



ITEC 4/57430  
**Computer Applications in Education**

College of Education, Health, & Human Services

Session	Summer, 2011
Credit Hours	3
Instructor	Betzi Bateman, MLIS
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Office Hours	Office hours will be held asynchronously which is how most students prefer to communicate. I will be checking in with the course often, but will not be able to respond immediately. If you would like to meet in real-time, either online or in-person, please contact me via email or by phone to set up an appointment. Please refer to the Course Communication file found in the Course Information folder linked from the course homepage for more information on how to handle course communication and when to expect feedback from me.
Format	Web-based course; no mandatory in-person meetings; no mandatory real-time online meetings. Course delivered via Blackboard Vista.
Required Course Materials	There is <b>no</b> required textbook for this course.  The following materials are required for this course: <ul style="list-style-type: none"> <li>▪ KSU email/Flashline account</li> <li>▪ Microsoft Office 2000 or higher (Windows). Available to all KSU students through the <a href="#">software center</a>.</li> </ul>
Course Description	This course is designed to help you become familiar with various computer applications in educational settings. We'll have lively discussions about current issues, such as the use of cell phones in schools and the pros and cons of presentation software. The assignments are structured so that you have some choice in what you complete. It is expected that you have some experience with computers and come to the course with questions, inquiries, and interests related to the educational application of computers.

<b>Course Objectives</b>	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>▪ Demonstrate knowledge about the use of web-based tools and software for instructional purposes</li> <li>▪ Define terminology related to computer hardware and networking</li> <li>▪ Identify the relationships between computer applications and other technology tools to specific content areas</li> <li>▪ Increase awareness and knowledge of online resources and tools</li> <li>▪ Identify cultural and societal implications of using computers in classroom settings</li> <li>▪ Investigate ways that computer applications can be used effectively in learning environments</li> <li>▪ Create effective instructional materials</li> </ul>
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<b>Course Requirements</b>	<p>Students have some choice in the assignments they complete. Some assignments are required of all students.</p> <table border="1" data-bbox="516 842 1427 1862"> <thead> <tr> <th colspan="3" style="background-color: #d3d3d3;">Semester Point Structure</th> </tr> <tr> <th>Assignment</th> <th>Points</th> <th>% of Grade</th> </tr> </thead> <tbody> <tr> <td>Class Discussion (2 X 10pts each)</td> <td>20</td> <td>11</td> </tr> <tr> <td>Project 1: Administrative Tasks</td> <td>5</td> <td>3</td> </tr> <tr> <td>Project 2: Keeping Up With Change</td> <td>20</td> <td>11</td> </tr> <tr> <td>Project 3: Networking Terms</td> <td>10</td> <td>5</td> </tr> <tr> <td>Project 4: You Choose! Choose from two of the following options (each worth 20pts): <ul style="list-style-type: none"> <li>• Scaffolded Reading</li> <li>• Educational software review and flyer</li> <li>• Image-only presentation</li> <li>• Database Exploration</li> <li>• Professional Portfolio</li> <li>• Concept Mapping</li> <li>• Google Trek</li> </ul> </td> <td>40</td> <td>22</td> </tr> <tr> <td>Peer Review</td> <td>10</td> <td>5</td> </tr> <tr> <td>Group Project: Build a Technology Day or Technology Integration Matrix</td> <td>60</td> <td>33</td> </tr> <tr> <td>Group Project Agreement</td> <td>10</td> <td>5</td> </tr> <tr> <td>Individual Contribution to Group Project</td> <td>10</td> <td>5</td> </tr> <tr> <td><b>Total</b></td> <td><b>185</b></td> <td><b>100%</b></td> </tr> </tbody> </table>	Semester Point Structure			Assignment	Points	% of Grade	Class Discussion (2 X 10pts each)	20	11	Project 1: Administrative Tasks	5	3	Project 2: Keeping Up With Change	20	11	Project 3: Networking Terms	10	5	Project 4: You Choose! Choose from two of the following options (each worth 20pts): <ul style="list-style-type: none"> <li>• Scaffolded Reading</li> <li>• Educational software review and flyer</li> <li>• Image-only presentation</li> <li>• Database Exploration</li> <li>• Professional Portfolio</li> <li>• Concept Mapping</li> <li>• Google Trek</li> </ul>	40	22	Peer Review	10	5	Group Project: Build a Technology Day or Technology Integration Matrix	60	33	Group Project Agreement	10	5	Individual Contribution to Group Project	10	5	<b>Total</b>	<b>185</b>	<b>100%</b>
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Grading policies	Point breakdown for letter grades:		
	Grade	Percentage	Point Distribution
	A	94-100%	94-100
	A-	90-93%	90-93
	B+	86-89%	86-89
	B	83-85%	83-85
	B-	80-82%	80-82
	C+	76-79%	76-79
	C	73-75%	73-75
	C-	70-72%	70-72
	D+	66-69%	66-69
	D	63-65%	63-65
	F	0-62%	Less than 63
	<p>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.</p> <p>"B" grades are awarded to students who show a good level of performance.</p> <p>"C" grades and lower denotes fair or average performance.</p> <p><b>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.</b></p> <p>All students are responsible for monitoring their own progress in the course and ensuring that all assignments have been completed properly.</p> <p>If an assignment is to be viewed through a web browser, all students are responsible for ensuring that their work is 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.</p> <p>No changes in 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 completed</p>		

	and turned in on time.
<b>Regarding Students with Disabilities</b>	(Revised 6/01/07) University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <a href="http://www.registrars.kent.edu/disability">www.registrars.kent.edu/disability</a> for more information on registration procedures).
<b>Course registration</b>	It is the policy of Kent State University that students are not permitted to attend classes for which they are not officially enrolled. It is the student's responsibility to ensure proper enrollment in classes. You are advised to review your official class schedule during the first two weeks of the semester to ensure proper enrollment. Should you find an error in your class schedule, you have until Friday of the second week of classes to correct it. If registration errors are not corrected by that date and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.
<b>Computer Labs</b>	Although having your own computer is a plus, it is not necessary for successful completion of this course. There are a number of computer labs on campus that have the proper software used in this course. If you do not have the software that we use for this class, and you are unable to purchase it, I suggest you use a computer lab. The recommended computer labs are: <ul style="list-style-type: none"> <li>• White Hall: Rooms 221 (help center for students), 205, and 211 <i>NOTE: Be sure to check the schedules posted outside the labs before assuming that the lab is available.</i></li> <li>• Library (will most likely have the <b>most recent versions</b> of software so check with your instructor to be sure that you save your work in a viewable format for older versions).</li> </ul>

<p><b>Electronic communication policy for students</b></p>	<p><i>Purpose</i> Kent State University is committed to using the most advanced technology available to communicate with students and recognizes an expanding reliance on electronic communication among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages of using electronic communication. Therefore, the Electronic Communications Student Policy will provide procedures and regulations to govern the use of electronic communications between the University and the students. Electronic communications may include, but are not limited to, electronic mail, electronic bulletin boards, and information portals. Please refer to the Kent State University Responsible Use of Information Technology Policy for additional information and guidelines regarding electronic communication.</p> <p><i>Policy</i> 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.</p>
<p><b>Plagiarism</b></p>	<p>Under all circumstances you are bound by the Kent State University policies on academic dishonesty and cheating. Any materials you have used or adapted must be fully credited and the original author or location fully cited. Any verified act of plagiarism, no matter how seemingly small or inconsequential, will result in an F in the course and sanctions by the university.</p> <p>Kent State University's administrative policy regarding student cheating and plagiarism can be found at:</p> <p><a href="http://www.kent.edu/policyreq/policydetails.cfm?custome1_d atapageid_1976529=2037779">http://www.kent.edu/policyreq/policydetails.cfm?custome1_d atapageid_1976529=2037779</a></p>
<p><b>Syllabus Changes</b></p>	<p>The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) through the Announcements tool in the course management system.</p>

**Note:** This course syllabus, including objectives and activities, was adapted from one shared by Dr. Cindy Kovalik, Kent State University.