

## EDIT 2000 Introduction to computers for teachers

Instructor information	Instructor: Douglas Holschuh Office: 607D Aderhold Hall E-mail: dholschu@coe.uga.edu Phone: (706) 542-4025 Office Hours: TR 9:30-10:30
Location	Room: 616 Aderhold Hall Days: Tuesday and Thursday Time: 8:00AM-9:15AM
Course description	This course introduces the computer and its educational application for preservice teachers. It covers computer-based educational applications in the areas of instruction, text and data processing, multimedia, and telecommunications. There is an emphasis on integrating computer tools into class instruction.
Course purpose	The purpose of this course is to prepare preservice teachers to: <ul style="list-style-type: none"><li>• Confidently use personal computers and Internet technologies in their future classrooms.</li><li>• Realize the potential benefits and liabilities of the use of technology in education.</li><li>• Develop the skills needed to learn and use new technology as it become available.</li></ul>
Course Objectives	As a result of this course, you will be able to: <ul style="list-style-type: none"><li>• Operate both Apple Macintosh and Windows computers at a basic competency level.</li><li>• Organize, save, and transfer files on a computer hard drive, a removable disk, a network drive, and on the Internet.</li><li>• Employ the basic features of word-processing, presentation, spreadsheet, graphic editing, and web-design software to enhance your education content and teaching presentations.</li><li>• Use telecomputing resources including email, the World Wide Web (WWW), and file-transfer protocol (FTP).</li><li>• Develop a web-based portfolio to describe your work and present yourself professionally on the Web.</li><li>• Evaluate educational software related to your content area.</li><li>• Apply technology skills to your specific content area, identifying any special contributions technology can make.</li></ul>

- Plan instruction and write a lesson plan that incorporates the effective use of technology resources.

Assignments and grading Throughout the semester we will discuss your progress in the class. This will be achieved through email, office appointments, and maintaining a grade book in a spreadsheet.

Participation is a vital role in this course. Please involve yourself in both class discussions and on-line discussions. Helping neighbors and friends understand new computer programs is encouraged. However, make sure all "work" is done individually, unless the assignment is specified as a group project. Make sure you are an active participant in all group assignments, as well.

LATE WORK IS NOT ACCEPTABLE. You are responsible for all assignments whether or not you are in class the days they are assigned or the days they are due. Work must be both posted to your website and handed in to me by class time on the day it's due. You are a professional. Please conduct yourself as such. Let me make that very clear: **I do not accept late work.** This is for your sanity and mine.

Here is a list of the assignments you will complete for this class, along with the point breakdown for the assignments. Details on each assignment will be posted to the WebCT site throughout the semester.

Word Processing/Email/Attachment	30
Website 1	125
Lesson Plan	75
Software Evaluation	175
Webquest	175
Website 2/Portfolio	75
Deskcrits	15
Attendance/Participation	200
<hr/> Total	<hr/> 870

Deskcrits The day assignments are due, the class will hold a mini-showcase for that assignment. For 10 minutes, half the class will show their assignment on their computers, while the other half of the class walks from station to station checking out the work of their classmates. Once this is completed, the students will switch places, and the other half will present. During this time, you will constructively critique your classmates work as well as pick up inspiration for your own projects.

Besides the normal verbal critique that occurs

while looking over your classmates' projects, over the course of the semester, you must complete one (1) formal deskcrit, which will be typed out and emailed to me and to the person whose project you critiqued. The deskcrit is worth fifteen (15) points. Additional Deskcrits can be completed for an additional five (5) points of extra credit each. Deskcrits can be completed during a project showcase or at any other time during the semester.

Remember that your comments can help your classmates improve their projects. Don't be afraid to be critical. We're looking for constructive feedback, not "warm fuzzies." At the same time, you probably don't want to rip someone's project to shreds. Don't worry, I'll model deskcrits plenty of times throughout the semester, which should give you a good idea of how they should go.

After the mini-showcase, every student has until the beginning of the next class to make any revisions they feel are necessary based on their classmates' feedback. However, a project must be complete on the showcase date, or it will be considered late, and you will receive a zero for the assignment.

Attendance  
/  
Lateness

Class attendance, punctuality, and participation are an important part of this class. Daily class and home assignments will provide opportunities to practice new skills. Attendance/participation is worth 200 points (20%) of your grade. You are allowed one (1) "free" absence, which you can use for any reason without an excuse. After this absence, you will lose fifty (50) points from your participation grade for every unexcused absence (e.g., On your 3rd absence, 1 "free" and 2 without an excuse, you will be down 100 points).

Absences can be excused, which will not penalize your grade, with an excuse from a doctor. If you are an athlete and will be missing classes because of away "games," you will need to submit your letter from the athletics association that outlines your schedule by the third (3rd) class period (January 16).

Students with zero (0) absences will have ten (10) points added to their final grade for the course.

I cannot stress enough how important it is to attend this class. Although there are a variety of projects and assignments you will do in this class that are important, these assignments are only a

part of what I hope you will take from this experience.

Please come to class on time. It is important that you not start the period rushed and hassled, or interrupt others once instruction has begun. Students who arrive after five (5) minutes into the class period will be counted as "Tardy." Students who arrive after fifteen (15) minutes into the class period will be counted as "Absent." Two (2) tardies equal one (1) absence.

Academic  
Honesty  
Policy

All Students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense. A full discussion of the university's policies toward academic honesty can be found on the Internet at [http://www.uga.edu/ovpi/academic\\_honesty/academic\\_honesty.htm](http://www.uga.edu/ovpi/academic_honesty/academic_honesty.htm).

Materials

You will need to purchase two (2) Zip Disks (100 MB version) to save your work on. You will need to bring these disks with you to class every day. Zip Disks will not be needed everyday, but if you forget your disk on a day it is needed, and you cannot work on an assignment, you will be marked as "Tardy". Two (2) tardies equal one (1) absence.

There is no textbook for this course. All materials will be supplied by the instructor on WebCT.

Labs

You will be expected to comply with all computer lab procedures and policies established and maintained by the Office of Information Technology while working in any of the available labs. Besides our class/lab (Aderhold 615/616), there are other labs in the building that you may use. A schedule appears outside each lab, or you can check the online schedule for lab hours.

Macintosh labs are located in Aderhold 227 and 228. Windows labs are located in Aderhold 233 and 618.

The printing of EDIT 2000 class assignments is free from the Aderhold labs. Printout can be picked up in 232 Aderhold.

Miscellaneous

Please check the WebCT site, especially the calendar, on a regular, if not daily, basis.

This syllabus is a "living" document and will probably evolve throughout the course of the semester. I reserve the right to make changes to

the calendar and to adjust assignments if necessary.

If you have any special needs because of a physical or learning disability, please let me know. I will be happy to accommodate you in any way that I can.