



Graduate Course Syllabus

EDU 642NC: Integration Specialist Toolbox

Center: Online

Course Prerequisites

None

Course Description

Students study state-of-the-art digital integration technology tools, resources, and methodologies for the K–12 classroom. This course develops the technical competencies and skills needed to collaborate with content area teachers. Topics range from digital resources and system network administration to end use applications.

Course Outcomes

- Collaborate with other educators within the school and district to incorporate contemporary digital tools and resources to maximize content learning in context
- Collaborate with other educators within the school and district to promote creative thinking and inventiveness using digital tools to engage students in real-world problem solving and learning
- Model the use of assistive and adaptive technologies and other digital resources to personalize learning
- Model collaborative knowledge construction to create more engaging learning experiences
- Promote and demonstrate effective use of digital tools and resources

Required Materials

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

The Technology Toolbelt for Teaching

S. Manning and K. E. Johnson

Jossey-Bass

2011

ISBN: 978-0-470-63424-0

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU's curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

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. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	8	20	160
Short Papers	2	50	100
Journals	5	18	90
Group Presentation	1	45	45
Critical Task			
Milestones	2	75	150
ETIS Toolbox	1	200	200
Alternative Field Experience			
Lesson Plan Draft	1	55	55
Part A	1	100	100
Part A	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

Grade	Numerical Equivalent	Points
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33

Grade	Numerical Equivalent	Points
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
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	Technology Integration Specialist as Expert <i>The Technology Toolbelt for Teaching</i> , Introduction and Chapters 1 and 22 1-1 Discussion: Introduction and Digital Tools 1-2 Short Paper: The Role of the Technology Integration Specialist 1-3 Critical Task Review
2	Tools to Find Tools <i>The Technology Toolbelt for Teaching</i> , Chapter 2 2-1 Discussion: Debate About Paid Subscription Applications 2-2 Milestone One: Portfolio Platform and Applications 2-3 Journal: Alternative Field Experience
3	Tools for Productivity <i>The Technology Toolbelt for Teaching</i> , Chapters 3, 4, and 7 3-1 Discussion: Productivity Tools 3-2 Alternative Field Experience: Lesson Plan Draft
4	Tools for Presentations <i>The Technology Toolbelt for Teaching</i> , Chapters 16, 17, and 18 4-1 Journal: Presentation Media in the Classroom 4-2 Milestone Two: Tutorial

Module	Topics and Assignments
5	Mind Mapping and Digital Storytelling <i>The Technology Toolbelt for Teaching</i> , Chapter 5 5-1 Discussion: Mind Mapping/Digital Storytelling 5-2 Journal: Mind Mapping/Digital Storytelling
6	Content Connections and Adaptive Technologies 6-1 Discussion: Sharing a Tool or Skill 6-2 Journal: Assistive Technologies
7	Social Media Tools: The Good, the Bad, and the Ugly <i>The Technology Toolbelt for Teaching</i> , Chapter 25 7-1 Discussion: Debate About Facebook 7-2 Group Presentation: Social Media in K–12 Education
8	Connecting Students With the Larger World <i>The Technology Toolbelt for Teaching</i> , Chapters 9, 10, and 14 8-1 Short Paper: Breaking Down the Walls 8-2 Discussion: Virtual Field Trips
9	Tools to Build a Professional Network 9-1 Journal: Reflection 9-2 Critical Task: ETIS Toolbox 9-3 Alternative Field Experience Reminder
10	Using the Toolbox 10-1 Discussion: Tool Reflection 10-2 Alternative Field Experience Part A: Lesson Plan 10-3 Alternative Field Experience Part B: 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 graded assignment/discussion during the first week of class, the student is automatically dropped 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 Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

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 Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

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