



Course Syllabus

EDUC 403-01W: Digital Fluency

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required (eBook also available):

Schrum, L., & Levin, B. (2015). *Leading 21st century schools – Harnessing technology for engagement and achievement* (2nd edition). Thousand Oaks, CA: SAGE Publications, Inc.

Optional

Other materials/readings as assigned will be posted in Doc Sharing in eCollege.

Course Description

Digital Fluency – Six semester hours EDUC 403 Digital Fluency is the third competency in the BS in Global eLearning. Emphasis in the course is on multimedia implementation and design and emerging technologies. The course focuses on the adoption, utilization, and integration of appropriate technologies into the instructional environment.

Student Learning Outcomes

In this online course the engaged learner will:

1. Examine personal attitudes and goals regarding key issues in the field of educational technology.
2. Explore ways technology can transform teaching.
3. Utilize technology tools to develop and evaluate learning experiences.
4. Utilize technology as a transformation tool.
5. Research and evaluate digital information.
6. Teach with web-based educational materials.

7. Utilize educational software and web-based tools to promote problem solving and inquiry.
8. Employ communication technologies to enhance learning through interactive information exchanges and networking.
9. Examine presentation tools and multimedia technologies.
10. Utilize assistive technologies to differentiate instruction and promote learning success.
11. Develop a digital portfolio and/or other performance assessment technology to evaluate self-learning.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Discussion Boards:

To complete discussion board posts and replies, login to the online eCollege EDUC 403 course.

Each discussion board contains one or more discussion thread topics and/or activity. Each discussion board thread topic will require a “post” and two “replies” to fellow classmate’s posts.

Initial Post: Student provides thoughtful and thorough response to each topic for discussion. Students will need to complete an initial “post” to each discussion board thread at least four days before the module end date. Review “post” content for correct grammar and spelling.

Replies: Student provides constructive comments to a fellow classmate’s post. Reply content must relate to discussion topic. Review “reply” content for correct grammar and spelling. It is suggested that each reply consist of a minimum of four to five complete sentences.

Follow the “Course Calendar” due dates for each Discussion Board. It is critical that students read all the postings for each topic. This will ensure that you not only respond to the topic questions, but to your colleagues’ comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Journal Reflections:

Upon completion of specific modules, you will be required to post your reflections in your Journal (The journal course tool tab is located in the eCollege course). Journal reflections should contain your thoughts about the module activities, and, any issues, concerns, and/or ideas related to the module content. Reflections should be in paragraph format and consist of a minimum of 250 words for each module entry. Review journal content for correct grammar and spelling.

Video Assignment:

Each student will create a brief video presentation. Specifics and grading rubric will be available for the video presentation within the online eCollege EDUC 403 course.

Peer Review of Video Assignment:

Fellow classmates will constructively critique video assignments. Specifics will be available for the video presentation critique process within the online eCollege EDUC 403 course.

Final Multimedia Presentation:

Each student will prepare a final multimedia presentation. Specifics and grading rubric will be available within the online eCollege EDUC 403 course.

Peer Review of Final Multimedia Presentation:

Fellow classmates will constructively critique final multimedia presentations. Specifics will be available for the multimedia presentation critique process within the online eCollege EDUC 403 course.

Grading

The following final grading scale is used to determine the final grade based on the weighted average of the course work: A = 89-100; B = 79-88; C = 69-78; D = 59-68; F = 58 or less.

TECHNOLOGY REQUIREMENTS

The information contained in this section has been provided to assist you in preparing to use technology in your online course.

The following technology is required to be successful in this course.

- Internet connection – high speed recommended (not dial-up)
- Word processor (Microsoft Office Word – 2007 or 2010)
- Access to University Library site
- Access to an email

Required Software/Web 2.0 accounts:

- Microsoft Word, Excel, & PowerPoint
- [Jing](#) (free version)

Auxiliary Hardware/Accessories:

- Computer Microphone (required, built-into most modern webcams)
- Video Webcam (highly recommended)

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (7.0, 8.0, or 9.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

This course will be utilizing eCollege to enhance the learning experience. eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/Login.aspx> or <http://www.online.tamuc.org>. You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

Student Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- Chat Support: Click on “Live Support” on the tool bar within your course to chat with an eCollege Representative.
- Phone: 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- Email: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- Help: Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions etc.).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Scholarly Expectations

All works submitted for credit must be original and created uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor.

Academic Honesty

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In all instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:

- Copying another's test or assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:

- Collaborating with another, without authorization, when preparing an assignment

If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

Intellectual Ownership

When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

To avoid plagiarism an individual must give credit wherever he or she uses:

- another individual's idea, opinion, or theory
- facts, statistics, graphs, and drawings that are not common knowledge
- quotations of another individual's spoken or written words
- paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Attendance Policy

Students are expected to "attend class" and actively participate. The professor will monitor student participation/activity.

Late Work

I do not accept late work and do not believe in allowing students to turn in work after the due date. However, I do understand that sometimes there are circumstances outside one's control that may impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to University policy should it become necessary.

University Specific Procedures

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

Go to the following email address: StudentDisabilityServices@tamuc.edu

Go to the following link: [Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See Code of Student Conduct from Student Guide Handbook).

Nondiscrimination Notice

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.