Spring 2-1-2006

EDLD 581.50: Planning and Management for Technology in Education - Online

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C&I 581: Planning & Management for Technology in Education

AKA – How to be a tech coordinator

Fall Semester 2005

Instructor:
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Cell Phone: 406-546-9478
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Technical Support:
IT Central Help Desk, 8:00am -5:00pm
406-243-4357 or itcentral@umontana.edu
For after hours support for login and password, contact IT Central Operations: 406-243-2606
Blackboard technical support:
Marvin Paulson, Computer Support Specialist: 406-243-6394
courseware-support@umontana.edu

Class Location: http://www.umonline.umt.edu

Online Meeting Times and Dates: Wednesdays, 7:00 – 8:00 p.m.; 8:00 – 9:00 p.m.
8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 11/30

Course Description:

Explores the many roles of a technology coordinator, which include:

- Creating, implementing, and evaluating technology plans for educational institutions, including budgets, facilities, and hardware planning
- Maintaining hardware, software and networks
- Planning and providing staff development
- Integrating technology into the curriculum

I. Purposes of Planning & Management for Technology in Education

The purposes of this course are to:

A. Provide the students with an overview of the different roles of the technology coordinator in an educational setting
B. Provide them with an opportunity to explore strategies for integrating technology into the curriculum
C. Explore different ways to operate and maintain a technology infrastructure
D. Develop a technology plan
E. Develop the students’ ability to conduct staff development
II. Learning Outcomes

By the end of the semester, the students will be able to:
A. Identify the different skills and qualifications necessary to be a technology coordinator
B. Describe different strategies for integrating technology into the curriculum
C. Describe procedures for maintaining a technology infrastructure
D. Develop a technology plan
E. Write a grant to obtain funding for new technologies

III. Required Textbook


IV. Selected Bibliography


Williams, B. (2004). We’re getting wired, we’re going mobile, what’s next?: Fresh ideas for educational technology planning. Eugene, OR: ISTE.

V. Teaching/learning strategies:

Readings in textbook and other sources
Evaluation of selected journal articles
Online class discussions and lectures
Reports
Projects
VI. Evaluation:

Evaluation will occur on a continuing basis throughout the semester. Students are expected to participate in online activities. Assignments must be turned in on time and in a professional format. (Use APA Style Manual, 5th Ed.). They are weighed as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in Threaded discussions</td>
<td>15%</td>
<td>A</td>
<td>90 -100%</td>
</tr>
<tr>
<td>Reports</td>
<td>20%</td>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>Technology plan</td>
<td>30%</td>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>Lesson plan</td>
<td>15%</td>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>Grant</td>
<td>20%</td>
<td>F</td>
<td>Below 60</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td></td>
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</tbody>
</table>

VII. My Expectations of you:

1. Students are expected to send in their assignments by the due date. Assignments made on Wednesday are due by 12 midnight the following Wednesday. All work should be presented in a professional manner AND spell checked. Note: Late work is penalized and may not be accepted. Late work is defined as work that is not posted by midnight of the day the work is due.
2. Students are expected to participate in ALL threaded discussions.
3. Students must attend six of the seven chats.

VIII. How to Send and Name Assignments:

1. In the subject line, type Course Number + First Initial+last name +Assignment number (e.g., 479SbrewerA1)
2. If you send an assignment as an attachment, be sure to put your name and the assignment number on the attached document.

IX. You should expect from me:

1. A response to an email within 48 hours. (If you need immediate help, put HELP in the subject line and I will try to respond faster.)
2. A response to a threaded discussion posting within 72 hours. Note: The response may be an email message to the whole class.
3. Graded papers returned within 7 days of the due date.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Readings</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/31- 9/7</td>
<td>Course Overview&lt;br&gt;Class Introductions</td>
<td>Read Introduction in textbook</td>
</tr>
<tr>
<td>2</td>
<td>9/7 – 9/14</td>
<td>Roles of the Tech Coordinator</td>
<td>Read Chap. 1</td>
</tr>
<tr>
<td>3</td>
<td>9/14 – 9/21</td>
<td>Integrating technology into the curriculum&lt;br&gt;What's available?</td>
<td>Read Chap. 2</td>
</tr>
<tr>
<td>4</td>
<td>9/21 – 9/28</td>
<td>Using Standards to Align technology with the curriculum</td>
<td>Read NETS for Students and Montana Technology Standards</td>
</tr>
<tr>
<td>5</td>
<td>9/28 – 10/5</td>
<td>Evaluating Faculty Technology competency</td>
<td>CODE 77 Rubrics&lt;br&gt;Star charts&lt;br&gt;Taglit</td>
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<tr>
<td>6</td>
<td>10/5 – 10/12</td>
<td>Staff development models</td>
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<tr>
<td>7</td>
<td>10/12- 10/19</td>
<td>Tech planning – Needs Assessment</td>
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<tr>
<td>8</td>
<td>10/19- 10/26</td>
<td>Tech planning – Creating the plan</td>
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<tr>
<td>9</td>
<td>10/26 – 11/2</td>
<td>Tech planning – Creating the budget</td>
<td>Read Chap. 6</td>
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<tr>
<td>10</td>
<td>11/2 – 11/9</td>
<td>Funding your tech plan - Grant writing</td>
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<tr>
<td>11</td>
<td>11/9 – 11/16</td>
<td>Maintaining the tech infrastructure&lt;br&gt;Selecting, Installation, Operation, Repair&lt;br&gt;Using Student techies</td>
<td>Read Chap. 3</td>
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<tr>
<td>12</td>
<td>11/16 – 11/23</td>
<td>Tech infrastructure maintenance continued</td>
<td>Chap. 4 and 5</td>
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<tr>
<td>13</td>
<td>11/23 – 11/30</td>
<td>Networking</td>
<td></td>
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<tr>
<td>14</td>
<td>11/30 – 12/7</td>
<td>Web Access resources, issues&lt;br&gt;Filters, wikis, and blogs</td>
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<tr>
<td>15</td>
<td>12/7 – 12/12</td>
<td>Professional Organizations and Wrap up</td>
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