EDU 214 Preparing Teachers to Use Technology  
(3 Credits)  
College of Education  
University of Nevada, Reno  
(Fall 2014)

Section: 1001/1101  
Delivery: Online through WebCampus Learn  
Time: 1st class meeting on Monday, 1st week of school, in SLH1 (Schulich Lecture Hall – Building No. 073 on UNR map).  
Instructor: Leping Liu (liu@unr.edu)  
Office Hours: Thursday 1:00 pm to 2:30 pm, and other hours by appointment, in the Computer Lab (WRB 1006B), College of Education  
Contact: WebCampus Message or Email

COURSE DESCRIPTION  
This course identifies and illustrates information technology applications in education, with a focus on multimedia presentation and publishing. Students will gain practical skills in using various software packages and web-based applications with classroom teaching integrations in mind. Moreover, this course aims to help education students acquire the skills and knowledge needed to successfully fulfill the electronic portfolio requirements set forth by the College of Education during their professional internship semester.

COURSE OBJECTIVES  
By the end of this course, students will be able to:  
1. Apply basic and advanced desktop publishing skills for educational practice.  
2. Identify and utilize web-based tools and resources for educational practice.  
3. Produce multimedia applications for teaching and learning.  
4. Utilize technology to perform the following tasks:  
   • Determining curriculum areas/topics for future studies and teaching  
   • Editing and formatting academic writings with APA  
   • Conducting multimedia presentations (utilizing current desktop and web-based media tools)  
   • Using spreadsheets/forms to collect and manage educational information  
   • Editing digital pictures and movie clips for instructional purposes  
   • Integrating interactive whiteboard in classroom, and designing interactive computer-based learning applications  
   • Designing and publishing an instructional web site  
   • Designing and publishing an e-portfolio  
   • Utilizing technology integration and instructional design models  
   • Being able to evaluate and assess technology-based teaching and learning.
5. Complete a comprehensive technology-based teaching segment that demonstrates the knowledge and skills of instructional design and technology integration.
6. Demonstrate advanced technology knowledge and skills that support the overall objectives of the College of Education.

**TEXTBOOK** (Required)

*Book 1*
Title: Technology Essentials for Digital Learners  
Author: Leping Liu & Wenzhen Li  
Publisher: Pearson Learning Solutions  
ISBN: 1269605186

*Book 2*
Title: Integrating Emerging Technologies: Design and Instruction  
Author: Leping Liu & Wenzhen Li  
Publisher: Pearson Learning Solutions  
ISBN: 1269605259

**HARDWARE**
- A high-speed internet connection and a good working computer with Windows OS. (Instructions are written using PC. Mac users can still complete the assignments with the software listed below. You are always welcome to work in the computer lab.)
- A computer headset (with a microphone for recording audio)

**SOFTWARE**

*Special Note:*
You are NOT required to purchase any software or services. All the desktop software used in this class is installed in the Computer Lab.

**Desktop Software:** (Either free or free trial version available for download.)
- ActivInspire
- Adobe Photoshop
- Adobe InDesign
- Inspiration
- Camtasia Studio; Jing
- Microsoft Word, Excel, PowerPoint
- Windows Live Movie Maker/iMovie

**Web-Based Applications:**
- Google Apps; Google Sites
- Glogster
- Prezi
- VoiceThread

**Email Account** (required):
- A Gmail account  
  As we use quite a few web-based applications that require registration, keeping a log of usernames and passwords is highly recommended.

**Multiple Web Browsers**: 
• Firefox, Google Chrome, Safari, Internet Explorer: sometimes one browser does not work well for viewing certain media; it’s good to have alternate browsers.

COURSE REQUIREMENTS

1. Course Work
This course is lab/project-based. There are 10 lab assignments and 2 projects; they are all self-paced but with due dates. They all have different points value and requirements. Detailed information can be found under each lab/project on WebCampus. There are no exams.

• **Technology assignments:** Complete 10 lab assignments that aim at the objective-skills

• **Two Course Projects:**
  • *A technology integration project:* Develop a technology integrated teaching segment. This project requires a (regular classroom) presentation.
  • *An e-portfolio project.* Develop an electronic portfolio

2. Participation/attendance
Students are expected to logon to the course on WebCampus Learn at least twice a week to check on the course announcement from the instructor, go over and complete weekly assignments, and participate in class activities. If you have an emergency or illness that prevents you from completing coursework on time, you are expected to email the instructor. It is your responsibility to make sure you complete the course work on time.

3. Due Dates
All assignments have due dates. Due dates are critical. All work must be submitted by the dates and time listed in the course calendar. **Late work is NOT accepted** as it is not fair to the other students. The make-up applies only to the cases of emergencies or religious holy days. It is your responsibility to make sure you are making adequate progress! If you have an emergency, please contact me as soon as you can.

4. Communications
Email is the best way to communicate with the instructor. Weekly announcement or reminders are sent directly to the email address you have recorded in MyNevada through WebCampus Learn. To ensure effective and timely communication, you need to record in the system (MyNevada) the email address you actually use and check regularly! For the purpose of this class we also use WebCampus Message, which is a more secure way of communication. To communicate with the instructor use the "Message" link on the course navigation menu. **I do not discuss grades via regular email. Please see me personally regarding any questions about your grades.**
GRADING CRITERIA

The lab assignments and projects have different points value and grading criteria, and your work will be graded based on these criteria. (Detailed information can be found under each assignment on WebCampus.) Your grade of this course depends upon the total points you have earned. However, if you miss any single one item of the coursework as listed in the Course Calendar, regardless of its point value, you cannot get an A. There are no plus/minus grades and no Incomplete will be given. Grades for the assignments are posted weekly/biweekly on WebCampus. It is your responsibility to check your grade on a regular basis.

<table>
<thead>
<tr>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>390 – 420 = A*</td>
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<tr>
<td>336 – 389 = B</td>
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<tr>
<td>294 – 335 = C</td>
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<tr>
<td>252 – 293 = D</td>
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<tr>
<td>251 and below = F</td>
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</table>

• Grades are posted on the “My Grade” on WebCampus weekly or biweekly
• Plus/minus grades will NOT be used
• No Incompletes are given

A* -- If you miss any single one item of the coursework as listed in the Course Calendar, regardless of its point value, you cannot get an A.

POLICY STATEMENTS

Student Responsibilities
It is the student's responsibility to:
1. read and understand the contents of the university catalog;
2. become familiar with all university policies and procedures;
3. be aware of all university deadlines, including dates for registration, change of registration, and fee payment;
4. contribute to the maintenance of a campus environment conducive to intellectual curiosity, civility, and diversity;
5. keep the university informed of changes in address, phone number, enrollment changes, and/or any other circumstances which could affect satisfactory progress toward a degree.

Student Expectations:
Students are expected to:
1. attend class and complete all assignments in accordance with the expectations established by their instructors and programs of study;
2. conduct themselves in a manner which contributes to a positive learning environment for all;
3. familiarize themselves with all university policies and procedures;
4. ask questions and seek clarification, direction, and guidance to any class assignment, university policy or procedure which is unclear.

**Academic Honesty**
Students are expected to follow the university’s guidelines in regard to completion of the course requirements. Students who violate university standards will not receive course credit.

**Students with Disabilities**
Academic accommodations for online courses may be different than those for seated classrooms; it is important that you contact us as soon as possible to discuss services. The University of Nevada, Reno supports equal access for students with disabilities. For more information visit the Disability Resource Center.

**NSHE Policy on Surreptitious Taping of Cass Lectures**
Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

**Academic Success Services**
Your student fees cover usage of the Math Center (784-4433 or www.unr.edu/mathcenter/), Tutoring Center (784-6801 or www.unr.edu/tutoring/), and University Writing Center (784-6030 or http://www.unr.edu/writing_center/). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.

**EMERGENCIES**
Please contact me ASAP when you have an emergency so I can help you as best as I can.
EDU 214 COURSE CALENDAR (Spring 2014)
(Tentative; subject to change)

Assignments Due on Thursdays at 8:00 PM !!!

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Content</th>
<th>Points</th>
<th>Due on Thursday at 8:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/25 -- 8/29</td>
<td>Course Orientation&lt;br&gt;Lab 1 -- Cloud Storage &amp; Online Resource Management</td>
<td>15</td>
<td></td>
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<tr>
<td>2</td>
<td>9/1 -- 9/5</td>
<td>Lab 2 -- Word Processing (Manuscript Formatting, APA); Mail Merge/E-Distribution</td>
<td>30</td>
<td>Lab 1 &amp; Lab 2 due on 9/4</td>
</tr>
<tr>
<td>3</td>
<td>9/8 -- 9/12</td>
<td>Lab 3 -- Spreadsheet, Simple Database, &amp; Data Analysis</td>
<td>30</td>
<td>Lab 3 due on 9/11</td>
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<tr>
<td>4</td>
<td>9/15 -- 9/19</td>
<td>♦ Technology Integration &amp; K-12 Curriculum topics (5)  &lt;br&gt; ♦ Lab 4 -- Multimedia Presentation tools (I) (Glogster &amp; VoiceThread) (30)</td>
<td>30+5</td>
<td>K-12 Curriculum Topic &amp; Lab 4 due on 9/18</td>
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<tr>
<td>5</td>
<td>9/22 -- 9/26</td>
<td>Lab 5 -- Multimedia Presentation tools (II) (Prezi &amp; PowerPoint/Keynote)</td>
<td>30</td>
<td>Lab 5 due on 9/25</td>
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<tr>
<td>6</td>
<td>9/29 -- 10/3</td>
<td>Lab 6 -- Screen Capturing</td>
<td>30</td>
<td>Lab 6 due on 10/2</td>
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<td>7</td>
<td>10/6 -- 10/10</td>
<td>♦ Lab 7 -- Instructional Photography &amp; Digital Documentation (Part 1) (20)  &lt;br&gt; ♦ Assessment Surveys (20)</td>
<td>20+20</td>
<td>Lab 7 Part 1 &amp; Surveys due on 10/9</td>
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<tr>
<td>8</td>
<td>10/13 -- 10/17</td>
<td>Lab 7 -- Instructional Photography &amp; Digital Documentation (Part 2)</td>
<td>30</td>
<td>Lab 7 Part 2 due on 10/16</td>
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<td>9</td>
<td>10/20 -- 10/24</td>
<td>Lab 8 -- Document Collaboration &amp; Online Forms</td>
<td>20</td>
<td>Lab 8 due on 10/33</td>
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<tr>
<td>10</td>
<td>10/27 -- 10/31</td>
<td>Lab 9 -- Instructional Web Design</td>
<td>300</td>
<td>Lab 9 due on 10/30</td>
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<tr>
<td>11</td>
<td>11/3 -- 11/7</td>
<td>Lab 10 -- Interactive Whiteboard Technology</td>
<td>30</td>
<td>Lab 10 due on 11/6</td>
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<tr>
<td>12</td>
<td>11/10 -- 11/14</td>
<td>Project 1 -- Technology Integration Project</td>
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<tr>
<td>13</td>
<td>11/17 -- 11/21</td>
<td>Project 1 Presentation</td>
<td>20</td>
<td>Project 1 due on 11/20</td>
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<tr>
<td>14</td>
<td>11/24 -- 11/28</td>
<td>♦ Project 2 -- E-Portfolio</td>
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<tr>
<td>15</td>
<td>12/1 -- 12/5</td>
<td>♦ Project 2 -- E-Portfolio</td>
<td>40</td>
<td>Project 2 due on 12/4</td>
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<tr>
<td>16</td>
<td>12/8 -- 12/12</td>
<td>Class closure on Pre Day December 10 Grade Check</td>
<td>420</td>
<td>total points</td>
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