

# EDUC 773 - Semester Syllabus

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

## Navigating this document

This document was developed using Styles for both navigation and Accessibility reasons. An easy way to navigate this document is to turn on the Navigation Pane. To turn on the Navigation Pane in Word, click View and check the box next to Navigation Pane, then click the heading of the section you wish to view to navigate directly to that section.

\*You may have to download the document to the desktop Word App for this to function properly.

## Course Information

### Instructor Information

**Instructor:** Dr. Ann N. K. Hockett

**Office:** MCCH 134

**Virtual Office Hours:** Online via Bookings: [Book time with Hockett, Ann](#)

**Cell Telephone:** 920-960-0113

**E-mail:** [ahockett@uwsp.edu](mailto:ahockett@uwsp.edu) (*Note: email is my preferred contact*)

### Course Information

**Course Description:** Basic educational technologies principles and practices are explored and applied to foster active inquiry, collaboration, and supportive interaction. Includes current trends in assistive technology.

**Credits:** 2

**Prerequisite:** Admission to the Accelerated Certification in Elementary Education License Program

### Expected Instructor Response Times

- I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours, please resend your email.
- I will attempt to reply to and assess student discussion posts within 48 hours of discussions closing.

- I will attempt to grade written work within 72 hours, however longer written assignments may take me longer to read and assess.

## **Communicate with your Instructor**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## **\*Textbook & Course Materials (Bibliography)**

### **Required Text:**

1. Collins, A., & Halverson, R. (2018). Rethinking education in the age of technology: The digital revolution and schooling in America. New York: Teachers College press. / Second Edition ISBN: 978-0-8077-5906-6
2. Magna (2018) Disruptive Classroom Technologies / First Edition ISBN: 978-1-5063-5909-0

### **Recommended Texts & Other Readings:**

Additional course readings are available via accessible links on the course Canvas page.

## **Course Alignment with Technology Standards**

Professional standards describe the knowledge, skills and dispositions that should be developed for successful participation within a profession. There are several sets of professional standards that served as guides for development of this course. Students are encouraged to refer to these standards and incorporate them into their assignments as they form framework of the assignments and activities.

1. [International Society for Technology in Education in Education \(ISTE\)](#)
2. [Instructional Technology Literacy for Educators ion Wisconsin](#)

## **\*Course Learning Outcomes (CLOs)**

Students will be able to:

CLO 1: Develop lesson and/or unit plans that apply contemporary technology tools to meet instructional goals aligned with standards, frameworks, and theories.

CLO 2: Evaluate technology tools to determine alignment with student development and standards, frameworks, and theories.

CLO 3: Formulate solutions to current issues related to technology use in PK-9 education.

CLO 4: Infuse educational technology into instruction to meet the needs of all

learners.

Outcomes listed above will be met through a combination of the following activities in this course:

- Completion of module formative and summative course activities and assignments.
- Participate in small group and full course discussion boards, collaborations, and constructive feedback opportunities.
- Reflect upon personal and professional use and experiences with educational technology and create a self-paced plan to meet individually created learning goals.

## Course Structure

This course will be delivered entirely online through the course management system Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

## \*Attendance

This course is offered entirely online in an asynchronous format. Therefore, there are no required synchronous meetings...but,

- Due to the pace, content, and potential cognitive load of this course, there are multiple built-in opportunities for students to meet with the instructor and other classmates throughout the course:
  - The instructor will provide optional question and answer meeting times, as well as optional appointment times via Bookings.
- Each week you will see a Weekly FAQ Session RSVP and Question Submission discussion.
- Students must RSVP to weekly FAQ sessions and the sessions will be cancelled for the week if no students RSVP and ask questions.

## \*Topic Outline/Schedule

**Important Note:** Refer to the Canvas course home page for pertinent information. Activity and assignment details will be explained in detail within each corresponding Module. As tasks come due, they will appear in your “to do” list. If you have any questions, please contact your instructor.

## List Format:

- **Module 01: Getting Started with Educational Technology**
  - Tech Term Groups
  - Unit Plan Part I
  - Tech Tool Collaboration

- **Module 02: Ed Tech Tools; Past, Present, Future**
  - Tech Tool Collaboration cont.
  - Unit Plan Part II
- **Module 03: Theories, Frameworks, Standards**
  - Unit Plan Part III
- **Module 04: Privacy, Security, Accessibility**
  - Tech Issues Infographic
- **Module 05: Technology Integration**
  - Unit Plan Part IV

### **Table Format:**

\*See Canvas

### **Student Expectations**

In this course you will be expected to complete the following types of tasks.

- communicate via email
- complete basic internet searches
- download and upload documents to the LMS
- read documents online
- view online videos
- participate in online discussions
- complete online formative assessments
- upload documents to Canvas to submit an assignment
- participate in synchronous online discussions/meetings if you so

choose

## **Technology**

### **Canvas Support**

UWSP contracts with Canvas for 24/7/365 support. Several support options are available to users.

Click on the help button in the global (left) navigation menu and select the support option that best meets your needs.

*All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.*

Self-train on Canvas through the [Self-enrolling/paced Canvas training course](#)

## Course Technology Requirements

- View this website to see [minimum recommended computer and internet configurations for Canvas](#).
- You will also need access to the following tools to participate in this course.
  - o webcam
  - o microphone
  - o printer
  - o a stable internet connection (don't rely on cellular)

## Honorlock (Online Exam Proctoring)

**We recommend that you copy the language below into your syllabus AND that you use this exact language to create an Announcement in your course to inform students.**

I will be using Honorlock to proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

Before you get started, please review the Honorlock Student Information module in Canvas to familiarize yourself with Honorlock. All exam proctoring services, including Honorlock, can seem invasive because of the way they function. Honorlock will record your webcam, audio, and computer screen during your exam to help ensure integrity of the course for all users. Honorlock has been vetted and approved by both UW-Stevens Point and UW System, to ensure that it meets security and privacy requirements.

You must use the Google Chrome browser to take exams proctored by Honorlock.

You are strongly encouraged to take the Honorlock Practice Quiz before attempting any graded exams. The Honorlock Practice Quiz will allow you to test Honorlock to ensure you are comfortable using the system and to ensure that your computer will function properly.

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Good luck!

Honorlock support is available 24/7/365. If you encounter any issues, you should contact [Honorlock Live Support](#).

If you encounter issues with Canvas, please contact Canvas Support directly by clicking the Help Button (question mark inside a circle) located at the bottom of the left navigation bar in Canvas.

If you have concerns, please contact me directly.

## Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website.  
<https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

This course requires posting of work online that is viewable only by your classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. If you elect to not participate in these online assignments due to confidentiality concerns, then an alternate assignment will be offered to you. **[UWSP Handbook Chapter 9 Section 5]**

## Technology Support

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
  - o IT Service Desk Phone: 715-346-4357 (HELP)

- o IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

## Grading Policies

### Completing Assignments

**All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

### Graded Course Activities

Click the **Assignments** link in Canvas to access assignment listing, categories, and weights as applicable. Click the **Syllabus** link to see a chronological listing of assignments. Click the **Grades** link to see current grades. Overall assignments and accompanying points are listed below:

Description	Points
Reflective Technology Activities	30
Application of ED Tech Activities	45
ED Tech Issues	25
Collaborations	80
Reading Discussions	65
Final Unit Plan: Parts I, II, III, IV	136
Total Points Possible	381

### Late Work Policy

Be sure to pay close attention to deadlines—communication with the instructor and accountability to your small groups and classmates will be vitally important. Late work may only be accepted with a serious and compelling reason and instructor approval.

### \*Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	94-100%
A-	90-93.99%
B+	87-89.99%

B	84-86.99%
B-	80-83.99%
C+	77-79.99%
C	74-76.99%
C-	70-73.99%
D+	67-69.99%
D	60-66.99%
F	0-59.99%

## Participation

Students are expected to participate in all online activities as listed on the course calendar.

Due to the rapid pace of this course and possibility for cognitive overload, it is imperative students log into Canvas and navigate through the Canvas page at a minimum EVERY other day. (Suggested check-in would be each day). Again, accountability to classmates and small group members will be held to a very high importance, as we all can express common courtesy to respond in a timely manner to others.

### Viewing Grades in Canvas

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

Your instructor will update the online grades each time a grading session has been complete—typically 2 days following the completion of an activity. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

## Other Policies

### Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).



## **Academic Honesty Policy & Procedures**

### **Student Academic Disciplinary Procedures**

#### UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

#### UWSP 14.03 Academic misconduct subject to disciplinary action.

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  - (f) Assists other students in any of these acts.
  
- (2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

### **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and

immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

## **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## **Confidentiality**

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## **Copyright infringement**

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

## **Dropping UWSP Courses**

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

## **Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

## **Emergency Procedures**

- See UW-Stevens Point Emergency Procedures at [www.uwsp.edu/rmgt/Pages/em/procedures](http://www.uwsp.edu/rmgt/Pages/em/procedures) for details on all emergency response at UW-Stevens Point."

## **\*Equal Access and Disability Accommodations**

If you have a condition that may impact your learning and/or participation in course activities, please contact the [Disability Resource Center](#) (DRC). The DRC will engage in an interactive process with students and identify appropriate academic accommodations and auxiliary services in accordance with the University's legal obligations. Instructors, students, and DRC staff work collaboratively to establish any necessary adjustments or supports. Accommodations are rarely applied retroactively so it is vital that students make timely requests.

Please let me know if you have questions. The DRC is located in 108 Collins Classroom Center and can be reached at 715/346-3365 and [drc@uwsp.edu](mailto:drc@uwsp.edu).

## **FERPA**

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

Lecture materials and recordings are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

## **Help Resources**

### **[Academic and Career Advising Center \(ACAC\)](#)**

209 Collins Classroom Center (CCC)  
1801 4<sup>th</sup> Ave.

Stevens Point, WI 54481  
715-346-3226  
[acac@uwsp.edu](mailto:acac@uwsp.edu)

### **Counseling Center**

Delzell Hall  
910 Fremont Street  
Stevens Point, WI 54481  
715-346-3553  
[counsel@uwsp.edu](mailto:counsel@uwsp.edu)

### **Dean of Students Office**

2100 Main Street  
Old Main, Room 212  
Stevens Point, WI 54481-3897  
Phone: 715-346-2611  
[DOS@uwsp.edu](mailto:DOS@uwsp.edu)

### **Student Health Service**

Delzell Hall  
910 Fremont St  
Stevens Point, WI 54481  
715-346-4646

### **Tutoring-Learning Centers**

#### *Stevens Point Campus Tutoring-Learning Center*

234 Collins Classroom Center (CCC)  
1801 4<sup>th</sup> Ave.  
Stevens Point, WI 54481  
715-346-3568  
[tlctutor@uwsp.edu](mailto:tlctutor@uwsp.edu)

#### *Marshfield Campus Tutoring-Learning Center*

Library  
2000 W. 5<sup>th</sup> Street  
Marshfield, WI 54449  
715-898-6036  
[roleary@uwsp.edu](mailto:roleary@uwsp.edu)

#### *Wausau Campus Tutoring-Learning Center*

Library  
518 S. 7<sup>th</sup> Ave  
Wausau, WI 54401  
715-261-6148  
[lorandal@uwsp.edu](mailto:lorandal@uwsp.edu)

## **Inclusivity Statement**

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it, please visit [the Dean of Students – Bias/Hate Incident Reporting website](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

## **Incomplete Policy**

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there has been ample communication between the student and instructor and the reason(s) for the student not being able to fully complete the course have been documented and other outside/professional assistance has also been sought out. All incomplete course assignments must be completed within 1 semester of the end of the original term which the incomplete was entered.

## **Netiquette Guidelines**

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.

- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone’s ability to read or write.
- Share tips with other students.
- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from [http://jolt.merlot.org/vol6no1/mintu-wimsatt\\_0310.htm](http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm)

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).