Bergen Community College
Division of Business, Social Sciences and Public Service
Education Department

Course Syllabus

Semester and Year: **Fall 2014**
Course Title/Number: Educational Technology EDU 140

Prerequisites: None
Course Credits/Hours: 3 lectures, 3 Lab
Meeting Times and Locations:

Instructor: Dr. Benicia D'sa
Office Location: E 139
Phone: 2016897605
Office Hours:
Email Address: bdsa@bergen.edu

Course Description:
This course provides students as well as educators from various fields with best practices of utilizing educational technology to enhance the learning experiences of students from preschool to high school.

Student Learning Objectives:
Students will be able to:

- explore various ways of thinking about media and the messages they convey
- demonstrate how to use a variety of multimedia tools to enrich learning opportunities
- identify guiding principles to promote students' safe and ethical use of the Internet
- apply copyright law, fair use guidelines, and creative commons regulations to the ethical development of electronic multimedia to support learning
- write behavioral learning objectives to support developmentally appropriate instructional goals
- identify appropriate teaching methods and electronic media to support P-12 curriculum
- design learning experiences that engage students in individual and collaborative learning activities
- develop an online inquiry-based learning activity to support a thematic unit of instruction
- develop an assessment strategy to evaluate student work
- reflectively evaluate how projects align with INTASC+1 standards
- organize and present class projects in a portfolio format

Text: No required textbook

Supplemental Reading Materials: Instructor will provide a selection of printed and online resources to support student learning.

Manning, S. & Johnson, K. (2011) *The Technology Tool Belt for Teaching*
Jukes, I. McCain, T. & Crockett, L. (2010) *Understanding the Digital Generation*

Special Features of the Course:
The class will be facilitated using lecture, discussion, and small group activities. Films and video clips will be used to enhance topics of discussion. The class will utilize the technology resources located in the Inquiry Based Learning lab in E-153,

Course Grade Determination:
Classroom Observation and interview   5 points
Digital Communications Assignment 20 points
Technology- rich lesson Plan   20 points
Software Assignment   20 points
Hardware Assignment   20 points
Reflective Journals/Portfolio   10
Participation   5 points

Description of Course Requirements

Participation
 Participation will be evaluated by the instructor based on your observable participation and peer report when applicable. Observable participation that may affect your participation grades include, but are not limited to, accessing and reading course documents, watching videos provided in this course, visiting web resources as assigned, completion of graded and non-graded activities, and participation in discussions. An essential part of this course is the willingness to learn and to share thoughts and insights as a professional teaching practitioner. Students are also expected to demonstrate a professional attitude through punctuality, collaboration with other students, and the timely completion of assignments

Classroom Observation and Interview
Observe a teacher using technology in the classroom. Take notes on how and why the technology was used, how it was received by the students, and its overall effectiveness in achieving the instructional goals and objectives of the lesson. Conduct a brief interview with the teacher regarding the lesson and your observations. Focus on: a) how the lesson was developed, b) how and why the technology used was selected, and c) how effective the teacher believes the lesson is with technology compared to how effective it would be without technology. Write a brief report addressing your observations, the teacher's comments, and your reflections on technologies role in the lesson.

Digital Communication Assignment
This is a group assignment. The instructor will divide the class into groups and assign each group a digital communication resource. The group will research the assigned resource and develop a brief presentation explaining how this resource could be used to enhance learning. The presentation must include specific plans for integration of the resource at various grade levels and in multiple subject areas.
the resource.

Technology-rich Lesson Plan and Presentation
Use one of the technology integration models to create a technology rich lesson plan that is aligned with content benchmarks and technology standards. Completed lesson plans will be presented
to the class with a discussion afterward.

Software Assignment
You will use an instructor-provided matrix and software titles to evaluate educational
software of each of the following types: drill and practice, tutorial, simulations,
instructional games, and problem solving.
Two interactive classroom lessons developed consisting of grade level or subject area, lesson objectives, interactivity for students, with appealing backgrounds and/or clipart.

Hardware Assignment
You will complete this assignment based on a particular grade-level, student population and subject matter assigned to you by the instructor. Develop a proposal outlining the hardware necessary for the identified classroom. The proposal will include an explanation as to how the technology will be used and how it will enhance teaching and learning.

Portfolio
Students will utilize e-portfolio software to manage, organize, store and to present technology artifacts created in this course.

Grading Policy:

A   90-100
B+ 85-89
B   80-84
B- 75-79
C+ 70-74
C   65-69
C- 60-64
D   55-59

Bergen Community College Attendance Policy
All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Attendance Policy in this course
Students are expected to attend every scheduled class and to arrive punctually. Attendance will be taken at each class session. It is expected that class will be conducted in such a manner that students will benefit from both the lectures and class discussions. Each student is held responsible for all material presented. More than two absences will lower the grade by a letter. Those who arrive late or leave early disrupt class. If you find it absolutely necessary for you to leave the class early, please consult with the instructor before the beginning of the class, and take a seat close to the door so as not to disturb others when you leave.

Statement on Plagiarism and/or Academic Dishonesty - Academic Integrity

The Bergen Community College Statement on academic integrity as found in the college catalog 43 is the following;
In cases when students are charged with academic irregularities, such as cheating during an examination or plagiarism in the preparation of an essay, laboratory report, or oral presentation, the instructor has the authority to:

1. Give the student a failing grade for the assignment if, within the course's total requirements, non-completion of that assignment would not constitute sufficient ground for failing the course; or,

2. Give the student a failing grade for the course if, within the course's total requirements, non-completion of that assignment would preclude the student's passing course.

The instructor must make a written report to the Vice President of Student Services of whatever action he or she has taken and its justification. In turn the Vice President of Student Services must send a copy of the instructor's report to the student. Within ten days of receipt of such notification, the student may appeal the decision in writing to the Vice President of Student Services. The Vice President of Student Services shall be responsible for maintaining a cumulative file of all infractions of academic dishonesty. Two such offenses shall be sufficient grounds to suspend a student from the College. Thus, should it be verified that a student has committed a second such offense, the Vice President of Student Services, will report the matter to the Committee on Academic Standing and recommend an appropriate action.

Academic Integrity Policy in this Course
The integrity of any academic discipline is essential and requires that those who engage the subject matter do so in an honest and forthright manner. In this environment cheating of any sort is unacceptable, and if uncovered, will be sanctioned. The policy used in this course is akin to that of the College. If a student is found cheating or plagiarizes on written assignments he/she will receive an F for that assignment. A written description of the incident will be forwarded to the Vice President of Student Services to be placed on file. If a second incident occurs the student will fail the course and a second written description concerning the event will be forwarded to the Vice President of Student Services. Any subsequent actions will be pursued by the Vice President and the Committee on Academic Standing.

Statement on Americans with Disabilities Act (ADA)
Bergen Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and ADA state, in part, that "no qualified individual with a disability, by reason of such disability, be excluded
from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."
Complaints should be addressed to the Manager of Training and Compliance, Office of the Executive Vice President, Room A-330, (201)612-5331, who has been designated to coordinate 504/ADA compliance efforts. (BCC Student Handbook, 2003, Page 42).

Sexual Harassment Statement
Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional and unacceptable conduct, and is a violation of Title VII of the

Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered. (BCC Catalog, 2007-8, pages 59-60). See catalog for complete details.

Acceptable Use of BCC Technology Resources
Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures. (BCC Catalog 2007-8, pages 45-47).
The College's entire Acceptable Use policy, administrative guidelines, and procedures may be found at http://www.bergen.edu/acceptableuse.

Faculty Office Hours: The Purpose and Value
All full-time instructors will reserve a minimum of three (3) hours per week for the sole purpose of meeting with students. The exact hours are to be determined by each individual instructor and posted in the department and if possible next to the instructor's office. The purpose of this is to assist students who have questions pertaining to class assignments or who are in need of clarification of material or concepts discussed in class. All students are welcome to visit the instructor during the posted hours but if this is not possible due to scheduling conflicts the instructor at the students request will arrange for a time to meet which is mutually convenient. The faculty office hours are valuable because they provide a setting for the instructor and student to interact on a one-to-one basis where they can focus on specific individualized concerns.

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Student and Faculty Support Services

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Services for Students with Disabilities
A wide variety of services are available to students with documented disabilities through the Office of Special Services (OSS) [Room S-131; (201) 612-5270]. OSS is dedicated to serving students with physical, visual, learning, hearing, and emotional disabilities. If a student has been classified in high school or had a 504 plan, it is highly recommended that the student contact OSS during the college application process. A more detailed explanation can be found on the College web site www.bergen.edu
Personal information is kept confidential. Examples of the types of accommodations and services include:
Extended test taking time
Organizational strategies
Tutoring
Career counseling
Adaptive equipment computer labs
Note takers
Sign language interpreters

The Sidney Silverman Library
The Sidney Silverman Library is an integral part of the College's educational programs. To support the curriculum, the library acquires, organizes, and provides access to a variety of print, media, and electronic resources for individual and classroom use.
The library is located on the second and third floors in the L area of the megastructure. It is open whenever classes are in session and on a reduced schedule when classes are not in session. The library is open to all students, faculty, and the general public. (BCC Catalog 2007-8, page 62).

The Library's Web page, http://www.bergen.edu/library, is available for up-to-date information regarding library collections and services.

Other Student and Faculty Services
Academic Advising Center [Main Building, Room A-101; (201) 612-5480]
Cooperative Education and Career Development Center [Main Building, Room C-100, (201) 447-7171
Child Development Center [East Hall]
Counseling Center [Main Building, Room A-118; (201) 447-7211]
Dental Hygiene Clinic [Main Building, Room S-327; (201) 447-7180]
The Distance Learning Office {Main Building, Room C-334; (201)612-5581]
English Language Resource Center [East Hall, Room E-126]
Health Services [Main Building, HS-100; (201) 447-9257]
Math Lab [Main Building, Room C-110]
Multimedia Lab [Main Building, Room S-250]
Online Writing Lab (OWL) http://www.bergen.edu/owl
Office of Testing Services (Main Building, Room S-127; (201)447-7203)
Public Safety [Main Building; Room L-154; (201)447-7116)

Course Outline and Course Calendar: *Subject to change*

Week	Topic/Chapter/Activity
1	Introduction to educational technology, Microsoft Office Suite, Internet
2	Internet as an instructional tool, ethical issues
3	An Introduction to the Smartboard
4	Smartboard and educational apps
5	iPads and educational apps
6	Evaluating apps
7	Young children and technology
8	Appropriate teaching methods using technology
9	Designing learning experiences using technology

10	Designing learning experiences using technology
11	Designing learning experiences using technology
12	Assessment and technology
13	PBL, collaborative learning and technology
14	e-portfolios
15	Portfolio presentations