

# EDUC 331 Fall 2022 Syllabus

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

## Course Information

### Instructor Information

**Instructor:** Eric Simkins

**Office:** CCC 466

**Office Telephone:** 715-346-2914

**Office Hours:** please Book Online Office Hours with me

**E-mail:** [esimkins@uwsp.edu](mailto:esimkins@uwsp.edu) or use Canvas Inbox

### Course Information

**Course Meeting Times:** T & R 12:30-1:45 CPS 326

**Course Description:** Educational Technology (EDU 331) course is designed to give us, as learners and future teachers fundamental hands-on experience on integrating technologies proven to have desirable pedagogical outcomes into a PK-12 curriculum.

Throughout the semester, students in this course will be encouraged to look at educational technology from two perspectives; firstly, as tools to enhance learning in the classroom with desirable outcomes on the part of students and secondly, as administrative tools to help teachers become more productive and efficient in the classroom.

**Credits:** 3

**Prerequisite Courses:** none

**GEP:** none

**Prior Knowledge Expectations:** As this is an intermediate level educational technology course, there is an implied assumption that students enrolled in this course are proficient with the Windows operating system, have basic knowledge of Microsoft Office Suite applications and can perform basic file operations (i.e. copying, deleting, saving, etc.). *Where this is not the case, students should contact the instructor to receive support enabling them to derive maximum benefit from the course.* Additionally, students are expected to have Internet skills, including emailing, and web browsing/searching.

### Expected Instructor Response Times

- I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours, please resend your email.

- I will attempt to grade all homework and exams within 72 hours of the due date.

## **Textbook & Course Materials**

### **Required Texts:**

1. Collins, A., & Halverson, R. (2018). Rethinking education in the age of technology: The digital revolution and schooling in America. New York: Teachers College press. / Second Edition ISBN: 978-0-8077-5906-6
2. Magna (2018) Disruptive Classroom Technologies / First Edition ISBN: 978-1-5063-5909-0

## **Course Alignment with Technology Standards**

Professional standards describe the knowledge, skills and dispositions that should be developed for successful participation within a profession. There are several sets of professional standards that served as guides for development of this course. Students are encouraged to refer to these standards and incorporate them into their assignments as they form framework of the assignments and activities.

1. [International Society for Technology in Education \(ISTE\)](#)
2. [Instructional Technology Literacy for Educators in Wisconsin](#)

## **Course Learning Outcomes**

Given successful completion of this course, students will be able to:

1. Develop and demonstrate competence and confidence using contemporary technology tools from a Common Core standards-based perspective.
2. Identify and evaluate developmentally, standards appropriate technology resources that includes Interactive computing technologies, Mobile computing platforms, e-Publishing, Cloud computing and associated technologies.
3. Analyze and reflect on contemporary issues involving the relationship between PK-12 learners and technology; thereby linking new information with existing understanding in creative, collaborative, and critical thinking and meaningful ways.
4. Articulate how pupils differ in their approaches to learning; the reality of digital divide and barriers that impede technology mediated learning. As a result, students and can infuse educational technology into instruction to meet the diverse needs of pupils, including those with disabilities, exceptionalities, and socio-economic impediments.

This course, like all courses in the School of Education prepares pre-service teachers for challenges in the diverse settings they will face in the classrooms when they go into the field.

- At the end of the course, each student will demonstrate understanding that technology can be effectively integrated into PK-12 learning

environments to provide meaningful learning and achievement with desirable outcomes on the part of the student.

- Each student will demonstrate that effectively using technology to promote meaningful learning in PK-12 learning environment requires a commitment to lifelong learning.
- In addition, each student will plan, lead, and participate in activities that encourage and promote equitable, ethical, and legal use of computer and web-based technology.

## Topic Outline/Schedule

This represents a general outline for the course.

<b>Week</b>	<b>Topics</b>
1- Sept 5	Introduction & What is Technology?
2- Sept 12	Computer Basics - Hardware & Software
3- Sept 19	Learning Theories, Frameworks, and Teaching Standards
4- Sept 26	Learning Theories, Frameworks, and Teaching Standards
5- Oct 3	Technology Implementation Considerations and Best Practices
6- Oct 10	Privacy, Security, and Accessibility
7- Oct 17	Cloud Storage and File Sharing
8- Oct 24	Cloud Storage and File Sharing
9- Oct 31	Technology Integration / IWB in Instruction
10- Nov 7	Technology Integration / IWB in Instruction
11- Nov 14	Modern Classroom Technology Knowledge and Skills
12- Nov 21 No Class R	Modern Classroom Technology Knowledge and Skills
13- Nov 28	Emerging Technology
14- Dec 5	Emerging Technology
15- Dec 12 No Class F	Immersive Technology
16- Dec 19 Finals Week	<b>No Final Exam</b>

## Student Expectations

In this course you will be expected to complete the following types of tasks.

- communicate via email
- complete basic internet searches
- download and upload documents to the LMS
- read documents online
- view online videos
- participate in online discussions
- complete quizzes online
- upload documents to Canvas to submit an assignment

## Course Structure

This course will meet in-person two days per week and you will be asked to complete activities online through Canvas. You will use your UWSP account

to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

## **Grading Policies**

### **Graded Course Activities**

#### **Assignments, Discussions, & In-class Activities – 30%**

You will have regular smaller assignments (activities) and discussions during this course. These activities are designed to help you practice, learn, and apply the course content. Some of these activities will occur during class and some will be assigned outside of class.

#### **Projects & Lesson Plans -50%**

You will complete several projects and develop several lesson plans during the course.

#### **ePortfolio – 20%**

The culminating activity for this course is for you to complete an ePortfolio. This will be instead of a final exam.

### **Participation**

Students are expected to participate in all course activities.

### **Attendance**

Students are expected to attend all course meetings.

### **COVID-19 Absences**

Any students who have symptoms of COVID-19, are waiting for COVID-19 test results, or have tested positive for COVID-19 and are under quarantine should NOT ATTEND class. Any student who falls into these categories should contact me directly via email or the Canvas Inbox so that arrangements can be made for them to make up work.

### **Late Work Policy**

Be sure to pay close attention to deadlines—there will be a 25% deduction of points earned per day late, without a serious and compelling reason and instructor approval. Exams must be taken during the scheduled day in class.

### **Viewing Grades in Canvas**

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

## Letter Grade Assignment

<b>Letter Grade</b>	<b>Percentage</b>
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	60-66.99%
F	0-59.99%

## Technology

### Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website.

<https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

This course requires posting of work online that is viewable only by your classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. If you elect to not participate in these online assignments due to confidentiality concerns, then an alternate assignment will be offered to you. [UWSP Handbook Chapter 9 Section 5]

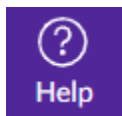
### Course Technology Requirements

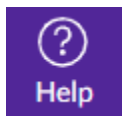
- View this website to see [minimum recommended computer and internet configurations for Canvas](#).
- You will also need access to the following tools to participate in this course.

### UWSP Technology Support

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
  - IT Service Desk Phone: 715-346-4357 (HELP)
  - IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

## Canvas Support



Click on the  button in the global (left) navigation menu and note the options that appear:

Support Options	Explanations
<p><b>Ask Your Instructor a Question</b> Submit a question to your instructor</p>	Use <b>Ask Your Instructor a Question</b> sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
<p><b>Chat with Canvas Support (Student)</b> Live Chat with Canvas Support 24x7!</p>	<b>Chatting with Canvas Support (Student)</b> will initiate a <i>text chat</i> with Canvas support. Response can be qualified with severity level.
<p><b>Contact Canvas Support via email</b> Canvas support will email a response</p>	<b>Contacting Canvas Support via email</b> will allow you to explain in detail or even upload a screenshot to show your particular difficulty.
<p><b>Contact Canvas Support via phone</b> Find the phone number for your institution</p>	Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
<p><b>Search the Canvas Guides</b> Find answers to common questions</p>	<b>Searching the <a href="#">Canvas guides</a></b> connects you to documents that are searchable by issue. You may also opt for <b><a href="#">Canvas video guides</a></b> .
<p><b>Submit a Feature Idea</b> Have an idea to improve Canvas?</p>	If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this <b>Submit a Feature Idea</b> avenue.

*All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.*

## Self-train on Canvas

Enroll in the [Self-paced Canvas Student Training Course](#) to learn more about Canvas.



## Other Policies

### Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

### Academic Honesty Policy & Procedures

#### Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  - (f) Assists other students in any of these acts.
  
- (2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas

or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

## **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## **Confidentiality**

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## **Copyright infringement**

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

## **Dropping UWSP Courses**

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe

physical/mental illness/injury to the student or student's family.

## Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

## Emergency Procedures

- In the event of a **medical emergency call 9-1-1** or use campus phone [\[list location in room or nearest your classroom\]](#). Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- In the event of a **tornado warning, proceed to the lowest level interior room** without window exposure at [\[list primary location for shelter closest to classroom,\]](#). See [www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx](http://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx) for floor plans showing severe weather shelters on campus. Avoid wide-span structures (gyms, pools or large classrooms).
- In the event of a **fire alarm, evacuate the building** in a calm manner. Meet at [\[state logical location to meet 200 yards away from building\]](#). Notify instructor or emergency response personnel of any missing individuals.
- **Active Shooter – RUN. HIDE. FIGHT.** If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.
- See UW-Stevens Point Emergency Procedures at [www.uwsp.edu/rmgt/Pages/em/procedures](http://www.uwsp.edu/rmgt/Pages/em/procedures) for details on all emergency response at UW-Stevens Point."

## \*Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.*

## FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student’s education records, without consent, to another school in which the student seeks or intends to enroll.

Lecture materials and recordings for [insert class name] are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university’s policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

## Help Resources

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, &	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care,

Science. 018 Albertson Hall, ext 3568			Delzell Hall, ext. 4646
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## Inclusivity Statement

([Examples found here](#). Sample below from Lynn Hernandez, Brown University)

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

## Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [\[insert condition here\]](#). All incomplete course assignments must be completed within [\[insert timeframe here\]](#).

## Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.

- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone’s ability to read or write.
- Share tips with other students.
- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. *Journal of Online Learning and Teaching*, 6(1). Retrieved from [http://jolt.merlot.org/vol6no1/mintu-wimsatt\\_0310.htm](http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm)

Shea, V. (1994). *Netiquette*. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose

information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).