving situations.
- **Standard IV:** All teachers communicate information in different formats and for diverse audiences.
- **Standard V:** All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

### **inTASC standards**

#### *The Learner and Learning*

Standard 3: Learning Environments—the teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

#### *Instructional Practice*

Standard 6: Assessment—the teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.

### **Required Reading and Textbook(s):**

There are **NO** required textbooks for the class. All research and reading will be conducted utilizing current and reliable web delivered resources.

### **COURSE REQUIREMENTS**

Students are responsible for meeting the course requirements and due dates according to the course calendar. All assignment will be due on Mondays by 11:59 P.M. Assignments may not be submitted for credit after the due date (no late work / no make-up work accepted for credit). If an assignment is missed, the grade will be a ZERO. **Your grade in this course will count as 40% of your EDUC 3320 PD 1 grade.**

### **Cartoon Introductions Assignment**

For this assignment, create a cartoon script of you by using <http://www.makebeliefscomix.com/>. Post your script to the Cartoon Introductions Discussion, including a photo and your favorite inspirational quote and why. Reply to at least two classmate post. The assignment expectations and grading rubric is available in Canvas. Standard I, inTASC standard 3

### **Evaluation of a Technology Integrated Lesson Plan Assignment**

For this assignment, complete an evaluation of a lesson plan that integrated a technology component. Upload document to Canvas. The assignment expectations and grading rubric is available in Canvas. Standard II, V, inTASC standard 3

### **Analyzing Student Data Assignment**

For this assignment, create a data chart, color-code data and make an instructional evaluation of the data. The assignment expectations and grading rubric is available in Canvas. Standard II, V, inTASC standard 6

### **Instructional Video Assignment**

For this assignment, create a 3-5 minute video of you teaching an EC-6 concept. Upload your video to Canvas. Reply to at least two classmates' posts. The assignment expectations and grading rubric is available in Canvas. Standard I,II, IV, inTASC standard 3

### **Technology Research Assignment**

For this activity, you will summarize two journal articles pertaining to a concept about technology in education. In addition, you will compare and contrast the articles. The assignment expectations and grading rubric is available in Canvas. Standard III, inTASC standard 3

### **Teacher Interview Assignment**

For this activity, interview a current classroom teacher and ask them specific questions in regards to their use of technology. Specific interview questions and assignment rubric is available in Canvas. Standard III, inTASC standard 3

### **Google Classroom Assignment**

For this activity, create a Google classroom, assign at least five (5) students to your classroom, and create at least two classroom questions, two assignments, and two announcements. For each have at least one text, upload, video or picture. Standard III, IV, V, inTASC standard 3 and 6

### **Google Collaboration Assignment**

For this activity, in a group of two or three:

1. Create a Google doc explaining your collective philosophy of technology in education.
2. Create a digital story using Google slide (5 slides). Research a time period in history and creating a digital story about that time period told from the perspective of someone who lived during that time.
3. Create a Google form (survey) with five (5) questions

Standard III, IV, V, inTASC standard 3 and 6

### **Teacher Website Assignment**

For this activity, create a teacher website and upload your URL to Canvas. The assignment expectations and grading rubric is available in Canvas. Standard III, IV, V, inTASC standard 3 and 6

### **Technology Presentation**

For this assignment, in a group of two present to the class a technology that could be used in the classroom. Your presentation will be 8 -10 minutes. The assignment expectations and grading rubric is available in Canvas. Standard III, IV, V, inTASC standard 3 and 6

**Grading Criteria Rubric and Conversion**

Cartoon Introductions Assignment-----	100
Evaluation of a Technology Integrated Lesson Plan Assignment-----	100
Analyzing Student Data Assignment-----	100
Instructional Video Assignment-----	100
Technology Research-----	100
Teacher Interview Assignment-----	100
Google Classroom Assignment-----	100
Google Collaboration Assignment-----	100
Teacher Website Assignment-----	100
Technology Presentation-----	100
Total-----	1000

<b>Points</b>	<b>Grading Scale</b>
900-1000	90-100% = A
800-899	80-89% = B
700-799	70-79% = C
600-699	60-69% = D
Below 600	59-0% = F

**Posting of Grades**

Student grades will be posted using the Canvas Grade book system. Students should monitor their grading status using this tool. Assignments will be graded within one week of the deadline for submission.

**COURSE OUTLINE AND CALENDAR**

**Complete Course Calendar**

<b>Date</b>	<b>Topic</b>	<b>Assignment Due</b> <i>All assignments are Due by 11:59 P.M.</i>
8/28	Introductions, Technology in Education, Fair Use Act, copy right laws and citations, web content search and evaluation	Cartoon Introductions Assignment Instructional Video Assignment
August 28, Add/Drop/Late Registration begins August 30, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes September 1, Priority Deadline to Submit Graduation Application		
9/4	Labor Day, <b>CAMPUS CLOSED-No Class</b>	
September 5, Last day to drop 1st 8-week classes with no record		
9/11	Teaching and Learning with Technology Analyzing Student Data using Excel	
September 13, Last day to drop 16-week classes with no record		
9/18	Web 2.0 in the Classroom	Evaluation of a Technology Integrated Lesson Plan Assignment

		Analyzing Student Data Assignment
September 22, Last day to drop a 1st 8-week class with a Q or withdraw with a W		
9/25	<b>No Class</b>	
10/2	<b>No Class</b>	
October 6, Deadline to submit graduation		
10/9	Columbus Day, <b>No class</b>	Teacher Interview Assignment and Technology Research
10/16	Google Classroom-set up, create questions, assignments and announcements, Create a Google Doc, Sheet, Form and Slide	Google Classroom Assignment Google Collaboration Assignment
October 20, Last day to withdraw from the University (1st 8-week classes WF)		
10/23	<b>No Class</b>	
October 23, Add/Drop/Late Registration begins, 2nd 8-week classes October 26, Add/Drop/Late Registration ends, 2nd 8-week classes		
10/30	Teacher Website and E Portfolio	Teacher Website Assignment
October 30, Last day to drop 2nd 8-week classes with no record		
11/6	Technology Presentation	
November 10, Veteran's Day November 10, Last day to drop with a Q or withdraw with a W (16-week classes)		
11/13	Technology Presentation- <b>Final Class Meeting</b>	
November 17, Last day to drop a 2nd 8-week class with a Q or withdraw with a W November 23-24, Thanksgiving, CAMPUS CLOSED December 15, Last day to withdraw from the University (16-week and 2nd 8-week classes) December 15, Last day to file for Degree Conferral (Registrar's Office) December 15, Commencement (End of Fall Term) December 25-January 1, WINTER BREAK		

*The professor reserves the right to amend this syllabus at any time. If revisions are necessary, the professor will make every effort to provide as much advanced notice as possible.*

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements.**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### **Technology Support.**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

For issues related to course content and requirements, contact your instructor.

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage  
https://www.tamuct.edu/student-affairs/access-inclusion.html

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [lmDavis@tamuct.edu](mailto:lmDavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

### **The University Writing Center.**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOonline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to



contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

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### **OPTIONAL POLICY STATEMENTS:**

#### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **INSTRUCTOR POLICIES.**

It is expected that you conduct yourself in such a way that resembles a student with a professional behavior and commitment to the teaching field expectations. Attendance is

mandatory. You are to be in class at least 90% of the time, if your attendance is below this threshold your final grade will be lowered by one (1) full letter. An excused absence will be granted with a doctor's note or legal documentation provided no later than two days following the absence. Late work will not be accepted unless given prior approval by the professor. In most situations, a doctor's note or legal documentation will be required. In the event of an excused absence (via doctor's note), you are responsible for asking a classmate to take notes and gather handouts or class information for you. It is your responsibility to find out what you missed. Your professional behavior, including your professional attire, arriving to class late and leaving class early will be monitored and recorded on your professional teaching disposition.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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