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C&I 306.03: Instructional media and Computer Applications

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C & I 306.03 MW 8:10 -9:30 AM
Instructional Media & Computer Applications
Autumn Semester 2006
Matt Schrowe, Graduate Assistant
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Office Hours: Monday 9:30-1:00, Wednesday 3:30-5:00 and Thursday 3-4 or by appointment.

Course Description: This course is intended to introduce a variety of ways technology is used to enhance teaching and learning. The structure of the course includes demonstrations, discussions and applications of technologies used in education.

Purpose: To introduce students to a variety of technologies for use in classroom instruction.

Course Objectives: Students will learn strategies to effectively integrate technology for professional and personal purposes. This class is designed to provide a positive beginning to a lifelong learning process. Upon completion of this course, students will be able to:

1. incorporate multimedia in the curriculum
2. demonstrate an understanding of and an ability to use word processing, presentation, spreadsheet, and web authoring applications; as well as other multimedia to meet a variety of educational and professional needs;
3. demonstrate an understanding of and an ability to use email to communicate electronically with others;
4. demonstrate good information management habits such as backing up files and organizing files in a logical fashion;
5. locate and evaluate resources from the Internet and other electronic databases for inclusion in multimedia projects;
6. demonstrate an understanding of and an ability to use digital cameras, scanners, digital image software, and digital and audio software to enhance learning;
7. deal with personal frustration inherent in the use of technology;
8. research a medium of technology, write a short paper (2-3 pages) using examples/research from journals and present this technology and uses to the class.

Course Format:

The primary means of instruction in this course will be on **doing** rather than **talking about** technology and its uses in educational settings. Additional methods will encompass demonstration, modeling, lecture, cooperative learning, discussions, guest speakers, and student-led presentations.

Your assignments provide you with what I consider to be a minimum amount of hands-on time. The more you use and experiment with computers and software, the richer your

learning experience. Therefore, additional lab time beyond the scheduled course hours will be necessary to fulfill the course requirements.

Assignments should be submitted electronically via email (matthew.schrowe@umontana.edu) by the beginning of the class period. All submitted assignments should be consistent with upper division university writing; that is, university level grammar, correct spelling, and logical, clear organization.

Required Materials: a USB drive (minimum of 512M is highly recommended) to save lab work and course assignments. BACK UP your work!!!

Course Expectations:

Attendance and Participation: This class is highly participatory, attendance and a high level of participation are mandatory. Please email your instructor if you cannot make a class, this is common courtesy and a good professional habit to develop.

Respect: Each student will make multiple presentations. Treat each member of the class with respect by attending the presentations and giving the student presenting your full attention.

Assignments: Assignments are to be turned in on the specified due date. Late assignments will be accepted only with prior approval of the professor and may be subject to a reduction in grade. Assignments may be adjusted at the professor's discretion.

Disability Statement: If you have a disability for which accommodations are needed please contact me in the first week of the semester. We will discuss what accommodations you need and will receive in this course. Also, please contact:

Disability Services for Students (DSS)
Lommasson Center 154
The University of Montana
Missoula, MT 59812
(406) 243-2243 (Voice/Text)
FAX 406-243-5330

Cell Phones and Pagers: Please turn OFF all cell phones and pagers during class.

Academic Integrity: Cooperative or collaborative learning is encouraged! However, all students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

EMERGENCY PREPAREDNESS AND RESPONSE

As members of a learning community we all have responsibilities for each other that extend beyond the teaching/learning experience and transcend our roles in that dimension. We are, as human beings, responsible for the protection and well-being of other members of our group, and one dimension of our individual and group responsibility in that area relates to how we prepare for, and respond to, emergencies. Toward that end, the following are important:

- In the event we need to evacuate the building, our primary route will be through the main door, to which you are closest, in the Education Building. If that route is blocked, our secondary route will be through the door at the opposite end of the building.
 - If you hear an alarm or are told to evacuate, always assume the emergency is real. Be sure to take coats, backpacks and valuables since the building may be closed for some time.
 - Everyone should report to either the designated outdoor rally point or the indoor rally point (should conditions make it necessary to seek shelter in another building). Our outdoor rally point is in the area to the south of Education Building – at least 300 feet from the building exit. Our indoor rally point is in the McGill Hall. We should reconvene as a group at the rally point so we can determine if anyone is missing.
 - Do not use elevators as a means of evacuating, and do not use cell phones until safely away from the building.
 - As the instructor of this course, I would ask students who feel they may require assistance in evacuating to privately inform me of that need. Together we will preplan appropriate assistance.
 - I would also request that students with a medical condition that could present an emergency privately inform me of that situation. Again, this notification is so we can preplan an appropriate response should an emergency occur.
 - As soon as the class roster stabilizes, I will route a sign-up sheet for students to identify whether or not they possess current first aid and/or CPR certification. This information will be passed on to the Facility Emergency Coordinator for use should a need for first aid expertise arise.
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Assignments:

Assignments are due by the beginning of the class each day. No late assignments will be accepted without prior approval of the instructor and may be subject to a reduction in grade. Assignments may be adjusted at the instructor's discretion. Grading rubrics will be in the collaboration folder for your guidance.

1. **i-Movie/Windows Movie Maker:** You will create a 1-3 minute movie that introduces yourself, and eventually, may be used to introduce yourself to your students and their parents. Be mindful that this is a professional project and the information you share in this movie should be appropriate to use in an educational setting. This assignment may be used as part of your electronic portfolio.
2. **Office Assignments:** Using Word you will create your professional resume, philosophy of teaching, and a cover letter; and you will download and complete your Student Teaching Application. You will use Excel to calculate your GPA to complete that part of the Student Teaching Application.
3. **Chapter Presentation:** Working in small groups you will select a chapter from the book and teach the information to the class. You will create a PowerPoint presentation that highlights the important elements of your chapter. You will also develop activities for the class which are relevant to chapter contents, and you will develop a 10 question quiz which you will give to the instructor one class period prior to your chapter presentation. If necessary the instructor will make recommendations for modification and return the quiz to you for editing. You will edit the quiz and email to your instructor by the day of your chapter presentation.
4. **Internet Safety:** You will be required to complete the Professional Development Program for teachers on the i-SAFE America website.
5. **Technology Presentation:** Working in groups you will select a component of educational technology **NOT** covered in this syllabus and teach the use of that technology to the class. You will be responsible for introducing the technology and providing a hands-on activity which you will lead. A 2-3 page paper with a minimum of 3 references and an annotated bibliography will be turned in on the day that your class presentation is due.

Blogs & RSS Feeds

Inspiration

Podcasts

WebQuests/GardenQuests

Virtual Field Trips

Manipulating Sounds

PDAs/Handhelds OR i-Pods

Wikis

6. Dreamweaver Project:

The web-based assignment will be your final for this class. For this you will create an electronic portfolio. The required elements for this assignment are the same as those required by C&I for graduation and include the items listed below plus your i-Safe Certificate:

Resume	Admissions Essay	200/300 Goals
Volunteer Experience	Best Academic Work	Reflection Essay
Professional Conferences	Goals for Student Teaching	Classroom Management
Technology Use	Samples of P-12 student wk	Video Critiques I & II
Midterm Stud Teach reflect	Final Stud Teach reflection	Philosophy/Other

Participation – 15% <ul style="list-style-type: none">• class participation & attendance• email tech bio & picture• evaluate 2 websites• assigned readings• Excel exercises• Blackboard quizzes on Chapters• field trips & speaker	Office Assignments – 10% <ul style="list-style-type: none">• student teaching application• resume & cover letter• GPA Excel assignment, Due Dec. 6 Due: Sept. 25																									
i-Movie/Windows Movie Maker – 15% <ul style="list-style-type: none">• 1-3 minutes in length• appropriate for use in classroom• may be used in e-portfolio Due: Sept. 27	Chapter Project – 20% <ul style="list-style-type: none">• presentation content (relevance)• PowerPoint (maximum 10 slides) 20 minute presentation• quiz design (10 questions: include M/C & T/F for CPS implementation) Due: Varies																									
Technology Project – 20% <ul style="list-style-type: none">• presentation (20 min.) of relevant materials• hands-on as appropriate• annotated bibliography• 2-3 page paper with a minimum of three references Due: Varies	Dreamweaver Projects - 20% <i>Electronic Portfolio</i> <ul style="list-style-type: none">• content• i-Safe Certificate• design (includes digital enhancement)• layout• navigation Due: Mon., Dec. 12, 8 -10 am (Finals week)																									
<div>Grading Scale<table><tr><td>A</td><td>95-100</td><td>C+</td><td>81-83</td></tr><tr><td>A-</td><td>92-94</td><td>C</td><td>78-80</td></tr><tr><td>B+</td><td>90-91</td><td>C-</td><td>76-77</td></tr><tr><td>B</td><td>87-89</td><td>D</td><td>68-75</td></tr><tr><td>B-</td><td>84-86</td><td>F</td><td><68</td></tr><tr><td>C+</td><td>81-83</td><td></td><td></td></tr></table></div>		A	95-100	C+	81-83	A-	92-94	C	78-80	B+	90-91	C-	76-77	B	87-89	D	68-75	B-	84-86	F	<68	C+	81-83			
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C+	81-83																									

C & I 306 Dynamic Schedule
Fall 2006, Section 03 MW 8:10 to 9:30 AM

Week	Date	Topic	Class Activities / Assignments
1	8/28	Introduction to the Course	<ul style="list-style-type: none"> • Overview of course • Login procedure and Network folders • Download Student Teaching Application • File Management • UM Email • Login to Blackboard • Email tech bio and picture
	8/30	Digital Images in the Classroom	<ul style="list-style-type: none"> • Introduction to Photoshop, scanning, using digital cameras
2	9/4	LABOR DAY	NO CLASS
	9/6	Meet in Mansfield	<ul style="list-style-type: none"> • Mansfield Library visit <ul style="list-style-type: none"> ◦ Kate Zoellner, Asst. Prof. ◦ Copyright and Fair Use
3	9/11	Introduction to E-Movies	<ul style="list-style-type: none"> • Introduction to Windows Movie Maker/Work • Assign Chapter presentations and technology projects
	9/13	Chapter 1 Theoretical Foundations PowerPoint	<ul style="list-style-type: none"> • Chapter 1 Reading DUE • PowerPoint Review/Tips & Tricks
4	9/18	Resume Development	<ul style="list-style-type: none"> • Laurie Fisher : Career Services • Cover Letter/Resume - work
	9/20	Excel Movie Lab Day	<ul style="list-style-type: none"> • Excel Math/student gradebook • Inspiration Presentation • Lab
5	9/25	Chapter 2 Designing and Planning Technology-Enhanced Instruction	<ul style="list-style-type: none"> • Chapter 2 DUE • Student teaching app DUE (resume/cover letter)
	9/27	Movie Presentations	<ul style="list-style-type: none"> • Movies Due /Presentations • Quiz 1 (Chapters 1 & 2) on Blackboard Due
6	10/2	Chapter 3 Personal Computers in the Learning Environment	<ul style="list-style-type: none"> • Chapter 3 DUE • Virtual Field Trips Presentation
	10/4	Technology Presentations	<ul style="list-style-type: none"> • Blogs & RSS Feeds Presentation • Podcasts Presentation
7	10/9	Chapter 4 Digital Technologies in the Classroom	<ul style="list-style-type: none"> • Chapter 4 DUE • PDA's/Handhelds OR i-Pod Presentation
	10/11	Publisher	<ul style="list-style-type: none"> • Create Publisher Document • Explore other Publisher features
8	10/16	Chapter 5 Administrative Software	<ul style="list-style-type: none"> • Chapter 5 DUE • Wikis Presentation
	10/18	LAB DAY	<ul style="list-style-type: none"> • <i>UM Day of Dialogue</i>

9	10/23	Meet at MONTECH	<ul style="list-style-type: none"> • Meet at MONTECH
	10/25	Chapter 6 Academic Software	<ul style="list-style-type: none"> • Chapter 6 DUE •
10	10/30	Dreamweaver 101	<ul style="list-style-type: none"> • Dreamweaver Basics
	11/1	Electronic Portfolios	<ul style="list-style-type: none"> • Planning/Getting Started • Work on Portfolios • Quiz II (Chapters 3, 4, & 5) on Blackboard DUE
11	11/6	Internet Safety	<ul style="list-style-type: none"> • i-Safe Professional Development <ul style="list-style-type: none"> ◦ http://isafe.org
	11/8	LAB DAY	
12	11/13	Chapter 7 Networks and the Internet	<ul style="list-style-type: none"> • Chapter 7 DUE • Netiquette Quiz
	11/15	Chapter 8 Using the Web for Teaching and Learning	<ul style="list-style-type: none"> • Chapter 8 DUE • WebQuest/GardenQuest Presentation • Evaluate 2 Websites DUE
13	11/20	Chapter 9 Audio and Visual Technologies	<ul style="list-style-type: none"> • Chapter 9 DUE • Manipulating Sounds Presentation
	11/22	Travel Day for Thanksgiving	<ul style="list-style-type: none"> • HOLIDAY
14	11/27	Chapter 10 Video Technologies	<ul style="list-style-type: none"> • Chapter 10 DUE • Quiz III (Chapters 6, 7, & 8) on Blackboard DUE
	11/29	LAB DAY	<ul style="list-style-type: none"> • Work on e-portfolio
15	12/4	Chapter 12 Issues in Implementing Technology in the Schools	<ul style="list-style-type: none"> • Chapter 12 DUE • Quiz IV (Chapters 9, 10, & 12) on Blackboard DUE
	12/6	LAB DAY	<ul style="list-style-type: none"> • Work on e-portfolio
	12/11	FINAL 8:00 to 10:00 AM	Present Electronic Portfolios