

ITEC 47430 & 57430
Computer Applications in Education
Kent State University
Course Syllabus

I. COURSE INFORMATION

Course Title: Computer Applications in Education **Course #:** ITEC 47430 & 57430
Credit: 3 Hours **Semester:** Spring 2012

II. INSTRUCTOR CONTACT

Instructor: Matthew A. Williams **E-mail:** mwill101@kent.edu
Cell Phone: 508-369-2169 **Skype Conferencing:** mwill101
Office: Online, face-to-face by appointment

Note: E-mail is the most effective method to contact me and I check it frequently throughout the day. I recommend that you call for more important issues. You can call me on Skype anytime that you see me as being available and I will answer whenever possible.

III. COURSE DESCRIPTION

Welcome to the College of Education, Health, and Human Services at Kent State University. This course is designed to help teachers become familiar with various computer applications in educational settings. It is expected that students have some expertise with computers and come to the course with questions, inquiries, and interests related to the educational application of computers.

The instructional approach used in this course is designed to help you become engaged in the material in a creative and authentic way. Assignments and activities may be customized by students focusing upon career paths outside of traditional academic environments. Your instructor will work diligently to provide you with every opportunity to succeed. If you have questions or concerns about anything pertaining to this class, please discuss the issue with your instructor immediately.

Regular and active participation is an essential part of this course. Students are expected to login to the course in Blackboard Learn a minimum of three times every week to keep up-to-date with assignments, online discussions, peer review, and announcements. Students need to carefully read all course materials. Contact the instructor as soon as possible if any emergency keeps you from completing your work by due dates.

IV. TENTATIVE COURSE SCHEDULE

Course Schedule: All course activities, assignments, due dates are posted in Blackboard. This list is tentative and subject to change. All changes will be announced in Blackboard.

Time Period	Assignment	Points	Due Date
Ongoing	Online Discussions (10 Discussions, 15 points each)	150	Ongoing
Weeks 1-2	Assignment 1: Administrative tasks	25	1/22/2012
Weeks 1-3	Assignment 2: Instructional Recordings & Student Reflection	100	1/29/2012
Weeks 4-6	Assignment 3: Educational Psychology and Technology	100	2/19/2012
Week 7	Assignment 4 (Group Project): Technology and Assessment - Online Discussion Evaluations	50	Assigned
Week 8	Assignment 5: Technology and Student Research - Database project	50	3/4/2012
Weeks 9-10	Assignment 6 (Group Project): Promoting Student Collaboration with Technology	100	3/18/2012
Weeks 11-15	Assignment 7: ePortfolios and Instruction	150	4/29/2012
	Total	725	

V. COURSE REQUIREMENTS

- Weekly Reading:** Students will be expected to read all required materials. There is no textbook for this course so the readings will be supplied in the discussion boards and with the assignments.
- Discussion Board Participation:** Your participation in the online discussions is a key component of this course. Ongoing participation throughout the week is essential for the development of a sense of community and to ensure that quality student dialogue is developed and any questions may be answered. Each week, students will be required to submit the following: (1) formal post consisting of a minimum of 200 words and the citation of two references; (2) formal responses, consisting of a minimum of 100 words and the citation of one reference; (3) informal posts of at least two or three sentences. Students posting all information on one day and not contributing otherwise may be penalized.

Credit will not be given for posts that do not provide specifics nor substance such as “good job,” “I agree” or longer equivalents such as “I felt that you did a very nice job describing the event in question. It improved my understanding of such matters. Nice work!”

- Written Papers:** Several of the assignments will include written papers or short written reflections. Each paper will be detailed specifically in Blackboard. Each paper is to be submitted as a single spaced document using an 11 or 12 point font. The reasoning for this is to ensure that you know that you are meeting the length requirements and to remove the temptation of some students to manipulate the perceived document length.

4. **Doctoral Student Requirements:** Doctoral students (if any) will be expected to demonstrate an exceptional level of quality reflective of earning a terminal degree. Additional requirements will be provided for assignments and the final project.
5. **Grading of Assignments:** All assignments will be graded using rubrics. Please make sure that your assignments meet all of the required items. You can do this by comparing your document to the rubric and asking for clarification on anything that you are uncertain about. Assignments that do not meet all of the requirements of the rubric are incomplete and may not be graded or may only be given partial credit depending upon the individual circumstances of the incomplete assignment.

VI. COURSE POLICIES

Grading Scale: The final course grade will be determined using the standard Kent State University grading scale:

93–100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
73-76.9%	C
70-72.9%	C-
67-69.9%	D+
63-66.9%	D
Below 62.9%	F

All grades will be posted in Blackboard Learn. If you are having trouble logging in, please call the KSU Helpdesk at 330-672-HELP (2-HELP on Kent campus) or email helpdesk@kent.edu.

According to University grading policy, the letter grade of "A" is reserved for students whose work is significantly above average and represents a level of excellence beyond the norm. "B" grades are awarded to students who show a good level of performance. "C" grades and lower denotes fair or average performance. As per University policy, incompletes can only be awarded in extreme emergencies (subject to verification), such as death in the immediate family and grave personal illness. All work must be up-to-date at the time the incomplete is requested. All students are responsible for monitoring their own progress in the course and ensuring that all assignments have been properly posted and are fully functional online. If a project is misnamed, missing, or posted incorrectly, it will not be graded. Please note that this warning is especially applicable at the end of the term when there are fewer opportunities to

correct technical problems. No changes in the final course grade will be issued after final grades are submitted unless a clerical or procedural error was made by the staff. Therefore, please make sure all assignments are available, named correctly, and fully functional.

Late Work: It is highly recommended that all work be turned in on time. Since this is an online course, regular participation throughout the week is imperative for you and your peers to gain the most through social interaction. Please contact your instructor regarding any extenuating circumstance. Late work will be graded as follows:

- No points will be earned on late discussion board posts.
- Late assignments may be submitted late for a maximum 75% credit within 1 week of the due date. No credit will be given beyond 1 week.

Academic Honesty: Cheating and plagiarism are very serious offenses that will lead to severe sanctions including failing the course and possible dismissal from the University. In this course, sanctions will be imposed for any work that has been appropriated from other sources or fellow students without proper attribution. All work is expected to be original. Refer to the [KSU University Library guide](#) or [KSU policy 3 -01.8](#) for further information.

Student Work Expectations: [The Ohio Board of Regents](#) has determined that every graduate semester hour of formal instruction will typically require students to work approximately three additional hours on course related activities including readings, activities, etc. For an online course, that translates to 12 hour per week. The work assigned in this course can be very demanding and it is expected for each student to allocate an appropriate amount of time outside of class to ensure successful learning of new materials and completion of assignments. In order to account for diverse student backgrounds and experiences, efforts have been made to reduce excessive time requirements beyond the typical three-to-one guideline.

Students with Disabilities: Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with University policy, if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact the disability coordinator on campus. After your eligibility for accommodations is determined, you will be given a letter, which when presented to instructors, will help us know best how to assist you.

Electronic Communication Policy for Students: Please refer to the Kent State University Responsible Use of Information Technology Policy for additional information and guidelines regarding electronic communication.

A University-assigned student email account shall be an official University means of communication with all students at Kent State University. Students are responsible for all information sent to them via their University assigned email account. If a student chooses to forward their University email account, he or she is responsible for all information, including attachments, sent to any other email account.

Student Support: Your successful completion of this course and ultimately the completion of your intended degree plan here at KSU is held in high regard by faculty and staff. If you are

having difficulties with the content you are encouraged to talk with your instructor ASAP for extra assistance. There are a number of additional resources available to students across campus as well:

- Instructional Resource Center (<http://www.kent.edu/ehhs/irc/index.cfm>) - An open lab along with one-on-one assistance is available for all students in White Hall 221.
- Academic Success Center (<http://www.kent.edu/asc/index.cfm>) - Tutoring, study groups, and computer instruction is available to all students in 207 Michael Schwartz Center.
- The Help Desk (<http://www.kent.edu/is/helpdesk/index.cfm>) - Support for e-mail, web, and various software applications.
- Writing Commons (<http://writingcommons.kent.edu/newwc/StudentMain.html>)
Works with all students on various writing endeavors. Located in 4th Floor KSU main Library.
- Student Multimedia Studio (<http://www.library.kent.edu/page/10016>)
Provides KSU students with a wide range of multimedia equipment.