

EDIT 2020
Liyan Song
Spring 03

Course Description:

Focusing on creating teaching and learning environments using technology. Design and creation of products for learning environments will take place through numerous activities with various technologies.

Purpose:

As a learner, you will:

- Develop the belief that technology can play an important and central role in your classroom as a medium of instruction, a tool for students, and a management assistant.
- Acquire skills that enable you to use technology in these ways.
- Learn about technology affordance, and be willing to experiment.
- Operate and manage microcomputers, as well as develop skills needed for the appropriate application of microcomputers in K-12 educational settings.
- Articulate your position on the use of technology in the teaching/learning process, including what you perceive to be its most significant challenges and opportunities

Instructional Objectives:

As a result of this course, you will be able to:

- Operate a microcomputer and peripheral components at a basic competency level.
- Employ basic features of software from the following general categories: word processing, spreadsheets, draw and paint program, presentation/authoring tools, and web design programs (Dreamweaver).
- Use telecomputing resources including email and the World Wide Web (WWW).
- Plan instruction that incorporates technology resources in effective ways.
Apply basic instructional design and visual design principles to design technology-based instructional resources.
- Evaluate and select instructional resources for achievement of learning objectives.
Articulate the potential benefits and liabilities of the use of technology in education.
- Apply technology skills to your specific teaching field, identifying any special contributions technology can make to your discipline (e.g., early learning software; music education software; geometry exploration software, etc.)
Identify media and technology-related resources available in Georgia public schools.

Accommodations:

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 <http://www.dissvcs.uga.edu> for further information.

Assignments:

Throughout the semester, you will be asked to complete 9 assignments regarding the following areas:

Email, word processing, spreadsheet, draw and paint, web page design and development, PowerPoint presentation, readings, lesson plans, and technology integration statement.

Email

Description:

- Each student enrolled at UGA is entitled to a free Arches e-mail account.
- You will need one for this course so that you may host your website on the Arches server. If you do not have an Arches account, simply go to the Arches webpage and select "Create Account" from the left-hand menu .
- If you have forgotten your LogIn ID or Password then you may visit <https://www.arches.uga.edu/myid/cp-form.html> for assistance. If further assistance is required, you will need to contact the EITS Help Desk at 542-3106 or visit the EITS webpage. You may also visit the OIT Help Desk in Aderhold 231 or call them at 542-HELP.
- For assistance with Arches e-mail accounts, first visit <http://www.arches.uga.edu/manage.html>. If further assistance is required you should contact the EITS Help Desk at 542-3106 or visit the EITS webpage. You may also visit the OIT Help Desk in Aderhold 231 or call them at 542-HELP.
- If you are an AOL user it is your responsibility to contact the EITS HelpDesk for assistance with accessing your Arches account while connected to the Internet via AOL. Although you must go through some extra steps to access the account, it can be done and it is required for class participation.

Assignments:

- 1.Required email assignments will be made in class.
- 2.Students will engage in dialogue with the instructor and other students on a regular basis using email.

Word Processing

Description:

We will employ "learning by deconstruction" approach to explore intermediate-to-advanced features of word processing. We will identify an exemplar word processing artifact. You will need to deconstruct the embedded word processing features, and then reconstruct the exemplar artifact. The deliverable of this assignment will be the individually reconstructed word artifact.

Spreadsheet

We will utilize "modeling and scaffolding" approach to explore some basic-to-intermediate features of excel. You will need to create an excel file for instructional

use. The deliverables for this assignment will include: 1) your professionally designed cover sheet, 2) a hard copy of your spreadsheet, and 3) a brief (one page maximum) reflection on how you envision using spreadsheets in your workplace.

Draw & Paint

The tool we are going to explore for drawing and painting is Photoshop. The assignment is for you to design and develop an image using Photoshop, which can be used in your workplace. The deliverables of this assignment will include the developed image and a brief explanation of how you are going to use this image in your workplace.

Web Page

Throughout the semester, you will develop an ePortfolio step-by-step, which will be able to use for job interview to show your potential employers not only the technical skills you will have accomplished, but also to show them your understanding of the technology integration in your workplace and your creative application thoughts. The ePortfolio will include, but not limited to the following components: homepage with information about yourself and your contact information; lesson plan sample page which will contain at least one lesson plan using technology; technology integration statement which will explain how you would use or promote to use technology in your workplace; other sample works you have done with technology; a resource page of useful links (personal and professional), and a resume.

Other requirements:

Use of table

A Navigation line/bar on all pages other than the Homepage

At least one original graphic that you have created in Photoshop

A resource page with links to useful educational websites

Images saved as GIF or JPG as appropriate

Good file management

PowerPoint

You will need to create a PowerPoint slide show of one of the lesson plans you will have created. PowerPoint presentation in the class is required. A rubric will be distributed in class on how the presentation will be evaluated.

Readings

There will be some online readings and/or reading handouts to help you better understand technology integration in the education settings. No textbooks are required for this course. The assignment will be for you to provide written and/or oral summary of the readings.

Lesson Plans

Throughout the semester, you will be asked to design and develop one or more lesson plans integrating technology in your workplace. We will discuss the detailed information in class on what needs to be covered and what kind of format you will need to use.

Integration Statement

Throughout the semester, you will be asked to reflect on how you would use the types of technology you will have learned or be exposed to in your workplace. The assignment is for you to synthesize them into one file and incorporate it into your ePortfolio.

Participation & Attendance

Throughout the semester, you will be provided opportunities to experience virtual classroom learning via WebCT. Your participation in WebCT experience is required. You will also need to play an active role in classroom discussions and group activities. You are also required to have a three-ring binder to keep the handouts and your works throughout the semester, which will also be very useful in your job interview.

Assignments	Point Value	Due Dates
Email	10	Jan. 13
Word Processing	15	Jan. 24
Spreadsheet	15	Jan. 31
Draw and Paint	20	April 30
Web Page	50	April 30
PowerPoint	20	Feb. 10 & Feb. 12
Readings	20	April 7
Lesson Plans	20	Mar. 31 (Lesson Plan One) & April 7 (Lesson Plan Two)
Integration Statement	50	April 23
Participation & Attendance	80	April 30
Total	300	

Grading:

Participation is essential in this course. Please take active roles in both class discussions and cyber-discussions. Learning from each other is one of the best ways to succeed. Make sure all “work” is done individually, though.

LATE WORK IS NOT ACCEPTABLE!!!

Attendance is critical to this class. It does account for much of your participation grade. It also affects your ability to get projects completed and turned in on time. Let me remind you...I do not accept late work.

A=270-300 points

B=240-269 points

C=210-239 points

D=180-201 points

F<=179

Policy:**Policy of Participation & Attendance:**

Participation and attendance are worth 80 points of your overall grade.

Participation refers to both classroom and online activities. Attendance is critical to this class as it directly influences your participation grade. It also affects your ability to get projects completed and turned in on time (Let me remind you I do not accept late work).

In this class, participation is of the utmost importance. To miss any class seriously compromises your learning, because much of the work for this course is completed during class time in a hands-on lab setting. Unexcused absences beyond three for the semester and/or lack of in-class participation will result in a loss of points toward your overall grade. If you must miss a class, it is very helpful to notify me in advance if possible. Afterward, it is your responsibility to find out what occurred during your absence and to make up any missed work.

Policy on Academic Honesty:

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. 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/~vpaa>.

Calendar:

Classes will meet at 9:05-9:55 on Mondays, Wednesdays and Fridays.

Special schedule dates:

Jan. 10: First day of class

Jan. 20: MLK Holiday (no class)

Feb. 28: EERA Conference (no class)

Mar. 3--Mar. 7: Mid-term evaluation

Mar. 17-Mar. 20: Spring Break (no class)

May 1: Last day of class

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 616), there are other labs in the building that you may use. A schedule appears outside each lab, or you may check <http://www.coe.uga.edu/oit/labs/schedules> for lab hours.

Materials:

1. A 3-ring binder in which you can keep all handouts and assignments.
2. You will need at least 1 zip disk on which you can save your work. These may be purchased in O.I.T., at Target, Wal-Mart, Office Max, etc. Make sure you purchase IBM compatible Zip 100 diskettes. Do not buy Macintosh formatted disks or Zip 250 diskettes.

3. No textbook is required for this course. Thus, the reason the notebook is so important. It will be an invaluable tool to you in this course, as well as in your career.
4. You will need an Arches email account for this class so that you may host your website on the Arches server. You will also need the arches ID and password to access to the course WebCT. If you do not have an Arches account, simply go to the Arches webpage at <http://www.arches.uga.edu> and select "Create Account" from the left-hand menu.

If you have forgotten your LogIn ID or Password then you may visit <https://www.arches.uga.edu/myid/cp-form.html> for assistance. If further assistance is required, you will need to contact the EITS Help Desk at 542-3106 or visit the EITS webpage. You may also visit the OIT Help Desk in Aderhold 231 or call them at 542-HELP.

For assistance with Arches e-mail accounts, first visit <http://www.arches.uga.edu/manage.html>.

If further assistance is required you should contact the EITS Help Desk at 542-3106 or visit the EITS webpage. You may also visit the OIT Help Desk in Aderhold 231 or call them at 542-HELP.

If you are an AOL user and you wish to access your Arches account while connected to the Internet via AOL, it is your responsibility to contact the EITS Help Desk at 542-3106 (or visit the EITS webpage) for assistance. Although you must go through some extra steps to access the account, it can be done.