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Spring 2-1-2007

C&I 306.04: Instructional Media

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C & I 306.04 Instructional Media
Spring 2007

Instructor:

Dr. Sandra Williams
Office: EDUC 301
Phone: 243-4073
E-Mail: sandra.williams@mso.umt.edu

Office Hours:

Tues. 8:30 – 9:30 am
Wed. 11 am – 1 pm
Thurs. 2 – 4 pm
And by appointment

Course Location: EDUC 112

Course meeting time: Tuesday / Thursday 9:40 – 11 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 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 digital tools 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 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.
8. Research a technology topic, 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 **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 via email by the beginning of the class period. 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:

- Lever-Duffy, J., McDonald, J.B., & Mizell, A. P. (2005). Teaching and learning with technology (2nd ed.) Allyn & Bacon. ISBN: 020542998X
- 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: 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. Make sure to include your name with all assignments and communications. 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)
Lommasson Center 154
The University of Montana
Missoula, MT 59812

(406) 243-2243 (Voice/Text)
FAX 406-243-5330

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.

Assignments:

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 for your guidance.

- 1. i-Movie/Windows Movie Maker:** With a partner you will create a 1-3 minute movie that introduces a topic/lesson, and eventually, may be used in your classroom. Be mindful that this is a professional project and the information you share in this movie should be appropriate for 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 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 and to keep track of your grades in this course.
- 3. Introduce Yourself:** You will create a 3 – 4 minute presentation 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.
- 4. Internet Safety:** You will be required to complete the Professional Development Program for teachers on the i-SAFE America website.

5. Technology Presentations :

Blogs & RSS Feeds	Google Tools (2-3)	I-Pods or Podcasts
WebQuests/QuestGarden	Other (approval by professor)	Manipulating Sounds w/ Goldwave or Audacity

6. 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:

Resume	Admissions Essay	200 or 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 Student Teach reflect	Final Student Teach reflection	Philosophy/Other

<p>Participation – 15%</p> <ul style="list-style-type: none"> • class participation & attendance • email bio & picture • In class Excel exercises • field trips & guest speakers • website evaluations 	<p>Office Assignments – 20%</p> <ul style="list-style-type: none"> • student teaching application • resume & cover letter • Visit career services and turn in final products • PPT Introduction (10%) 																								
<p>i-Movie/Windows Movie Maker – 15%</p> <p>Digitalkie</p> <ul style="list-style-type: none"> • 1 - 3 min. in length • appropriate for use in classroom • may be used in e-portfolio 	<p>Quizzes (15%)</p> <ul style="list-style-type: none"> • Cover assigned readings • Lectures • Classroom activities <p>12 chapter quizzes (may combine chapters) on Blackboard</p>																								
<p>Technology Project – 15%</p> <ul style="list-style-type: none"> • presentation (20 – 30 min.) of relevant material • hands-on as appropriate • annotated bibliography • written summary of presentation with a minimum of three references <p>Due: Varies</p>	<p>Electronic Portfolio – 20%</p> <ul style="list-style-type: none"> • content • i-Safe Certificate • design (includes digital enhancement) • layout • navigation 																								
<p>Grading Scale</p> <table border="1" data-bbox="191 1249 548 1472"> <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			<p>Extra Credit</p> <ul style="list-style-type: none"> • Gradebook assignment
A	95-100	C+	81-83																						
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