

**University of Puerto Rico – Aguadilla
English Department
Course Syllabus**

Course Title	Administration of Educational Technology Programs
Course Code	TEED 4007
Numbers of Credits	3
Number of Contact Hours	45
Pre/Co-Requisites	TEED 3008, 4018
Year and Semester	2009-2010—Second Semester

Course Description:

This course presents the most important aspects of the organization, supervision and administration of educational technology programs in both the private and public educational systems, including those in higher education. Included in this is the analysis of technology programs in existence. It analyses the abilities and skills of the Teacher Specialist in Educational Technology in the public education system.

Objectives of Course:

By the end of the course the student will be able to:

- ❖ **Identify the crucial role that technology plays in the educational development of students in both the private and public educational system. NCATE: 1.3, 1.4 TESOL; 3a, 3b, 3c**
- ❖ **Understand the philosophy of technology education, the nature of technology, and the understanding of interaction between technology and society. NCATE: 1.3, 1.4 TESOL; 3a, 3b, 3c**
- ❖ **Understand the philosophy of technology education, the nature of technology, the understanding of interaction between technology and society, the technology and design process, the use, maintenance and impact of technology, administration of computer applications systems, and understand instructional development and facilities management. . NCATE: 1.3, 1.4 TESOL; 3a, 3b, 3c**

PPM-UPRag Professional Dispositions:

The PPM-UPRag candidates demonstrate that they:

1. Respect diversity
2. Model and promote fairness*
3. Demonstrate a reflective approach towards teaching and learning
4. Recognize that every student has the potentiality to learn and be successful*

*Is required by NCATE

Course Content and Distribution of Time:*

<input type="checkbox"/> COURSE CONTENT	<input type="checkbox"/> HOURS
Introduction to the course	3
A look at the technology standards http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS_T_Standards_Final.pdf for teachers http://www.iste.org/Content/NavigationMenu/NETS/ForStudents/2007Standards/NETS_for_Students_2007_Standards.pdf for students http://www.iste.org/Content/NavigationMenu/NETS/ForAdministrators/2009Standards/NETS-A_2009.pdf for administrators http://www.iste.org/Content/NavigationMenu/NETS/ForTechnologyFacilitatorsandLeaders/NCATE_Standards.htm for technology facilitators and leaders***	12
Oral presentations	5
Understanding the nature of technology <ul style="list-style-type: none"> ✓ Describe current technology used in the classroom ✓ Analyze this technology ✓ Examine resources for future advances in technology 	15
Oral presentations	5
Final thoughts	5

*This may be changed by the professor at any time

Instructional Strategies:

- ✓ Lectures
- ✓ Extensive group work
- ✓ Oral reports
- ✓ Workshops
- ✓ Computer and Library Research

Textbooks and Materials:

- ✓ Course Handouts
- ✓ 1 Jump Drive (set up folders!)
- ✓ Internet access

Evaluation Strategies:

Criteria	Points
3 PowerPoint Presentations	300
• Standards	
• Analysis of technology used today in PR school classrooms	
• Future technology research	
Final Presentation (posted to website)	200
Assignments	50
Attendance and Participation	50
TOTAL	600

Certification 10:

Different evaluation strategies will be made for students with physical, mental, or emotional impediments who are registered with the vocational rehabilitation services. In such a case, please notify the professor privately at the beginning of the semester.

Grading System:

90-100	A
80-89	B
70-79	C
60-69	D
00-59	F

Bibliography:

Johnson-Eilola, J. (2002). Designing effective web sites: A concise guide. Boston: Houghton Mifflin Co.

Norton, P. & Wiburg, K. M. (2003). *Teaching with technology: Designing opportunities to learn*. (2nd ed.). Belmont, CA: Wadsworth Publishing Co.

Steele, J. H. (2002). *Herding cats: A descriptive case study of a virtual language learning community*. Available online at <http://netdial.caribe.net/~jhsteele/cats.html>

Online Resources:

Commonwealth of Learning. (2005). *Creating learning materials for open and distance learning: A handbook for authors & instructional designers*. Vancouver, Canada: Commonwealth of Learning. Available at <http://www.col.org/colweb/webdav/site/myjahiasite/shared/docs/odlinstdesignHB.pdf>

Koul, B. N. & Kanwar, A. (Eds.). (2006). *Perspectives on distance education: Towards a culture of quality*. Vancouver, Canada: Commonwealth of Learning. Available at <http://www.col.org/colweb/site/pid/3992>

Kung, S.-C. (2002). A Framework for Successful Key-pal Programs in Language Learning. *CALL-EJ Online*, 3(2). Available: <http://www.tell.is.ritsumei.ac.jp/callejonline/journal/3-2/sckung.html>

Naidu, S. (2003). *E-learning: A guidebook of principles, procedures and practices*. New Delhi: The Commonwealth of Learning, Commonwealth Educational Media Centre for Asia. Available: <http://www.cemca.org/e-learn.htm>

Online Journals:

CALL EJ Online

Registration is free.

Current issue: <http://www.tell.is.ritsumei.ac.jp/callejonline/index.php>

Back issues: <http://www.tell.is.ritsumei.ac.jp/callejonline/mod/resource/view.php?id=8>

Subscription: <http://www.tell.is.ritsumei.ac.jp/callejonline/login/index.php>

Language Learning and Technology

Registration is free.

Current issue: <http://llt.msu.edu/>

Back issues: <http://llt.msu.edu/archives/default.html>

Subscription: <http://llt.msu.edu/subscribe.php>

Teaching English with Technology: A Journal for Teachers of English

Registration is free.

Current issue: <http://www.iatefl.org.pl/call/callnl.htm>

Back issues: http://www.iatefl.org.pl/call/j_prev.htm

Subscription: email Jarek Krajka at jarek.krajka@wp.pl. In the Subject line, write: Subscription request.

Assignments :

- If at any time you have assignments that are to be turned in, they should be turned in via electronic mail (as an attachment). They should be sent (and received) by the beginning of the class in which they are due.
- All assignments should include the following information:

your name
the class and section
the date
the assignment's title

Attendance:

You are responsible for all material assigned and/or covered in class. If you are absent, get the class notes from one of your classmates.

You are expected to attend all classes with textbooks and other materials. A role sheet will be passed out at the beginning of each class. **If you are not in the classroom when role is called, you are responsible at the end of class in letting the professor know that you arrived late.**

You will be allowed three hours of absence (excused or unexcused) without penalty. For every additional three hours (excused or unexcused) your final grade will be dropped to the next lower grade (e.g. a final grade of B will drop to a C). Inform me (on time) of any problem that will interfere with your presence in the class. I will take extraordinary circumstances into account in terms of this policy.

If you are not present, you cannot participate.

Cell Phones:

UPR Aguadilla Senate Certification 13-2004-05 prohibits the use of cell phones, beepers, and other electronic equipment in the classroom. This class will be guided accordingly. Make sure your cell-phone is turned off and put away before coming to class. Use of a cell phone in the class room is grounds for lowering your grade.

Dress Code:

As future teachers, you are expected to dress accordingly. Before coming to class, make sure you are dressed in the same manner that you would be expected to dress in the public or private schools in Puerto Rico. I have been known to lower grades drastically if I feel you are not dressed appropriately.

Final Project:

Your final project for this class is a summary of all areas of educational technology studied this semester. It is to be posted on the class website in <http://www.upragvirtual.upr.edu>

Formal Oral Presentations:

You will make three oral presentations. *Your presence and participation in our classmates' presentations, dress, time control, and use of audio-visual techniques* will be among the criteria. A complete list of criteria, as well as the rubric to be used in evaluating your presentation, will be available during the first week of class.

Incompletes:

If you decide, for a justifiable reason, that you must request an incomplete for the semester, you should do so in writing. This will give you an extra few months (till the end of the following

semester) to complete the work, but you will not be allowed to register in any course for which this is a pre-requisite until the required work is turned in. Usually it is not a good idea to request an incomplete unless it is for reasons of health. Please remember that an incomplete grade may affect your Pell Grant or other financial aid.

Internet and e-mail:

You are expected to have and use an e-mail account. **All students in the English Department must use their UPR email address.**

Online Journals:

You are expected to subscribe to the following online Journals. Subscription is free. Subscription information is available in the bibliography of this Syllabus

CALL EJ Online

Language Learning and Technology

Teaching English with Technology: A Journal for Teachers of English

Participation:

You are expected to participate actively in all class and group activities as well as in the online portion of the class.

Plagiarism:

Plagiarism: Any student caught plagiarizing will receive an F in the course. Plagiarism is defined as the copying of words and/or ideas from another source (including another student), and claiming them as your own.

Plagiarism will be reported to the Dean of Academic Affairs and to the Dean of Student Affairs for presentation to the Discipline Committee (for disciplinary action). Disciplinary action may include (among other actions) suspension or expulsion from the University of Puerto Rico.

Developed, January, 2010 by Professor Mary Moore de Reece