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# Syllabus

## CONTACT INFORMATION

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Office Hours by appointment

Course Website:  
<http://www.coe.uga.edu/~gthomas/spring>

Course Calendar:  
<http://edit2000spring.blogspot.com/>

## COURSE DESCRIPTION

EDIT 2000 focuses on learning to create teaching and learning environments using technology. We will design products for learning environments through numerous activities with various technologies.

## PURPOSE

To teach preservice teachers to use and manage technology in educational settings and to communicate means for using technology in educational settings.

## COURSE OBJECTIVES

At the end of this course, participants will be able to:

- Develop an exploratory, experimental approach to technology with a willingness to try new applications

- Define various types of learning styles and strategies and explain how technology can support the needs of diverse learners

- Operate available computer hardware and associated peripherals

- Evaluate resources for their potential for achieving instructional objectives

- Plan instruction that incorporates technology in appropriate ways

- Use technology as a personal productivity tool

- Create learning activities and products with the following software that will enhance instruction and personal productivity:

  - Word processing software

  - Spreadsheet software

  - Presentation software

  - Web development software

  - Graphic design software

  - Graphic organizer software

  - Curriculum-specific software

- Recognize various implications for computer use in K-12 schools and other educational settings

- Reflect on literature related to using technology in educational settings

- Access, evaluate, and utilize online educational resources

- Explain and give concrete examples of how all the technologies learned in this class can be used to enhance instruction and personal productivity

## LABS

Participants must comply with all lab procedures and policies as established by the University of Georgia.

## MATERIALS

1. A USB storage device (key drive) with a minimum of 64 Mb of storage
2. A 3-ring binder
- 3 . A backup location for EDIT 2000 files (You are required to back up class files on a home computer or with a CD backup at least once a week!)

## GRADING POLICY

Throughout the semester we will discuss your progress in the class. This may be achieved through email, office appointments, and during class times. You are welcome to turn in assignments ahead of time for formative feedback.

### **LATE WORK IS NOT ACCEPTED!**

You will be given the opportunity to earn a "late pass" that may be used one time during the semester. You can earn your late pass by making an appointment to stop by your instructor's office during the first 2 weeks of class. Appointment sign-up sheets are available during the first week of class.

You will be given sufficient class time to get started on assignments and ask questions. Just as other classes require you to complete research in the library or listen to language tapes, you may find it necessary to complete your work in a campus computer lab before or after class, or on weekends. You need to make sure that you budget your time wisely in order to complete all assignments and turn them in on time. Assignments are due at the beginning of class unless otherwise indicated.

Resubmitting work: If you turn in an assignment **on time** and receive a grade below 80%, you may resubmit the assignment within 48 hours of its return. The highest grade you can receive on a resubmitted assignment is an 80%. The final project and final reflection are not eligible for resubmittal.

## ATTENDANCE POLICY

Participation and attendance are worth 10% of your overall grade. However, 100% of your grade is affected when you do not attend class nor participate -- as it will be difficult, if not impossible, to catch up on missed work. To miss scheduled demonstrations or discussions seriously compromises your learning.

You are permitted to miss two classes during the semester without penalty. If you miss three classes, the highest grade you can earn for the course is a 90%. Missing more than three classes will result in a WF for the semester. I do not wish to be in the position of judging whether an absence should be excused or not. If you miss class for any reason you will be marked absent and it will count towards your participation and attendance grade.

Attendance will be taken in the first 15 minutes of every class session via a sign-in sheet. You will be counted absent if you sign in for another student. You will be counted absent if you leave class early (unless the entire class is dismissed). The course instructor reserves the right to assign a penalty to the participation and attendance grade for excessive tardiness.

## INCLEMENT WEATHER

If the University is closed as a result of dangerous weather conditions, you will be notified via your UGA email account. The University also posts closings on the UGA website. Our class will not meet if Gwinnett County Schools are closed due to inclement weather. Information about Gwinnett School closings can be access from the Gwinnett County Schools website.

## CLASS SCHEDULE

Tuesday, January 10	First day of Class
Thursday, January 12	Last day for Drop/Add
Monday, January 16	MLK Holiday
Tuesday, March 7	Midpoint Withdrawal Deadline
M-F, March 13-17	Spring Break
Thursday, April 27	Last Day of Class
Tuesday, May 2	Reading Day
W-Tu, May 3-5, 8-9	Final Exam Days
Friday, May 12	Grades Due

#### HONESTY POLICY

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work. The full version of "A Culture of Honesty: Politics and Procedures" detailing UGA's policies on this matter can be found on the Internet at: [http://www.uga.edu/ovpi/academic\\_honesty/culture\\_honesty.htm](http://www.uga.edu/ovpi/academic_honesty/culture_honesty.htm)

#### ACCOMODATIONS

If you have a disability and would like to request appropriate accommodations, please feel free to discuss this with me.

All individuals receiving accommodation in the classroom must be registered with Disability Services. Please visit their website at [www.dissvcs.uga.edu](http://www.dissvcs.uga.edu) for further information.

**The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.**