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C&I 306.02: Instructional Media

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**C & I 306: Instructional Media
Spring, 2007**

Instructor:

Jeff Crews

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Office Hours:

By appointment

Course Location: EDUC 112

Course meeting time: Tuesday / Thursday 8:10 a.m. – 9:30 a.m.

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 into the curriculum.
2. Demonstrate an understanding of and an ability to use word processing, presentation, spreadsheet, and web authoring applications; as well as other digital tools to meet a variety of educational and professional needs.
3. Demonstrate an understanding of and an ability to use email and other social networking tools 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 use in teaching and learning.
6. Demonstrate an understanding of and an ability to use digital tools, such as cameras, scanners, and recorders, and relevant software to enhance learning.
7. Deal with personal frustration inherent in the use of technology.

Course Format:

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

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, software applications and other digital tools, the richer your learning experience will be. Therefore, additional lab time beyond the scheduled course hours will be necessary to fulfill the course requirements.

Assignments should be submitted electronically by the beginning of the class period. (Some will be emailed; some will be posted to a Threaded Discussion; and others will be posted in the Digital Drop Box.) All submitted assignments should have your name on them and be consistent with upper division university writing; that is, university level grammar, correct spelling, and logical, clear organization. Use the *APA Style Manual*, 5th edition to prepare your assignments.

Required Materials:

1. Lever-Duffy, J., McDonald, J.B., & Mizell, A. P. (2005). Teaching and learning with technology (2nd ed.) Allyn & Bacon. ISBN: 020542998X
2. 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 or call your instructor if you cannot make a class, this is common courtesy and a good professional habit to develop.

Respect: 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. Your name must be on your paper. 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.

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

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

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.
- Please let me know if you possess a 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.

Major Projects:

Assignments are due by the beginning of the class each day. All work should be presented in a professional manner. It should be proofread for spelling and grammatical errors before sending. Your name **must** be on your paper. 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. Guidelines for each assignment and grading rubrics will be in the collaboration folder and under Assignments in Blackboard for your guidance.

- 1. Introduce Yourself:** You will create a 3 – 4 minute presentation that introduces yourself, and eventually, may be used to introduce yourself when you are student teaching or when you begin your teaching career. Be mindful that this is a professional project and the information you share should be appropriate for use in an educational setting. It should include images and some use of animation (bullets, images) or transitions.
- 2. Student Teaching Application:** Using Word you will create your professional resume and a cover letter. You also 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. Visit Career Services for help and turn in final products.
- 3. i-Movie/ Movie Maker:** You will create a 2 -3 minute movie (DigiTalkie) that serves as a public service announcement, presents an educational product or project (ie., music, art, drama piece, field trip), tells a story or a day in the life of ... and eventually, may be used present to students, school administrators or/and 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.
- 4. ePortfolio Project:** This web-based assignment will be your final for this class. 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. You will not need content for the italicized elements below since they will not be complete until your student teaching semester, but you do need to create a page for those elements.

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

Quizzes: You will need to complete four quizzes via Blackboard that cover assigned readings (3 chapters per quiz), lectures and class activities.

In-class Participation and Miscellaneous Activities :

In class activities:

1. Netiquette quiz – Visit the Netiquette website. Read about Netiquette and then take the quiz. Once you have scored 100 on the quiz, send the last sheet of the quiz to your instructor.
2. PDAs/handhelds – demonstration by K-12 teacher with hands-on activities
3. i-Safe online professional development module – You are required to complete the i-Safe professional development model. Once you have completed it, you need to create a certificate stating that you completed it.

4. Excel activities – Review of Excel basics and discussion of its uses in a K-12 classroom. You also will be graphing information. Excel will be used to calculate your GPA for your student teaching application.
5. Publisher activities – Publisher will be introduced as a teacher productivity tool. In class you will create a business card or a flyer. You may also use Publisher to create your i-Safe certificate.
6. Create GoldWave file inc/narration + music and manipulate

Written Assignments:

1. Your bio – write a short bio which answers the questions your instructor asked AND attach a digital picture of yourself to the email.
2. Evaluate 2 websites – Complete evaluation form and then write a paragraph about how you might use these websites in your classroom.
3. Blogs and RSS feeds – Review 3 blogs and write a 1 – 2 page paper about them. Set up an RSS feed. In a paragraph, describe how you plan to use this tool.
4. Reflections posted on a Blackboard Threaded Discussion –
 - a. Reflect on the field trip to Montech.
 - b. Reflect on the GPS/GIS presentation
5. Review 2 podcasts and write a review about them or create a lesson plan which includes a podcast. Be specific about which podcast you might download and use.

Participation – 20% <ul style="list-style-type: none">• class participation & attendance• email bio & picture• In class Excel exercises• field trips & guest speakers (10%)• In class Publisher activity	Office Assignments – 20% <ul style="list-style-type: none">• student teaching application• resume & cover letter• PPT Introduction (10%)																								
i-Movie/Windows Movie Maker – 15% Digitalkie <ul style="list-style-type: none">• 2 - 3 min. in length• appropriate for use in classroom• DigiTalkie ideas• Appropriate for use in classroom• May be used in e-portfolio	Quizzes (10%) <ul style="list-style-type: none">• Covers assigned readings, lectures, and classroom activities• 4 quizzes on Blackboard – 3 chapters per quiz																								
Miscellaneous activities – 15% <ul style="list-style-type: none">• Website evaluations• Blog review• Reflections (on BB): Montech & GIS• Audio projects (2): GoldWave file w/music & narration and review 2 Podcasts or write one LP using Podcast	Electronic Portfolio – 20% <ul style="list-style-type: none">• content• i-Safe Certificate• design (includes digital enhancement)• layout• navigation																								
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>	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			Extra Credit <ul style="list-style-type: none">• Gradebook assignment (Using Microsoft template OR dynamic gradebook instructions)
A	95-100	C+	81-83																						
A-	92-94	C	78-80																						
B+	90-91	C-	76-77																						
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