



EDU214 Preparing Teachers To Use Technology – Spring 2010 Syllabus

(This syllabus is a work in progress. The instructor reserves the right to change it at any time!)

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Credits: 3 semester hours	Spring Term 2010 – Blackboard CE8/On Line	Start date: 10AM 03/29/2010 End date: 10AM 05/17/2010

You are encouraged to complete the Rio Hondo Virtual College – Blackboard Orientation online [tutorial](#) or the Cerro Coso Community College online [assessment quizzes](#) to assess your computer skills and suitability to Blackboard CE8 online distance learning before registering for this course. You are strongly encouraged to review the WNC [WebCampus Tutorials](#) to learn about Blackboard CE8 Mail, Discussion, and Quiz course tools before the course start date. These tools are used in this course.

Prerequisites EDU204 or consent of the professor, and you must have course linkage skills; such as:

1. appropriate technology skills, including computer skills, beyond the basic level;
2. appropriate college level skills in reading, writing, and oral communication;
3. problem solving skills;
4. critical thinking skills;
5. creative thinking skills;
6. academic discipline to work independently with little guidance and/or direction.

You must ensure that your computer is compatible with the Blackboard CE8 online learning system by reviewing, and if necessary, following, the steps annotated in the WNC [preparing your computer for WebCampus](#) link. It is your responsibility to verify that your internet browser is compatible with the Blackboard CE8 online learning system by doing a [browser check](#), and if necessary, configure your browser to be compatible, or if need be, install a compatible browser.

WNC Fallon Campus	Office: Virgil Getto Bldg. Room 318	Office Hours: By Appointment
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Transferability within the Nevada System of Higher Education (NSHE). EDU214 is a required course for a teaching degree from the University of Nevada, Reno. It may transfer to colleges and universities outside Nevada. For information about how this course can transfer and apply to your program of study, please contact a WNC counselor.

Course Description per the WNC catalog. Identifies and illustrates technology applications in education. Students learn practical skills in using various software packages that have universal applications as well as specific classroom teaching applications. The main goal of this course is for education students to acquire skills and knowledge needed to successfully fulfill the digital portfolio requirements set forth by the College of Education, University of Nevada, Reno, during their professional internship semester.

Course Objectives. Acquire the skills to build a Pre-Service Teacher digital portfolio by way of a variety of software and technology. The digital portfolio will consist of two parts— a shell constructed with W3C (World Wide Web Consortium) HTML protocols and hyperlinked educational artifacts. The shell is a web page. Another name for a digital portfolio is an electronic portfolio. Because the digital portfolio you will build, for this course, uses HTML for universal readability, and uses digital educational artifacts, the portfolio will be known as an “HTML E-Portfolio”.

Textbook. *Developing a Professional Teaching Portfolio – A Guide for Success, Third Edition* by Patricia M. Costantino and Marie N. DeLorenzo. This textbook is available at the WNC Bookstores and via the [WNC Bookstore link](#).

Course Outline. Each week starts on a Monday at 10AM and ends the following Monday at 10AM. If you miss the due date for an assignment you receive a zero for that applicable assignment— textbook quiz, educational artifact, HTML quiz, HTML E-Portfolio. No make-ups. No extra credit.

EDU214 Week by Week Schedule								
Assignment	WK01	WK02	WK03	WK04	WK05	WK06	WK07	WK08
From 10AM Monday To 10AM Monday	03/29/10 04/05/10	04/05/10 04/12/10	04/12/10 04/19/10	04/19/10 04/26/10	04/26/10 05/03/10	05/03/10 05/10/10	05/10/10 05/17/10	05/17/10 05/21/10
Read Textbook Chapters	01 – 03	04 – 06						*****
Textbook Quiz	#1	#2						
Educational Artifact	#1	#2	#3	#4	#5	#6		
HTML Quiz			#1	#2				
HTML E-Portfolio							<input checked="" type="checkbox"/>	
Due NLT 10AM on	04/05/10	04/12/10	04/19/10	04/26/10	05/03/10	05/10/10	05/17/10	

*****Course ends 05/17/10, Monday, 10AM, the beginning of WNC Week 16 – Finals Week.

Assessment Values - Points				
Assessments	Percent of Grade	Number	Points	Total
Textbook Quiz	10%	2	10 points per quiz	020
Educational Artifact	30%	6	10 points per educational artifact	060
HTML Quiz	10%	2	10 points per quiz	020
HTML E-Portfolio	50%	1	100 points	100
			Total	200

Grading Points to Letter Grade		
	A (93%) = 186 or more	A- (90%) = 185 – 180
B+ (87%) = 179 – 174	B (83%) = 173 – 166	B- (80%) = 165 – 160
C+ (77%) = 159 – 154	C (73%) = 153 – 146	C- (70%) = 145 – 140
D+ (67%) = 139 – 134	D (63%) = 133 – 126	D- (60%) = 125 – 120
	F = 119 and below	
<i>F for academic dishonesty.</i> Review the WNC Policy on Academic Integrity for what is “ academic dishonesty ”.		
<i>W Official Withdrawal Required</i>		

Textbook Quiz. For weeks one and two you have a quiz based upon the textbook readings. You may take each quiz twice. However, you must wait 24 hours between attempts. The 24 hour wait between taking a weekly quiz over is to allow you time to restudy the course material. Questions on a second quiz attempt will be a different set of questions than those that were on a first quiz attempt. I will take the highest quiz score for grade.

Educational Artifact. There are six Educational Artifact projects. Each project requires you to demonstrate critical thinking skills, creative thinking skills, and technology skills. The projects will be incorporated into your HTML E-Portfolio. The selection of a particular computer software program to use to build the projects, in this course, will always be your choice. However, the copy you send me for grade, and for inclusion into your HTML E-Portfolio, must always be in Adobe’s “pdf” file format.

File Format Conversion. To convert a Microsoft Office 2007 file to an Adobe PDF file you must have the free [2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS](#) installed on your computer. For pre-Microsoft Office 2007 files and other file formats you could install and use the free “[Open Office](#)” suite by Sun Microsystems for file conversions to

Adobe PDF. The “[Open Office](#)” suite by Sun Microsystems has both PC and MAC versions. The WNC Libraries, Academic Skills Centers, and Regional Centers also have resources available that may help you.

A special note for MAC users, the *iWork – Pages’09* Apple word processing program can convert an Apple document to an Adobe PDF file format via its export document function.

HTML E-Portfolio. The HTML E-Portfolio is a digital educational portfolio that consists of two parts; a shell constructed with W3C (World Wide Web Consortium) HTML protocols and your educational artifacts hyperlinked within the shell. The shell is a web page. You do not post your portfolio onto the “internet – web”. Instead, you forward it to me online via the Blackboard CE8 EDU214 Course Tools – Assignments medium for grade.

To receive a grade you must build the “shell/web page” using either a text editor or an HTML text editor. For PC users, the [CSE HTML Vadicator Lite](#) is a free HTML text editor that you could use to build your “shell/web page”. A set of step by step instructions on how to build a “shell/web page” are annotated by way of the [CSE HTML Vadicator Lite](#) program in this course. For MAC users, the [TextWrangler](#) is a free MAC text editor that you could use to build your “shell/web page”. A set of step by step instructions on how to build a “shell/web page” are annotated by way of the [TextWrangler](#) program in this course. The choice of a particular HTML text editor or a particular text editor is always yours to make.

In this course, you may not use a WYSIWYG—“what you see is what you get” editor; such as, NVU or GoLive, or FrontPage. In this course, you may not use the Microsoft’s Office ‘Save As - HTML’ function to convert a document to HTML or the Sun Microsystems’s Open Office ‘Save As - HTML’ function to convert a document to HTML. If you chose to do so, you will receive a zero for your portfolio because while these programs can build a web page, they do not teach you W3C HTML, some of the code they use has proprietary protocols, and some of their proprietary code is not accepted as universal W3C HTML.

Six (recommended) HTML study plans, for student use, are included in the course. Their purpose is to assist students who have no HTML skills to very limited HTML skills on how to design and build a simple HTML web page that meet the course requirements. By completing one study plan per week, starting with course week one, students should be able to design, build, and complete their HTML E-Portfolio before the course due date. You complete this recommended HTML study plan on your own. It is not graded. You may choose to follow it or you may develop your own HTML study plan. However, like any language, you must study and practice HTML to become proficient; otherwise, for those students who have no HTML skills to very limited HTML skills waiting until the last week to build your HTML E-Portfolio could prove to be very, very difficult to impossible. You master technology by studying to understand the concepts, and then, by doing. To become that master you must do both in manageable chunks and on a regular schedule time basis!

To summarize; the student is responsible, if required, to learn, through self-study and practice, a sufficient understanding of HTML to complete his/her portfolio. Here is a list of resources that may meet this requirement:

- ✓ For PC users the free HTML text editor [CSE HTML Vadicator Lite](#) to build the “shell – web page”.
- ✓ For MAC users the free text editor, [TextWrangler](#), to build the “shell – web page” .
- ✓ An online interactive HTML tutorial by [Simple HTML Web Page Design](#) to learn HTML.
- ✓ A web page authoring tutorial by [Jo Anne Howell](#) to learn HTML.
- ✓ The book “*Learning Web Design: A Beginner's Guide to (X)HTML, StyleSheets, and Web Graphics [ILLUSTRATED]*” by Jennifer Niederst Robbins (Author), and Aaron Gustafson (Technical Editor)
- ✓ The book “*Sams Teach Yourself HTML in 10 Minutes, Fourth Edition*” by Deidre Hayes.
- ✓ Schedule appointments with the WNC Fallon Blackboard CE8 Technical Assistant for specific HTML hands-on training.

To receive a grade, for your HTML E-Portfolio, you must: use the Blackboard CE8 EDU214 Course Tools – Assessment medium to send me your portfolio; your portfolio must be sent as a compressed - zipped file; you must post your completed portfolio NLT 10AM, Monday, May 17, 2010, and your portfolio must be fully functional.

HTML Quiz. For weeks three and four you have a quiz based upon the concepts annotated in the HTML Study Plan, weeks 1 - 4. HTML Quiz 1 will cover HTML Study Plan weeks 1 and 2. HTML Quiz 2 will cover HTML Study Plan weeks 3 and 4. To successfully pass these two quizzes you must go to the web sites specified in those weekly study plans to read, study, and review the HTML concepts being used to build a simple HTML E-portfolio. You may take each quiz twice. However, you must wait 24 hours between attempts. The 24 hour wait between taking a HTML quiz over is to allow you time to restudy the course material. Questions on a second HTML quiz attempt will be a different set of questions than those that were on a first HTML quiz attempt. I will take the highest quiz score for grade.

Course Guidance. This course requires you to use a variety of skills, in particular computer technology, to design and build educational artifacts and an HTML E-Portfolio. This course is not designed to teach the nuts and bolts of any technology. The WNC Academic Skills Centers, the WNC Computer Labs, the WNC Libraries, on line tutorials, self-help books, friends, colleagues, fellow enrolled students, and “plain old burning the midnight oil by trial and error” are all options that you should consider if you need to bring your skills up to speed. The best way to acquire and master a technology skill is by doing. *Therefore, it is your responsibility, if required, to schedule your time at an applicable venue to learn and master any technology you need, in sufficient time, to successfully complete the educational artifacts and/or the HTML E-Portfolio.* If you are having problems seek help early, quickly, before due dates arrive!

Email Protocols. *I will not accept nor acknowledge any assignments by way of my WNC email address, blacks@wnc.edu!* When this course is online, I will try and respond to an email within 24 to 36 hours provided you:

- ✓ use the Blackboard CE8 EDU214 Course Tools - Mail medium within the course to contact me (I will respond through this medium to you too);
- ✓ use my WNC email address, blacks@wnc.edu, only if for some reason(s) you no longer have access to the course (I will neither acknowledge nor respond to any inquiry sent to my WNC email address while you have access to the course);
- ✓ have consulted the syllabus for guidance;
- ✓ have reviewed the material within the applicable Blackboard CE8 EDU214 folder;
- ✓ have posted an inquiry via the Blackboard CE8 EDU214 “Student to Student” discussion folder to ask for help and have not received clarification to your question(s).

The “Student to Student” discussion folder is located within the Course Tools – Discussions on the Blackboard CE8 EDU214 homepage. It is where students can ask each other for help and/or clarification, about the course, assignments, etc. I will not answer nor respond to your questions in the “Student to Student”. This is a forum for students to help each other.

Technical Assistance. For technical assistance with Blackboard CE8 and/or technical assistance with this course contact our WNC Fallon campus Blackboard CE8 Technical Assistant, Bob Josephs, at josephsr@wnc.edu. Bob Josephs is also available to provide hands on training should you need help with completing the educational artifacts and/or any portion of the HTML E-Portfolio. He is located in Pinion Hall, Faculty Room 7. His telephone number is (775) 423-7565 extension 2269. His work hours are Monday – Wednesday from 9AM to 2PM, and Thursday 3PM to 8PM.

Disability Support Services. If you have a disability for which you will need to request an accommodation, please contact the WNC Disability Support Services office (WNC Carson City Bristlecone building, Room 103) at 445-3266 or 445-3275 as soon as possible to arrange for the appropriate accommodation.