



**EDU214 Preparing Teachers To Use Technology**  
**Fall 2011 Syllabus**  
**Eight Week - Online - 3 Credit Course**

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Start date: 8:00AM Monday 10/24/2011		End date: 11:55PM Sunday 12/11/2011
<p>This is fast-pace, intensive, eight-week, online course. This course uses the Moodle 2.0 Learning Management System (LMS). You are strongly encouraged to visit the <a href="#">WNC Moodle Student Resources</a> site to understand the mechanics of the Moodle LMS prior to the course start date. You are strongly encouraged to visit the <a href="#">WNC Online</a> site to learn how to access this course prior to the course start date.</p> <p>Prerequisites are completion of EDU204, or consent of professor, and have the following course linkage skills:</p> <ul style="list-style-type: none"> <li>✓ Information technology literacy, which includes computer skills, beyond a basic level;</li> <li>✓ College skills in reading, writing, and oral communication;</li> <li>✓ Critical thinking skills;</li> <li>✓ Academic discipline to work independently with little guidance and/or direction.</li> </ul>		
WNC Fallon Campus	Office: Virgil Getto Bldg, Room 318	Office Hours: By Appointment

**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 other Nevada colleges and universities or 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 electronic portfolio requirements set forth by the University of Nevada Reno, College of Education during their professional internship semester.

**Course Objectives.** Acquire the applied information technology skills to build a digital Teacher's Portfolio by way of a variety of software and technology. The digital portfolio will consist of two parts:

1. A shell, which will be a functioning web page, constructed with W3C (World Wide Web Consortium) HTML protocols;
2. Six hyperlinked INTASC educational artifacts, formatted as Adobe PDF documents, within the shell.

**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](#).

**Other Material.** Access to a scanner. The WNC Libraries have scanners for WNC student use.

**Software for PC Users.** Two requirements. They are:

1. An office productivity suite that has an Adobe PDF conversion capability. If your productivity software is other than Microsoft Office 2007/2010 and does not have an Adobe PDF conversion capability you could download/install and use the free [Open Office](#) suite, by Oracle, PC version, which has an Adobe PDF conversion capability.
2. A HTML Text Editor such as the free [CSE HTML Validator Lite](#) to build HTML code.

**Software for MAC Users.** Two requirements. They are:

1. An office productivity suite that has an Adobe PDF conversion capability. If your productivity software is other than Apple *iWork 09* and does not have an Adobe PDF conversion capability you could download/install and use the free [Open Office](#) suite, by Oracle, MAC version, which has an Adobe PDF conversion capability.
2. A text editor for building HTML code such as the free MAC [TextWrangler](#).

**Course Outline.** Each week starts on a Monday at 8:00AM and ends 11:55PM the following Sunday. The tables below list assignments schedule with due dates and the graded assignment values. A missed graded assignment due date results in zero points for that assignment. **There are no make-ups. There is no extra credit.**

EDU214 Week by Week Assignments Schedule Table								
Assignment	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8
From 8:00AM Monday	10/24/11	10/31/11	11/07/11	11/14/11	11/21/11	11/28/11	12/05/11	12/12/11
To 11:55PM Sunday	10/30/11	11/06/11	11/13/11	11/20/11	11/27/11	12/04/11	12/11/11	12/18/11
Textbook Chapters	1 - 3	4 - 6						
Textbook Quiz	#1	#2						
Educational Artifact	#1	#2	#3	#4	#5	#6		
HTML Quiz			#1	#2				
HTML E-Portfolio							XXXX	
Due NLT 11:55PM	10/30/11	11/06/11	11/13/11	11/20/11	11/27/11	12/04/11	12/11/11	

Graded Assignment Point Values				
Assignment	Number	Points	Total	Percent
Textbook Quiz	2	10 points per quiz @ 2 quizzes	20	10%
Educational Artifact	6	10 points per educational artifact @ 6 educational artifacts	60	30%
HTML Quiz	2	10 points per quiz @ 2 quizzes	20	10%
HTML E-Portfolio	1	100 points	100	50%
		Total	200	100%

Points to Grade		
	A (93%) = 200 – 186	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. F for <a href="#">academic dishonesty</a> as described in the WNC Policy Manual about academic integrity.		
W = Official Withdrawal [Must be initiated by student. Professor may initiate on last day of course for failing student]		

**Teacher Portfolio.** In this course, the Teacher Portfolio will be known as an HTML E-Portfolio. To receive a grade for your portfolio you must: use the EDU214 Assignments venue to send me your portfolio; your portfolio must be sent as a compressed/zipped file; and your portfolio must be fully functional. For this course you do not post your portfolio onto the Internet. Portfolio requirements and specific instructions are located on the EDU214 homepage.

Six HTML Study Plans, for your use, are included in the course. Their purpose is to assist those 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, in sequence, starting with course week one, students should be able to design, build, and complete their HTML E-Portfolio before the portfolio due date. You complete the HTML study plans on your own. You do not turn in the study plans. They are one way forward for you to successfully complete your portfolio.

For PC users, you could download/install, and use the free [CSE HTML Validator Lite](#) HTML text editor to build your shell/web page. On the EDU214 homepage are sets of step-by-step instructions and illustrations on how to build a shell/web page using the six HTML Study Plans by way of the [CSE HTML Validator Lite](#) program.

For MAC users, you could download/install, and use the free MAC [TextWrangler](#) text editor to build your shell/web page. On the EDU214 homepage are sets of step-by-step instructions and illustrations on how to build a shell/web page using the six HTML Study Plans by way of the MAC [TextWrangler](#) program.

For students who have HTML skills, you may follow the HTML Study Plans or you may design and build your own HTML E-Portfolio. Your portfolio design and contents, however, must be in accordance with the entire portfolio specifications listed within the HTML E-Portfolio document. This document is located on the EDU214 homepage.

The choice of a particular HTML text editor or a particular text editor is always yours to make. However, 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 Office *Save As* - HTML function to convert a document to HTML. In this course you may not use the Oracle 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.

To summarize: the student is responsible, if required, to learn, through the HTML Study Plans and/or by way of self-study, and/or via hands-on practice, a sufficient understanding of HTML to complete his/her portfolio. Here is a list of some resources that may help you meet this requirement:

1. An online interactive HTML tutorial by [Simple HTML Web Page Design](#) to learn basic HTML;
2. A web page authoring tutorial by [Jo Anne Howell](#) to learn basic HTML;
3. The book *Sams Teach Yourself HTML in 10 Minutes, Fourth Edition* by Deidre Hayes to learn about HTML;

**Textbook Quiz.** For weeks one and two you have a quiz based upon the textbook readings. Each quiz validates your understanding of a textbook reading assignment. 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.

**HTML Quiz.** For weeks three and four you have a quiz based upon the concepts annotated in the HTML Study Plans, weeks 1 - 4. HTML Quiz 1 will cover HTML Study Plans weeks 1 and 2. HTML Quiz 2 will cover HTML Study Plans weeks 3 and 4. To successfully pass these two quizzes you must go to the web sites specified in the weekly study plans to read, study, and review the HTML concepts being used to build a simple HTML E-Portfolio. Each quiz validates your understanding of HTML concepts. 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.

**Educational Artifact.** There are six Educational Artifact assignments. To successfully complete each you must demonstrate a high degree of critical thinking skills and specific information technology proficiency. They are to be incorporated into your HTML E-Portfolio. Requirements and instructions are located on the EDU214 homepage. To receive a grade, they must be uploaded via the EDU214 Assignments venue. *I do not accept nor acknowledge assignments that are sent to me by any other mediums; such as, dropped off at my office, or sent to my WNC email address, or faxed, or posted via US mail, UPS, etc.*

**Course Guidance.** This course requires you to use a variety of skills to design, build, and format Educational Artifacts and a HTML E-Portfolio using critical thinking skills and specific informational technology. This course is not designed to teach the nuts and bolts of any specific informational technology. Rather, the WNC Libraries, technology manuals, internet research, on line tutorials, self-help books, friends, colleagues, fellow enrolled students, etc., are all options that you should consider if you need to bring a specific informational technology skill, that you need, up to speed. *The best way to master specific informational technology is by hands-on doing.* Therefore, it is your responsibility, if required, to schedule your time at an applicable venue to learn and master a specific informational technology that you may need, in sufficient time, to successfully complete assignments. If you are having problems seek help early, quickly, before due dates arrive!

**Communications Protocol.** Prior to the course start date if you need to contact me; I will accept email addressed to my WNC email address ([blacks@wnc.edu](mailto:blacks@wnc.edu)). However, *when this course is online*:

- ✓ You must use the EDU214 Message medium to contact me;
- ✓ I will not accept nor acknowledge email sent to my WNC email address concerning EDU214 course issues;

When this course is online, I will try and respond to your EDU214 Messages addressed to me within 24 to 36 hours provided you:

- ✓ Have consulted the syllabus for guidance first;
- ✓ Have thoroughly reviewed the material;
- ✓ Have posted an inquiry via the Student-to-Student Forum to ask for help and have not received clarification to your question(s) within 24 to 36 hours by way of the Student-to-Student Forum.

The Student-to-Student Forum is located within the EDU214 homepage. The Student-to-Student Forum 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 and/or replies in the Student-to-Student Forum. This is your forum to be used, by students only, to help each other succeed in the course.

**Note.** I will also provide you with my WNC Carson campus office location and WNC Carson campus phone number when known. In an emergency, or if you no longer have access to the EDU214 course, you will have four ways to contact me: (1) my WNC Carson campus phone, (2) my WNC Carson campus office, (3) my WNC email address, and (4) my WNC Fallon campus phone. These mediums are for resolving administrative issues not technical problems nor for forwarding graded assignments. I will attempt to respond to you, by the same venue, within 24 to 36 hours; except, weekends. I will respond to communications sent to me on weekends (voice mail – email) either on the upcoming Monday, or Tuesday, at the latest.

**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 Campus, Bristlecone Building, Room 103) at 775-445-3266 or 775-445-3275 as soon as possible to arrange for the appropriate accommodation.