COURSE TITLE: Introduction to Technology for Educators

COURSE NUMBER: EME 2040

COURSE DESCRIPTION (with prerequisites):
Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driving decision-making processes.
Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, State-Adopted Standards, the Professional Educator Competencies, and the National Educational Technology Standards. 3 Semester Credit Hours.

NAME(S) OF INSTRUCTORS:
Dr. Gina McAllister

EFFECTIVE ACADEMIC YEAR:
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
None

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable
reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

MAKE-UP POLICY:
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:
The college’s learning management system is Canvas. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas
support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

**TUTORING RESOURCES:**
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on in order to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

E – 1 Demonstrate understanding of instructional design and lesson planning by applying concepts from human development and learning theories.

E – 2 Demonstrate ability to maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.

E – 3 Demonstrate effective instructional delivery and facilitation by utilizing deep and comprehensive knowledge of core content.

E – 4 Demonstrate understanding of assessment by analyzing and applying data from multiple assessments to diagnose learning needs and inform instruction.

E – 5 Demonstrate continuous improvement by designing purposeful goals to strengthen instructional effectiveness and impact student learning.

E – 6 Demonstrates professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.
**Linking Course-Level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts**

<table>
<thead>
<tr>
<th>Course-Level Student Learning Outcomes for EME 2040</th>
<th>Discipline-Specific General Education Competencies</th>
<th>Assessment Methods for Course Level Student Learning Outcomes</th>
<th>Learning Artifacts for AA Program Assessment</th>
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</thead>
<tbody>
<tr>
<td>Create a portfolio with samples reflecting ways technology can support classroom management, administration and teaching.</td>
<td>Proj.</td>
<td>No artifact will be submitted for program assessment as EME 2040 is not a course with general education credit.</td>
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<tr>
<td>Create and evaluate products that critique various software and hardware tools for instructional purposes.</td>
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<td>List and describe legal and ethical issues for using technology in the classroom.</td>
<td>Proj.</td>
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<td>Develop an Internet-based project such as web-quests, lesson plans and curriculum units.</td>
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<td>Identify and summarize a selection of applicable websites providing test data from national, state and local educational resources.</td>
<td>Proj.</td>
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<tr>
<td>Summarize a selection of technological tools for assisting students who are English Language Learners and link the technology to strategies for teaching these students.</td>
<td>Proj.</td>
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**Assessment Codes**

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:
Methods of instruction: Lecture/demonstration sessions, hands-on lab experiences, and projects.

ASSIGNMENT AND/OR COURSE OUTLINE
Grading:
• ASSIGNMENTS ARE DUE BY THE DEADLINE SPECIFIED.
  There are NO exceptions; late work is not accepted.
  There are no make-up assignments.
All assignments must be completed during the term. Incomplete grades will be given ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE DEAN.

<table>
<thead>
<tr>
<th>Graded work</th>
<th>Grading scale</th>
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<tbody>
<tr>
<td>The following will be averaged:</td>
<td>Grade assigned:</td>
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<tr>
<td>Assignments (100 points each)</td>
<td>A (90 - 100)</td>
</tr>
<tr>
<td>MicroTeach with Technology</td>
<td>B (80 - 89)</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td>C (70 - 79)</td>
</tr>
<tr>
<td>TOTAL POSSIBLE</td>
<td>D (60 - 69)</td>
</tr>
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<td></td>
<td>F (below 60)</td>
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Graded work: Assignments (100 points each) 50%
MicroTeach with Technology 30%
Discussion Posts 20%

TOTAL POSSIBLE 100%

See your Instructor First Day Handout for individual instructor assignment schedule.