

## **COURSE SYLLABUS**

**Fall 2021**

August 23 – October 15, 2021

ONLINE

**Literacy in Technology**

**MIC50902-70**

**M.Ed.**

**Instructor:** Alan Cook  
**Phone/Text:** 775-538-2526 Mobile  
**E-mail:** [acook@rio.edu](mailto:acook@rio.edu)  
**Office:** Bob Evans Farm Hall – Room 230

**Office Hours:** *Please schedule an appointment online: 2526.us/meet  
at least 8 hours in advance to ensure availability*

M/W @BEF230	3:45-4:45p <i>[schedule in advance at 2526.us/meet]</i>
T/R @Meigs Ctr.	03:45p-04:15p
T/R via MS Teams or phone	01:30-02:30p <i>[schedule in advance at 2526.us/meet]</i>

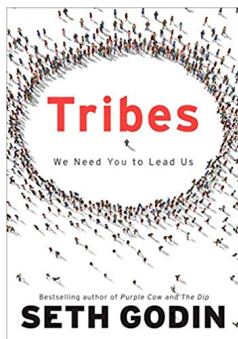
Dept. Secretary: 740-245-7373 Office Fax: 740-245-7110  
McArthur Ctr. 740-645-7993 Meigs Center: 740-992-1880

**COURSE DESCRIPTION:** This course emphasizes the uses of computers in education, data management, and content area application.

**PREREQUISITES:** None

**CREDIT HOURS:** 2 credit hours

**TEXTBOOK AND OTHER REQUIRED MATERIALS:**



Gooden, Seth (2008). "Tribes: We Need You to Lead Us"  
Penguin: New York. ISBN: 978-1591842330

Access to Rio's Blackboard Learning Management System:  
<http://rio.blackboard.com>

Flash Drive (2GB, or larger, with available space for course files)

**PROGRAM OUTCOMES:** The following outcomes have been adopted for the degree program for which this course is required:

1. Address the need for each young person to develop and sustain personal dignity.
2. Plan toward maximum effectiveness of sharing knowledge through various sensory stimuli.
3. Demonstrate by application the theory of multiple intelligences and its significance in identifying alternative paths to acquiring general knowledge.
4. Demonstrate, by application, the effectiveness of authentic, performance-based assessment.
5. Investigate and adapt new learning theories as they relate to current practice and contemporary technology.
6. Initiate a continuous plan to present and support the arts and sports as a powerful means through which individual and collective human behavior is influenced.
7. Plan and implement individual creative activity and group projects relative to the entire curriculum.
8. Present the common concerns of human beings while respecting the desire of different people to retain their cultural identity.
9. Actively promote the concept that the cultures of all peoples can best be compared and understood through the arts and sports.
10. Demonstrate how creative activity can enable and support worthwhile learning.
11. Document the value of diversity to enrich the learning environment through personal experiences.
12. Develop and practice active learning strategies designed on the basis of brain-based research.

**COURSE OUTCOMES:** The following outcomes have been adopted for this course. *All outcomes* listed below have direct relevance to course material. Upon completion of this course students are expected to:

1. **Technical Literacy:** understand the basic concepts of computer functionality and related terminology and demonstrate genuine understanding of the basic skills presented in this course.
2. **Learning Literacy:** effectively preparing to be a distance learning student, using the web as a communication tool, using the web as a resource for learning.
3. **Teaching Literacy:** using technology effectively in the classroom as a resource for teaching and communicating.

4. **The course is designed to go along with the Portfolio class to prepare to understand the technology to be used in the Graduate Education experience.**

## GRADING POLICIES/TESTING/ASSIGNMENTS/ATTENDANCE/EXPECTATIONS

Grade calculation	% of Grade	Grading Scale
Online Discussions	25%	A = 90 – 100%
Activity Assignments	25%	B = 80 – 89%
Creation of an ePortfolio	30%	C = 70 – 79%
Class Presentation	20%	D = 60 – 69%
TOTAL	=100	F < 60%

**Assignments:** Assignments will be posted weekly on Blackboard and will consist of projects (activity assignments), online discussions, journal reflections, watching videos, and ultimately the development of a class presentation and an ePortfolio project.

### **TOPICAL/CLASS OUTLINE:**

Date	Topic
W1 23-Aug	Go over Syllabus/Canvas course If you don't have one, sign up for a Google account Overview of ePortfolios
W2 30-Aug	Creating ePortfolios Google Sites/Mahara
W3 6-Sep	Online presentation software Keirsey Temperament Sorter
W4 13-Sep	Online Tools
W5 20-Sep	Ted Talks What fascinates you?
W6 27-Sep	Creativity - Tribes
W7 4-Oct	Finish and Submit Draft Presentations
W8 11-Oct	Submit Presentations

**Participation:** Classroom participation for face-to-face classes may be graded on classroom activities/discussions while online student participation will be graded on completion of assigned online assignments/discussions. These assignments will be required to be completed during the face-to-face course or at the conclusion of the week for students participating online.

**Face-to-Face Lab Behavior:** Phones should be set to vibrate or silent to allow students to receive emergency notifications without disruption of the classroom. Devices such as laptops, smartphones, Internet-connected devices and university provided computers should be used ONLY to enhance the course (such as looking up information for discussion/in-class activities, etc.) and NOT become a distraction to the learner or other students in the classroom (texting, etc.). Headphones/earphones (even just in one ear) or non-religious/unapproved headgear (hats or hoods, etc.) that cover ears should not be used/worn during classroom instructional activity time. Students should be aware of and respect posted policies in lab classrooms, such as “no food and drinks”. Students who are not engaged in the face-to-face classroom may forfeit participation points.

We are Rio. Learning, living, and working in the community are vital to our Mission at URG/RGCC. The COVID-19 pandemic and the risks posed to our community and the world require that each of us observe heightened well-being and safety measures in the coming academic year. Your safety, health, and well-being, as well as that of our faculty, staff, and guests to campus are our primary concern, and we want to support you in any way that we can. We have expectations that you act responsibly in order to mitigate risk to others. We cannot fully eliminate risk—no one can; however, we can and should mitigate risk. Keep in mind that wearing masks on campus may be mandated and that social distancing should be maintained when possible.

**Email Communication:** To avoid messages from being filtered/not delivered, all student and faculty communication should be restricted to official university supplied email addresses. If you need a call back, please include a phone number in your email message. Email messages should always be professional and include your full name and course information (course and section #).

**Incomplete Grades:** Student must meet the requirements for an incomplete grade and submit a completed application (available from the registrar) for an incomplete grade, including an explanation for the request and documentation. The university charges a fee for incomplete grades. The application should be submitted to the instructor before the beginning of finals week.

**Course Survey:** Student are expected to complete a course evaluation survey before the end of the semester through the online evaluation system. Course survey information is requested before the end of the semester, but survey results are withheld from instructors until after grades have been submitted. Course evaluations are necessary for the school’s accreditation and assist with the institutional assessment and future planning.

## **ACADEMIC SUPPORT SERVICES**

**Accommodations and Student Accessibility Services:** Students who wish to receive reasonable accommodations due to a qualifying ADA disability, should contact the Office of Accessibility to learn more about requesting accommodations. Students must be registered with the Office of Accessibility in order to receive accommodation services. Those interested in learning more about

requesting accommodations or who are not certain whether they have a qualifying disability may contact Stephanie Alexander, PhD, Director of Academic Support Services and Student Accessibility at: [accessibility@rio.edu](mailto:accessibility@rio.edu) or (740) 245-7366. The Office of Accessibility is located in the Academic Support Services Suite, Suite 08, on the ground floor of the Jeanette Albiez Davis Library. The Office of Accessibility offers virtual, phone, and face-to-face appointments.

**Tutoring and Writing Assistance:** The Michael V. and Flora Jenkins Academic Center offers free tutoring in many subjects as well as writing assistance, basic skills instruction, and an open computer lab to all Rio students. To schedule a tutoring appointment or to learn more about tutoring services, contact Kelsey Doughman, MEd (tutoring coordinator and professional math tutoring specialist) at (740) 245-7176 or [jenkinscenter@rio.edu](mailto:jenkinscenter@rio.edu). To schedule a writing assistance appointment or to learn more about using the Jenkins Center “OPS” (online paper service), contact Adam Hollingshead, MA (professional writing specialist) at (740) 245-7333 or [jenkinscenter@rio.edu](mailto:jenkinscenter@rio.edu). The Jenkins Academic Center is located on the ground floor of the Jeanette Albiez Davis Library. The Jenkins Academic Center offers tutoring and writing assistance in virtual, phone, and face-to-face formats.

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**ACADEMIC HONESTY & INTEGRITY:** As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

**ADA POLICY:** If a student wishes to be identified as having a physical, mental, or learning disability, that may or may not require reasonable accommodation(s), he/she must register with the Office of Accessibility. These registered students should identify themselves to their instructors and provide a written statement from the Accessibility Office that indicates the appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The Office of Accessibility phone is 740-245-7439 and is located in Rhodes Hall, Room 118, University of Rio Grande.

**MENTAL HEALTH SERVICES:** As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Accessibility (740-245-7439) to learn more about the confidential mental health services available to you.

**FERPA:** The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before

personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights Under FERPA section of the Student Handbook for details and more information.

**COPYRIGHT:** Materials used in association with this course may be copyright protected. These items are provided for educational purposes and are intended for the use by only those students officially enrolled in the course. Individuals may not copy, duplicate, download, or distribute any of these items outside this course without first considering United States copyright law (Title 17, US Code) and Rio Grande's copyright-related policies.

**WITHDRAWAL:** See the Student Handbook for withdrawal information and the current university course schedule for last day during the semester to withdraw from course.

**\*\* This syllabus is not to be construed as a contract with the student and may be subject to change\*\***

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