ETEC 593: Strategic Planning for Technology Integration
COURSE SYLLABUS – Fall 2020

Instructor: Mary Jo Dondlinger, PhD
Office Location: Main Campus—Education North, 111
Office Hours: Virtual Daily; On Campus Tuesdays 9am-12pm and 1:00pm-3:00pm; and by appointment
Office Phone: 903-886-5621
Office Fax: 903-886-5507
University Email Address: MaryJo.Dondlinger@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:
A textbook is not required for this course. We will explore relevant research readings provided by the instructor throughout the semester. In addition, students will conduct research related to areas of focus in this course.

Course Description: This course examines the process for developing and implementing a strategic plan for technology integration in educational settings. Emphasis is placed on developing a mission, vision, and priority goals for technology integration that align with school/institution strategic plan, as well as state technology and readiness standards.

Student Learning Outcomes:
1. The learner will define technology integration, as well as compare and contrast levels of integration.
2. The learner will analyze state technology and readiness standards as detailed in the Texas Campus STaR Chart.
3. The learner will develop a mission, vision, priority goals, and actionable plans for technology integration for a selected school/institution.
4. The learner will evaluate the strategic plans created by peers and provide constructive feedback for enhancing the technology plan.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments
All students must be active participants in all aspects of class activities and within the virtual course environment. All interaction must be conducted in a professional and respectful manner and model best practices of netiquette. Course grade is based on participation in a variety of activities, including threaded discussions and applied projects. In order to interact and participate in ongoing and evolving dialogue, post and respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must login regularly and
be active participants in the class. Regardless of current assignments or activities, every student should login to the course a minimum of four (4) separate days each academic week.

**Reading Discussions – 25%:** Engaging in dialogue with other students to discover critical issues and questions related to the course topics is a central component of this course. Discussions typically cover content included in the assigned readings, but may also involve finding, posting, and discussing other resources. A typical Reading Discussion requires 4-6 posts: one initial response to the discussion prompt, followed by 3-5 responses to other students’ posts and replies. Prompts will be available well in advance of the deadline. Please post early so that others may reply. I offer a blanket, 24-hour grace period on all discussion deadlines in case of technical difficulties or unforeseen circumstances. This grace period means that posts made 24 hours after a deadline won’t be counted late. However, if you habitually wait until the grace period to make your posts, you will risk missing a post due to technical difficulties. **Be advised:** There’s no grace on the grace period.

**Base Group Participation – 10%:** Students will be assigned to base groups during the first week of the semester and will participate in activities with this group throughout the term. The function of base groups is to provide support and feedback to members of the group throughout the term, particularly on components of the technology strategic plan. (predominantly **Data/Document Analyses**). The grade for Base Group participation will be based on timeliness, frequency, and quality of interactions within the base group.

**Data/Document Analyses – 25%:** In addition to weekly discussions, student will select a school or district and complete analyses of existing strategic planning documents, school performance data, and technology readiness assessments. These analyses will provide the basis for the Technology Strategic Plan project. Document/data analyses assignments will be due weekly for the first 5 weeks of the course. Although students must post their analyses to get credit for Base Group Participation each week, the analyses themselves might not be scored every week. Analyses submitted to the base group forum could be evaluated by the following means:

- Instructor may select and evaluate one student’s work. All members of the group receive the grade earned by that piece of work.
- Instructor evaluates all students’ work and averages the scores of all members of the group. Each member receives the average of all members’ contributions.

The goal of base groups is to ensure that all members of the group produce high quality work. Students should make sure they are providing strong feedback to each other on the analyses that are submitted.

**Technology Strategic Plan – 25%:** Each student will develop a technology strategic plan that aligns with a school or district strategic plan. The technology strategic plan will include a mission or vision for technology integration, priority goals/objectives, strategic actions to accomplish those goals, and measures of performance.

**Strategic Planning Eportfolio – 15%:** Student will prepare an eportfolio of all documents, data, and analyses used in the development of the strategic plan. The eportfolio should also include the completed technology strategic plan. Students may use whatever software or platform they wish to complete the eportfolio. The only stipulation is that it must be web-based or accessible with web-browser and internet connection. In other
words, students must be able to submit the eportfolio (and all of its contents) by posting or sending a link/URL. Students may not submit the eportfolio on a CD, flash drive, or “physical” media storage device.

**Timely submission of assignments**: Assignments MUST be completed and submitted by the designated due dates, in the designated location. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, late assignment submissions may be rejected at the instructor’s discretion. Assignments involving peer participation or review, such as threaded discussions, **cannot be made up** after the participation period has ended and the rest of the class has moved on.

### Grading

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reading Discussions</td>
<td>25%</td>
</tr>
<tr>
<td>Base Group Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Document/Data Analyses</td>
<td>15%</td>
</tr>
<tr>
<td>Technology Strategic Plan</td>
<td>25%</td>
</tr>
<tr>
<td>Strategic Planning Eportfolio</td>
<td>15%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Full credit</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Full credit</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Full credit</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Full credit</td>
</tr>
<tr>
<td>F</td>
<td>59% or less</td>
<td>Full credit</td>
</tr>
</tbody>
</table>

Grade of "X" (Incomplete) - In accordance with the Academic Procedures stated in the TAMU-C Catalog, “students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades.” The mark of "X" will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation.

### 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 programs 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 **this class**, the required artifacts are
Technology Strategic Plan

Select 2-3 artifacts from the following: Data/Document Analyses and Discussions

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@tamu-commerce.edu for more information about the program’s portfolio requirement.

TECHNOLOGY REQUIREMENTS

Browser support
D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products. Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:
- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Tablet and Mobile Support

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android™</td>
<td>Android 4.4+</td>
<td>Chrome</td>
<td>Latest</td>
</tr>
<tr>
<td>Device</td>
<td>Operating System</td>
<td>Browser</td>
<td>Supported Browser Version(s)</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apple</td>
<td>iOS®</td>
<td>Safari, Chrome</td>
<td>The current major version of iOS (the latest minor or <strong>point</strong> release of that major version) and the previous major version of iOS (the latest minor or <strong>point</strong> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.</td>
</tr>
<tr>
<td>Windows</td>
<td>Windows 10</td>
<td>Edge, Chrome, Firefox</td>
<td>Latest of all browsers, and Firefox ESR.</td>
</tr>
</tbody>
</table>

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Flash Player (version 17 or later) [https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - Adobe Shockwave Player [https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
• Apple Quick Time  http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support: Need Help?

Student Support
If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “click here” to submit an issue via email.

System Maintenance
Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with the Instructor
The instructor is available via a variety of avenues. If you have a general question about the syllabus, class content, or anything that you would typically ask aloud in a traditional classroom environment, please do so in the Q&A Forum so that others might benefit from and participate in the exchange. If it’s not something of general interest to others in the course, or involves personal concerns (i.e. grades, progress, etc.), send me via private e-mail. I check my TAMUC email daily during the week; emails sent via D2L go to this address. If you have a pressing
concern on the weekend, please send it to my gmail address. You may also call or text me. If you’d like to meet for a face-to-face visit, just let me know and we’ll set-up a time to meet at my office in Commerce or somewhere in the DFW area.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. http://www.tamuc.edu/admissions/registrar/generallInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities
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
Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Course Specific Procedures

Scholarly Expectations
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. Additionally, educational technology professionals must be able to work cooperatively and collaboratively with others—skills which students are expected to practice in this course. Students are expected to ask for help when they need it and offer help when they notice someone in need.

Timeliness
Because a 7-week term goes by quickly, assignments must be submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Many assignments involve peer review, which involves posting the assignment prior to or by the submission date. 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. Also plan ahead if there is a chance you might lose power, Internet access, or your available technology.

Time Commitment
In a graduate level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class that lasts 15 weeks. This applies to online and web-enhanced courses just as it does to a traditional course. The activities in this course are based on a 7-week instruction schedule, which cuts the number of weeks in half, thereby doubling the weekly time expectation. An understanding of this expectation can help serve as a gauge for you of how much time you will need to allow for and devote to each course.

<table>
<thead>
<tr>
<th>COURSE OUTLINE / CALENDAR</th>
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<tbody>
<tr>
<td>Because this course runs on a compressed, 7-week schedule, we’ll be completing the full-semester equivalent of 2-weeks of work each week. Please note that the week runs from Monday through Sunday, except for the last week of class, which ends on Friday, December 13. If you typically have more time for your class work on the weekend, look ahead and try to accomplish some of the work coming up in the first half of the week rather than falling behind by completing it the following weekend.</td>
</tr>
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<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 8/24-8/30</td>
<td>Introductions</td>
<td>Post by Tues.</td>
</tr>
<tr>
<td></td>
<td>Reading Discussion 1</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Data/Doc Analysis 1</td>
<td>Post analysis by Fri; provide feedback to group members by Sun.</td>
</tr>
<tr>
<td>2 8/31-9/6</td>
<td>Reading Discussion 2</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Data/Doc Analysis 2</td>
<td>Post analysis by Fri. Provide feedback to group members by Sun. Modify and repost by Mon.</td>
</tr>
<tr>
<td>3 9/7-9/13</td>
<td>Reading Discussion 3</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Data/Doc Analysis 3</td>
<td>Post analysis by Fri. Provide feedback to group members by Sun. Modify and repost by Mon.</td>
</tr>
<tr>
<td>4 9/14-9/20</td>
<td>Reading Discussion 4</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Data/Doc Analysis 4</td>
<td>Post analysis by Fri. Provide feedback to group members by Sun. Modify and repost by Mon.</td>
</tr>
<tr>
<td>5 9/21-9/27</td>
<td>Reading Discussion 5</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Data/Doc Analysis 5</td>
<td>Post analysis by Fri. Provide feedback to group members by Sun. Modify and repost by Mon.</td>
</tr>
<tr>
<td>6 9/28-10/4</td>
<td>Reading Discussion 6</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Sat.</td>
</tr>
<tr>
<td></td>
<td>Technology Strategic Plan Project</td>
<td>Post link to your project eportfolio to your Base Group Forum by Sun.</td>
</tr>
<tr>
<td>7 10/6-10/9</td>
<td>Reading Discussion 7</td>
<td>Initial post by Wed; replies to 3-5 classmates’ posts by Fri.</td>
</tr>
<tr>
<td></td>
<td>Peer Review of Tech Strat Plan Projects</td>
<td>Provide feedback to group members by Wed. Modify and update Tech Strat Plan Projects by Fri.</td>
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