ETEC 561 01W Learning & Technology
Course Syllabus – Summer I 2015

Instructor: Charlotte Larkin, Ed.D., Assistant Professor
Office Location: Education North, 104D
Office Hours: Virtual Daily
Office Phone: 903-886-5520
Office Fax: 903-886-5507
University Email Address: Charlotte.Larkin@tamuc.edu

COURSE INFORMATION

Textbook:

Course Description:
This course will focus on learning theory and various instructional technologies to support the teaching and learning process. More specifically, the learner will develop competencies for planning, implementing and evaluating appropriate instructional media, methods and materials.

Student Learning Outcomes:
Learning outcomes should be observable, measurable and be done by the learner. They are what the learner will be able to do or know as a result of an activity or set of activities. A good learning outcome identifies: 1) who will perform the task, 2) what action they will take when performing the task, and 3) ends with some result/product/artifact of that task which is measurable.

The following learning outcomes will be accomplished by students this semester:
1. The learner will develop and maintain an educational technology journal/blog throughout the semester.
2. The learner will be able to describe and distinguish instructional technologies that result in learning.
3. The learner will apply knowledge of learning and educational technology and select two learning theories to compare and contrast the role the teacher, learner and technology plays within each theory.

ETEC ePORTFOLIO for MS/MEd in Educational Technology

Students pursuing the MS/MEd degree in Educational Technology Leadership (ETLD) program and the MS/MEd degree in Educational Technology Library Science (ETLS) are now required to submit an electronic portfolio prior to graduation. This requirement does not pertain to students taking ETEC courses as an elective for other programs, or to those pursuing only the School Library Certification who have already earned a masters degree.
Many courses in ETEC and LIS program have identified artifact(s) that should be included in the eportfolio to provide evidence of acquired and developing knowledge, skills, and philosophical approaches. In courses where recommended artifacts are not identified, it is the student’s responsibility to collect artifacts throughout the course and appropriately select which artifacts to include in the eportfolio. This includes courses from other departments and/or institutions for which the student is receiving credit towards the ETEC masters degree. For example, if a student takes courses in ELED, EDAD, MGMT, or TDEV and applies credits earned toward their ETEC masters degree, the student should include artifacts from those courses in their ETEC eportfolio.

For ETEC 561, the required artifact is:

- The course blog

Newly admitted majors in the program should contact Dr. Mary Jo Dondlinger, coordinator of the ETEC program, for more information on how to get started with the ETEC ePortfolio. If you plan to major in the program, but have not yet applied, you are strongly encouraged to do so as soon as possible. Please contact MaryJo.Dondlinger@tamuc.edu for more information about the program’s portfolio requirement. See Appendix A for additional program guidelines.

### COURSE REQUIREMENTS

**Instructional / Methods / Activities Assessments**

This course is made up of a series of assignments and assessments to assist you in achieving the course learning outcomes all centered around a blog that you will create and maintain throughout the term. For each instructional week you will work on various combinations of assignments/activities, discussions, and readings. Our instructional week will run from Monday to Sunday to allow you time to complete the assigned activities.

**Educational Technology Journal/Blog:** This course will center upon a blog that you will use to share your reflections and journal about technologies that you use on a daily basis for learning purposes. You will email me your blog URL during the first week of the class and post it to the appropriate location in our eCollege course as well.

**Feedback to Others:** You will also read and comment on at least two other students’ blog posts each week. Feedback on previous section’s blog posts should be completed by Wednesday of the each week.

**Grading**

Grades will be determined via a simple point system and grading rubric. The rubric will be provided in eCollege. Review the rubric prior to submitting an assignment.

### TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in this online course. This technology is needed to be successful in this course.

- Internet connection – high speed recommended (not dial-up) – to be able to connect conveniently and regularly. You’ll interact with your peers throughout the course.
• Word Processor (i.e. MS Word, Word Perfect, etc.) – To share files with the instructor and with your peers at various stages of the course as requested, so you should be able to save your files as .DOC or .RTF files.
• Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (7.0 or 8.0).
• Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

### ACCESS AND NAVIGATION

**Access and Login Information** This is an online course utilizing eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to https://leo.tamuc.edu/Login.aspx.

You will need your CWID and password to login to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

**Course Organization**
The course is divided into five instructional weeks. Each instructional week will run from a Monday to the next Sunday, except for the 5th week of the course, which runs from Monday through Thursday.

**What Should You Do First?**
Begin this course by reading the instructions and activities provided on the Week 1: Course Introduction/Defining the Field on the left navigation bar in our eCollege course.

**How Should You Proceed with Class Activities Each Week?**
1. Access and follow course instructions found in each blog posting.
2. Read assigned textbook chapters and other resources provided by the instructor.
3. Post to your blog related to the activities provided by the instructor for each week.
4. Build your blog throughout the duration of the course/term.
5. Login to our eCollege course to check announcements and view grades.

### COMMUNICATION AND SUPPORT

**Interaction with Instructor Statement**

I will respond to your emails and questions asked in the virtual office within 48 hours.

**IMPORTANT:** All forms of communication (i.e. virtual office, email, so forth) are to be in proper written English to ensure that all readers are able to understand the intent of the communication.
Virtual Office
An eCollege virtual office discussion forum is open for you to post questions related to the course. You should post your questions there prior to contacting the instructor. Include a subject line which clues the reader in to the nature of your question so if they have a similar question the subject line prompts the reader that someone else already asked a similar question. I will check the virtual office within 48 hours. If your question is of a personal nature, please email me directly at Charlotte.Larkin@tamuc.edu. If your question is not personal in nature and you email me, I will tell you to check the virtual office, so please do not be offended.

Announcements
Announcements will be posted in the course as needed to keep students informed of changes in schedule or to provide points of clarification for the course. Check the announcements regularly.

Student Contact
All email correspondence for this course will be sent to student myLeo email accounts.

eCollege Student Technical Support
Texas A&M University-Commerce provides students technical support in the use of eCollege. The student helpdesk may be reached by the following means 24 hours a day, seven days a week.

- **Phone:** 1-866.656.5511 (Toll Free) to speak with an eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with an eCollege Technical Support Representative.
- **Help:** Click on the Help button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post discussions, etc.)

### COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

**Attendance:** This is an online class, therefore you will need to arrange your schedule to complete coursework by the assigned due dates. You will be required to interact with your peers for some activities this semester. The quality of your contributions and participation in course activities will be considered attendance. It is strongly encouraged that you login to the course daily and check your email for messages to ensure that you do not get behind.

**Participation & Communication:** I expect you to be an active and thoughtful participant within the course blog. You are to expect the same of me. This includes completing the readings related to course topics.

**Late Work:** Late work is NOT accepted. You will have plenty of notification and time to complete course assignments. If you know you are going to be out of town and unable to access a computer, plan ahead. In that this course is fully online, you are able to engage in the course wherever you are. See the course semester outline at the end of this syllabus. If you post late, 2 points/day will be deducted.

**Scholarly Expectations:** All work submitted for credit must be original works created by the scholar uniquely for this course. It is considered inappropriate and unethical, particularly at the
graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate critical and creative thinking skills and be of significantly higher quality than work produced at the undergraduate level. To achieve this expectation, all students are responsible for giving and getting peer feedback of their work prior to submitting it for a grade. Students are also expected to resolve technical issues, be active problem solvers, and embrace challenges as positive learning opportunities.

**Assignment Policy:** Assignment due dates are noted in the course outline posted in the syllabus. All assignments are to be submitted by the due date assigned to receive full credit.

**Drop a Course**
If it becomes necessary for you to drop this course, you may do so by logging into your myLeo account and clicking on the hyperlink labeled “drop a class” from among the choices found under the myLeo section of the web page.

**University Specific Procedures:**
**ADA Statement** - The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

**Student Conduct**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

<table>
<thead>
<tr>
<th>COURSE OUTLINE / CALENDAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week Dates</strong></td>
</tr>
<tr>
<td><strong>Week 1: June 8-14</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Week 2: June 15-21</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
| Week 3:  
June 22-28 | Section 4: Human Performance Technology | Peer Feedback on Section 3 post by 6/24  
Section 4 Blog Post by Sun, 6/28 |
| Week 4:  
June 28-July 5 | Section 5: Trends and Issues in Various Settings | Peer Feedback on Section 4 post by 7/1  
Section 5 Blog Post by Sun, 7/5 |
| Week 5:  
July 6-9 | Section 7: New Direction in Instructional Design and Technology | Peer Feedback on Section 5 post by 6/7  
Section 7 Blog Post by 7/9 |
Appendix A

Educational Technology ePortfolio: Guidelines and Expectations

Welcome to the master’s program in Educational Technology at Texas A&M University Commerce. Throughout your coursework in the program, you’ll produce a variety of artifacts that provide evidence of your learning (projects, products, papers, proposals, etc). You will use these artifacts to build an electronic portfolio that showcases your knowledge and skills: what you know, what you are able to do, and what you think or believe about educational technology. This eportfolio is the “comprehensive exam” for all ETEC majors, both Ed Tech Leadership and Ed Tech Library Science. Thus, you should demonstrate your proficiency in the program learning outcomes.

ETEC Program Learning Outcomes

Although each course in the program has student learning outcomes specific to the course, those outcomes align with the broader, overarching learning outcomes for the program. The program student learning outcomes describe our expectations of what program graduates will be able to think, know, and do when they complete the program. These expectations are listed below.

Learners will be able to

- Develop a **philosophy** of educational technology that shapes their vision reflected in a variety of areas from the role of technology in current and future personal and professional settings.
- Utilize best research practices in order to **make informed decisions** regarding the effectiveness/impact of technology integration.
- Demonstrate effective **communication**, media, information, and technological literacy skills applicable within current and future personal and professional settings.
- Effectively design, develop and integrate a variety of **technological applications** that are appropriate within current and future personal and professional settings
- *(for ETEC Library Science majors only)* Evaluate school library programs using the Texas guidelines, goals, and principles for Learner-Centered Standards

As you complete a course in the program, whether it is an ETEC course or an elective in another area that you are taking for credit toward the ETEC masters, you should select artifacts that you created in the course and reflect on which of the outcomes those artifacts demonstrate.