



Graduate Course Syllabus

EDU 641: Integrating Digital Technology II K–12

Center: Online

Course Prerequisites

None

Course Description

This course is the second part of the study of the use of technology in the secondary and postsecondary classroom. Students learn how to plan, implement, and support effective integration of technology into the curriculum. Students learn instructional leadership and how to participate in developing policies, procedures, and budgets that support technology integration. Federal and state legislation will be reviewed, including the New Hampshire Department of Education Information and Communication Technologies (ICT) program and the National Education Technology Standards (NETS) for administrators.

Course Outcomes

- Demonstrate safe, ethical, and legal practices related to digital information and technology, including, but not limited to, respect for copyright and intellectual property, and practices relating to the appropriate documentation of sources
- Provide instruction and modeling to the school community regarding digital etiquette and responsible social interactions related to the use of technology and information
- Participate in developing policies, procedures, and budgets concerning digital resources
- Provide collaborative leadership to colleagues at all position levels
- Organize professional development on data-driven needs assessment and decision making

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

Step-by-Step Professional Development in Technology

Meltzer, Sara

Taylor & Francis

2012

ISBN: 978-1-59667-198-0

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	7	20	140
Blogs	3	20	60
Short Papers	2	50	100
Critical Task			
Milestones	6	50	300
Critical Task Prompt A Submission	1	300	300
Critical Task Prompt B Submission	1	100	100
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

<i>Total Points: 1000</i>				
Grade	Numerical Equivalent	Points	Points Equivalent	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4.00	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3.00	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2.00	730	769
F	0-72	0.00	0	729
I	Incomplete			
IF	Incomplete/Failure*			
W	Withdrawn			

*Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	The Importance of Technology Integration <i>Step-by-Step Professional Development in Technology</i> , Chapter 2 1-1 Discussion: Introduction 1-2 Blog: Technology in Your School 1-3 Critical Task Review
2	Educational Technology Options <i>Step-by-Step Professional Development in Technology</i> , Chapter 4 2-1 Short Paper: Implementing Technology Devices and Applications 2-2 Critical Task Milestone One: Critical Task Declaration 2-3 Field Experience: Identify Location (Non-graded)
3	Budgeting for Technology 3-1 Critical Task Milestone Two: Initiative Budgeting 3-2 Blog: Funding Tech Initiatives
4	Technology Policies 4-1 Discussion: Acceptable Use Policy 4-2 Critical Task Milestone Three: Initiative Policies
5	Preparing Technology Professional Development <i>Step-by-Step Professional Development in Technology</i> , Chapter 5 5-1 Discussion: Models of Professional Development 5-2 Critical Task Milestone Four: The Professional Development Plan
6	Professional Development Evaluation <i>Step-by-Step Professional Development in Technology</i> , Chapter 6 6-1 Discussion: Effectiveness of Professional Development Approaches 6-2 Critical Task Milestone Five Chalk & Wire Submission 6-3 Critical Task Milestone Five: Professional Development Evaluation
7	Developing a Vision for Technology <i>Step-by-Step Professional Development in Technology</i> , Introduction 7-1 Discussion: Technology Vision Statement 7-2 Critical Task Milestone Six: The Initiative Introduction
8	Technology and Secondary Students 8-1 Discussion: Teacher Responsibilities 8-2 Short Paper: Classroom Management Strategies

9	Digital Etiquette 9-1 Blog: Digital Etiquette 9-2 Critical Task Prompt A: Professional Development Plan Chalk & Wire Submission 9-3 Critical Task Prompt A Submission: Professional Development Plan
10	The Digital School 10-1 Discussion: Final Thoughts 10-2 Critical Task Prompt B: Reflection Chalk & Wire Submission 10-3 Critical Task Prompt B Submission: Reflection

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oad@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Assessment Calibration and Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please contact the assessment calibration administrator at assessmentcalibration@snhu.edu. See [this document](#) for more information.