

COURSE:	IT 544 MIT – Instructional Technology and Education – 4 Credits Spring Quarter 2010 – Cohort 20	
CRN:	23372	
TIME:	5:30 p.m. – 9:30 p.m. Room: 162	
DATES:	March 31; April 7, 14, 21, 28; May 5, 12, 19, 26; June 2	
INSTRUCTOR:	John A. Koester E-mail: John.Koester@wwu.edu Web Site: http://jakoester.home.mindspring.com	Online Bookmarks: http://delicious.com/Koesterja IT 544 Blog: http://it544-koester.blogspot.com/
OFFICE:	Computer Lab when available Office Hours: 1 hour before class starts - Appointments by E-mail	
MATERIALS:	Appropriate storage media is required. A 1 GB or higher USB 2.0 "thumb", Flash Drive or JumpDrives are highly recommended.	
CONTENT:	<p>The content of this course addresses</p> <p>WAC 181-78A-540 Teacher candidates will complete a well-planned sequence of courses and/or experiences in which they acquire and apply knowledge about: Integrating technology into instruction and assessment;</p> <p>WAC 180-78A-270: Teacher candidates will acquire and apply knowledge about: Foundational knowledge: The impact of technological and societal changes on schools. Professional development: Educational technology including the use of computer and other technologies in instruction, assessment and professional productivity. Areas of Instructional Technology to be explored include:</p> <ol style="list-style-type: none"> Basic skills in the use of Instructional Technology Using Instructional Technology as a tool to empower the teacher; Integrating the computer into the study of other disciplines (e.g., use of instructional software including types and evaluation, student use of tool software, constructivist approaches to learning); Having students publish their work through Desktop Publishing, Desktop Presentations, Multimedia, and the World Wide Web; and Other Instructional Technologies (e.g., CD-ROMs, motion video, scanning, digital photography, telecommunications, and hypermedia). 	
GOAL:	The purpose of this course is to explore the area of computers in education including Learning About Computers, Learning Using Computers, Learning With Computers, Teaching Using Computers and as a personal tool for the educator. The questions "What does the computer bring to an educational setting that is not available without computers?" and "What is the role of computers in education and how does it affect both learning and management?" will be a prime focus of class discussion. It relies heavily on the development of the ability to use Instructional Technology with students, particularly within Project-Based Learning (work).	
ATTENDANCE:	The nature of this class requires regular attendance. Students missing many classes are encouraged to consider withdrawing. Absences may affect grades. In the event excessive absenteeism prevails, a grade lower than an A- should be automatically assumed.	

Unifying Theme: *Fostering Community Relationships and a Culture of Learning that Advances Knowledge, Embraces Diversity and Promotes Social Justice*

GRADING:	<ul style="list-style-type: none"> Your grade will be based on assignments, class attendance, and course projects, and readings. An A/F grading system is used for this course. A full range of grades is possible. Grades will be based on the percentages: <p align="center">A/A-: 92% B+/B/B-: 84% C+/C/C-: 76% D+/D/D-: 68%</p> All work must be turned in by the date due. If you find it necessary, I do accept late work but 10% will be deducted for every week it is late. In any case, all assignments except your Electronic Portfolio must be turned in by Thursday June 12, 2008 unless an extreme emergency occurs. In many cases, part of your grade is based on the quality of your computer use, project design, and page/screen layout. Written work must be word processed on a full-purpose computer using a word processing program. The grades of A and A- are reserved for work that is superior. All grading is based on quality not quantity. If you have questions about the grading standards, please refer to the WWU catalog. A grade of K (Incomplete) is reserved for the rarest of circumstance. Negotiations for the grade of K will not be considered prior to the 8th week. You must be in good standing in the course (passing with at least a B-), you must have a crisis that results in written proof, you must ask for a K grade, you must write and sign a contract of agreement outlining what will be accomplished, and you must provide a "non-negotiable" date of completion. 												
GRADING SCALE:	<table border="1"> <tr> <td>A = 97-100%</td> <td>A- = 92-96%</td> <td>B+ = 89-91%</td> <td>B = 86-88%</td> </tr> <tr> <td>B- = 84-85%</td> <td>C+ = 81-83%</td> <td>C = 78-80%</td> <td>C- = 76-77%</td> </tr> <tr> <td>D+ = 73-75%</td> <td>D = 70-72%</td> <td>D- = 68-69%</td> <td>F = 67% and lower</td> </tr> </table>	A = 97-100%	A- = 92-96%	B+ = 89-91%	B = 86-88%	B- = 84-85%	C+ = 81-83%	C = 78-80%	C- = 76-77%	D+ = 73-75%	D = 70-72%	D- = 68-69%	F = 67% and lower
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ACADEMIC DISHONESTY POLICY:	<p>Western Washington University students are responsible for reading, understanding, and following the policy and procedures regarding academic dishonesty as set forth in the <i>WWU Academic Dishonesty Policy and Procedure</i> (see Appendix D of the University Bulletin.)</p>												
<p>REASONABLE ACCOMMODATION POLICY: It is the policy of Western Washington University to provide reasonable accommodation to the known physical, sensory, or mental limitations of qualified individuals except where such accommodation would impose undue hardship on the institution. To request accommodation, students must contact WWU disability resources for students at 360-650-3844 or www.drs.wvu.edu.</p>													

TENTATIVE COURSE CONTENT AND SCHEDULE

<p>Week 1 – W – 3/31/2010</p> <ol style="list-style-type: none"> 1. Introduction to the Course 2. Explore Course Web Site 3. My Western Account 4. Saving to the Server (create folders) 5. Introduction to Electronic Portfolio 6. Standards Based Portfolio 7. Telecommunications <ol style="list-style-type: none"> a. Introductory Activity b. Edit Still Image c. Introduction to Resume 8. Blog 9. Bibliography for Blog 10. Work on Projects* 	<p>DUE:</p> <p>Introductory Activity – Send completed form via WWU E-mail to Instructors Western Account.</p> <p align="center">John.Koester@wwu.edu</p>
<p>Week 2 – W – 4/7/2010</p> <ol style="list-style-type: none"> 1. Delicious – Keeping track of Your Web Sites 2. Introduction to Grade Book Programs 3. Introduction to Computer Lab Project <ol style="list-style-type: none"> a. Graphics Organizer – Storyboard b. Introduction to Inspiration Software. c. Graphics – Lab Design d. Spreadsheet – for Lab Materials 4. PowerPoint – Sell the Lab 5. Work on Projects* 	<p>DUE:</p> <ol style="list-style-type: none"> 1. Resume 2. Digital Photos as Needed for PowerPoint, Brochure and Web Site Projects. 3. Sign up for Blog
<p>Week 3 – W – 4/14/2010</p> <ol style="list-style-type: none"> 1. Spreadsheet – Grade Book 2. Spreadsheet – Creating Charts 3. Searching the World Wide Web 4. Work on Projects* 	<p>DUE:</p> <ol style="list-style-type: none"> 1. Graphics Organizer - Storyboard 2. Graphics – Lab Design
<p>Week 4 – W – 4/21/2010</p> <ol style="list-style-type: none"> 1. Introduction to Web Site Design 2. Introduction to “Expression Web” ♦ <p align="center">♦ IMPORTANT ♦ Do Not Miss This Class.</p> <ol style="list-style-type: none"> 3. Work on Projects* 	<p>DUE:</p> <ol style="list-style-type: none"> 1. Spreadsheet – Grade Book 2. Spreadsheets - Charts 3. Spreadsheet – for Lab Materials 4. Spreadsheet – Lab Charts 5. Save Electronic Portfolio and Classroom Templates to one or more of the following locations. <ul style="list-style-type: none"> • Flash Drive (preferred) • WWU online storage space (use for backup)
<p>Week 5 – W – 4/28/2010</p> <ol style="list-style-type: none"> 1. Web 2.0 and its impact on teaching 2. Mail Merge Project 3. How to ZIP a folder 4. Introduction to Database 5. Multimedia PowerPoint and Kiosk presentations 6. Work on Projects* 	<p>DUE</p> <ol style="list-style-type: none"> 1. Commercial Grade Book Assignment 2. PowerPoint – Sell the Lab E-mail the Original and Save for Web as .html or .PDF Do Not Print. If you have added external items such as music and video you must place all parts of the PowerPoint into a folder and check to be sure they are linked. You Must then ZIP the folder and send it as an attachment in your E-mail.

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<p>Week 6 – W – 5/5/2010</p> <ol style="list-style-type: none"> 1. Copyright Scenarios 2. Brochure – Introduction to your classroom. 3. Introduction to Web Based Movie and Photo Story 4. Work on Projects* 	<p>DUE:</p> <ol style="list-style-type: none"> 1. Mail Merge 2. Database
<p>Week 7 – W – 5/12/2010</p> <ol style="list-style-type: none"> 1. WebQuest as an Instructional tool 2. Categories of Educations Software 3. Evaluating Educational Software 4. Work on Projects* 	<p>DUE:</p> <p>Multimedia PowerPoint</p>
<p>Week 8 – W – 5/19/2010</p> <ol style="list-style-type: none"> 1. Discuss Portfolio and Classroom Web Sites 2. Saving the Video and Photo Story Productions 3. Publishing Web Sites to Western Server 4. Work on Projects* 	<p>DUE:</p> <ol style="list-style-type: none"> 1. WWW Resources for Blogs 2. Classroom Website – use template 3. Copyright Scenarios 4. Brochure – Introduction to your classroom 5. E. Portfolio 1st Publication
<p>Week 9 – W – 5/26/2010</p> <p>Question and Answer time about required assignments. Work on Projects*</p>	<p>DUE:</p> <ol style="list-style-type: none"> 1. Bibliography – of Blog Postings 2. Software or WebQuest Evaluation 3. Web Based Movie or Photo Story 4. E. Portfolio 2nd Publication 5. Final Blog Posting
<p>Week 10 – W – 6/2/2010</p> <p>Question and Answer time about required assignments. Work on Projects*</p>	<p>DUE: All Projects DUE: Completed Portfolio DUE: Published Portfolio DUE: Standards-based Portfolio saved to CD or other permanent location.</p>

* Save All Projects to Flash Drive.

All assignments and portfolio are DUE at the end of the last class meeting
unless special arrangements have been made with the Instructor – **no exceptions** ✦

✦ Depending on the circumstances, you will earn an incomplete or a
failing grade if you cannot make this deadline.

Assignment Schedule

See Evaluation Page for Information on How to Turn In Projects

Assignment	Week Assigned	Week Due
Teaching with Computers [Computer as Aide]		
<i>I. Introductory Activities</i>		
• Telecommunications / Use form provided by Instructor	1	1
• Still Images: Digitizing and Scanning	1	1 and as needed
• Word Processor – Resume – Use Required Format	1	2
<i>II. Teacher Utilities</i>		
• Graphics Organizer: Storyboarding with Inspiration	2	3
• Data Bases – Student Records – Form and Report	5	6
• Mail Merge – Communication Home	5	6
• Grade Book - Commercial	2	5
• Spreadsheets – Grade Book	3	4
• Spreadsheets: Creating Charts	3	4
Learning About Computers [Computer as Subject]		
• Blog: Reading/Classroom Technology	1	2 – 9
• Web 2.0 Activities – Synopsis of Reading - Blog	1	2 – 9
Learning with Computers [Computer as Partner]		
<i>I. Computer Lab Package</i>		
• Graphics – Lab Design	2	3
• Spreadsheet – Itemized Purchases – use template	2	4
• Spreadsheet – Creating Charts	2	4
• PowerPoint Presentation – Sell the Lab	2	5
<i>II. Teacher Created Internet Documents</i>		
• World Wide Web Resources – publish to your Delicious account	3	8 – 10
• Classroom Website	4	8 – 10
• Electronic Portfolio	4	8 – 10
Learning from Computers [Computer as Teacher]		
<i>I. Software Evaluation</i>		
• Software or WebQuest Evaluation	7	9
• Copyright Scenarios	6	8
<i>II. Instructional Activities Creation</i>		
• Brochure – Introduction to your classroom	6	8
• Multimedia PowerPoint	5	7
• Web Based Movie or Images	6	9

<u>Handout Activity</u>	<u>Grade</u>	<u>How Handed In</u>	<u>Percentage</u>
Teaching with Computers [Computer as Aide]			12%
I. Introductory Activities:			
• Telecommunications / Use form provided by Instructor	____/10	E-mail	
• Word Processor – Resume – Use Required Format	____/20	E-mail / Published	
II. Teacher Utilities: Use various computer tools to create artifacts that would be useful for your future teaching			
• Graphic Organizer: Storyboard	____/10	E-mail / Published	
• Data Bases – Student Records – Form and Report	____/10	E-mail / Published	
• Mail Merge – Communications Home	____/10	E-mail / Published	
• Grade Book – Commercial	____/10	E-mail	
• Spreadsheets: Grade Book	____/10	E-mail / Published	
• Spreadsheets: Creating Charts	____/10	E-mail / Published	
Learning about Computers [Computer as Subject] Read articles from the area of Instructional Technology in education.			20%
• Blog: Reading/Classroom Technology	____/50	Blog Postings	
• Web 2.0 Activities – Synopsis of Reading - Blog	____/50	Save for Publishing	
Learning with Computers [Computer as Partner]			20%
Computer Lab Package: Use computer tools to design, price, report, and ‘sell’ a school computer lab. Tools include graphics, spreadsheets, charts, and desktop presentations.			
• Graphics – Lab Design	____/20	E-mail / Published	
• Spreadsheets – Itemized Purchases – use template	____/20	E-mail / Published	
• Spreadsheets – Creating Charts	____/15	E-mail / Published	
• PowerPoint Presentation – Sell the Lab – Do Not Print	____/50	E-mail / Published	
Teacher Created Internet Documents: Create web resources for classroom use and a web site that documents your work in education.			20%
• World Wide Web Resources – publish to your Delicious account	____/20	E-mail / Published	
• Classroom Website	____/50	Published	
• Electronic Portfolio	____/75	Published	
Learning from Computers [Computer as Teacher]			28%
I. Software Evaluation			
• Software or WebQuest Evaluation	____/25	E-mail / Published	
• Copyright Scenarios	____/10	E-mail	
II. Instructional Activities Creation			
• Desktop Publishing - Brochure	____/50	E-mail / Published	
• Multimedia PowerPoint Project – Do Not Print	____/35	E-mail / Published	
• Web Based Movie or Photo Story	____/35	E-mail / Published	