

Course Syllabus

**Instructional Design and Technology 573
Online Professional Development
Use of Technologies in the K-12 Classroom**

STAR-Online

IDT 573 Online Professional Development: Use of Technologies in the K-12 Classroom Instructional Design and Technology Western Illinois University
<http://www.star-online.org>

**Star Number 41041
Fall 2009 2 graduate semester hours per semester
(repeatable up to 8 hours)**

Instructor of Record: Debbie Danner

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Macomb, IL 61455; (309) 298-2444 x 293; fax (309) 298-2012

Start Date: Begin on or after August 24, 2009 (or upon submission of completed registration form). Contact STAR-Online for permission to begin prior to August 24, 2009.

End Date: All coursework must be completed and submitted by December 11, 2009.

Drop Date: The official drop date for Fall classes is September 4, 2009. If you are adding this course AFTER the drop date, you will not be able to withdraw without paying a fee to the University. Contact the Registrar for details. You must also contact STAR-Online for permission to add past the drop date.

Cost: For tuition costs refer to <http://www.wiu.edu/businessservices/tuition/> Unless you are taking other classes at WIU, scroll down to Non-Guaranteed Graduate Student Rate - Summer 2009 thru Spring 2010. There will also be a one-time transcript fee of \$7.00 upon proof of a bachelor's degree. All students taking graduate classes will be charged a one-time non-refundable \$30.00 application fee. Contact the office of Registrar at 309-298-1891 with questions about tuition and fee costs. **Please DO NOT submit payment with registration. The university will bill you separately.**

Course Description: Studies leading to applications of Instructional Design and Technology, which emphasize competency development in a specialized area, such as: distance learning, curriculum integration, presentations systems, and multimedia techniques. Course includes the completion of a project. Does not apply to degree plan. *Prerequisite: Graduate standing.*

WIU Mission Statement: The mission of Western Illinois University is to provide the premier undergraduate and graduate education among all public universities in Illinois and, in selected disciplines, beyond Illinois' borders.

Requirements: To participate in this class registrants **must** have basic computer skills, have access to the Internet/WWW, have a Bachelor's degree, be accepted as a graduate student at WIU, and be a registered user of STAR-Online. To be a registered participant, you must be affiliated with a school district that has a current subscription with STAR-Online. Please contact a STAR-Online Representative for information about your district's status, or about arranging for an individual subscription.

Graduate Admission: To be accepted as a graduate student, go to <http://www.wiu.edu/grad/> to apply online, or contact the School of Graduate Studies at 1 University Circle, Memorial Hall 237, Macomb, IL 61455-1390. E-mail: Grad-Office@wiu.edu Phone: 309-298-1806

Getting Started: In this asynchronous course, students will gain technology skills that can be applied to their classroom. All of the instruction will be delivered via online modules through the *Western Online* on the World Wide Web. Online support will be available through a listserv as well as through the course instructor. For more information go to: <http://www.star-online.org>

Once you have registered for STAR-Online you can access:

Western Online that contains the over 30 online staff development modules, teacher resources, and the communication tool

New STAR-Online system that contains 14 online staff development modules with more being added everyday.

You can choose from the online modules available below:

Technology & Learning Strategies

- Ethics and Technology in Education
- Explore Project-Based Learning in Math, Reading, Science, Writing and More
- Ethics and Technology in Education
- Media Literacy in Education

- Strategies for Literacy Through Technology
- Technology Tools for Special Education

Internet Applications

- Develop Writing and Research Skills Through the Internet
- Email (Web-based)
- Engaging Students with WebQuests
- Expand Math, Reading, Science and Writing Through Internet Tools
- Internet/WWW Overview
- Web Page Development (WebBlender2)

Technology Basics

- Computer Hardware
- Digital Cameras
- Microsoft® Windows XP

Interactive Multimedia Applications

- Instructional Video
- Virtual Field Trips

Productivity Applications

- Microsoft® *PowerPoint* 2003
- Microsoft® *Access* 2003
- Microsoft® *Excel* 2003
- Microsoft® *Word* 2003
- Microsoft® *PowerPoint* 2007
- Microsoft® *Access* 2007
- Microsoft® *Excel* 2007
- Microsoft® *Word* 2007
- Digital Portfolios
- TimeLiner as a Teaching Tool
- Using Publisher in the Classroom
- Pre-writing, Planning and Concept Mapping with Inspiration/Kidspiration

New System

- Education of Language Minority Students in Illinois
- Blogs
- Internet and Computer Safety, Privacy and Protection
- Microsoft Access 2003 - Prescriptive Training
- Microsoft Access 2007 - Prescriptive Training
- Microsoft Excel 2003 - Prescriptive Training
- Microsoft Excel 2007 - Prescriptive Training
- Microsoft PowerPoint 2003 - Prescriptive Training
- Microsoft PowerPoint 2007 - Prescriptive Training
- Microsoft Word 2003 - Prescriptive Training
- Microsoft Word 2007 - Prescriptive Training

- Technology Integration Library and Resources
- Using Flickr
- Wikis

What is in a Module?

Students will be required to complete three online modules. Each module will contain the same components explained below. To receive full credit for each module, the following sections must be completed, submitted electronically, and approved by the STAR-Online Resource Specialists.

• **Lessons and Activities:** The purpose of the competencies is to guide students through the module lessons and activities. Each competency is directly associated with a section of the lesson. This enables the staff development to meet the individual needs of the students. However, if they feel they have the skill to "competency out" of a lesson, they should go directly to the activity for that lesson. Each student is required to complete ALL of the activities in each of the THREE modules they are doing as part of the course requirements.

• **Integration:** Integration is an important part of each module. Students will demonstrate how they have used the skills they have learned from the module in their classroom by developing a lesson plan. To receive full credit, the Integration activity of how they plan to integrate the technology into the educational setting must be submitted electronically. The lesson plan template is provided.

• **Evaluation:** The STAR-Online staff is constantly revising and upgrading the staff development modules. Student evaluations provide information needed to make these revisions.

Course Assignments

- 1) Create a staff development plan (20 pts)
- 2) Complete 3 online staff development modules (120 pts)
- 3) Complete the Internet Safety module (20 pts)
- 4) Write a reflection paper (40 pts)

Assignment description and assessment criteria follow.

Assignment Descriptions

<h4>1. Complete a staff development plan (20 total points)</h4>

Students will choose 3 modules to complete for this course. Write up a staff development plan that includes the following:

Required Components:

- Your name and address
- A summary of teaching assignment (content/grade), location of school, and length of teaching (minimum 50 words)

- . • A summary of why you teach, as well as how you see technology fitting into your classroom (minimum 100 words)
- . • A summary of why you are taking this course (minimum 50 words)
- . • List the three modules you will be completing and explain why you chose those modules (minimum 50 words)

When submitting the assignment by email please include ITT573staffplan(your last name) [ex: ITT573staffplanName] in the subject line. *Submit the staff development plan* via email to the class email at star-online@wiu.edu.

Assessment Criteria	Maximum Points
Staff Development plan includes all required components	15 pts
Staff Development plan is clear and free of spelling/grammatical errors	5 pts

2. Complete 3 online modules (40pts each/120 total points)

Students are required to complete three online technology modules. The modules you will complete are indicated in your staff development plan (assignment #1).

Assessment Criteria	Maximum Points
Complete and submit all <i>Lessons/Activities</i> in each module	15 pts ea/45 pts total
Write summary and submit <i>Integration</i> activities in each module	20 pts ea/60 pts total
Complete and submit <i>Evaluation</i> form in each module	5 pts ea/15 pts total

*To receive full credit, each of the above-mentioned sections must be completed for all **THREE** modules selected. You can view you module progress at any time from the gradebook in both STAR-Online systems.*

3. Internet Safety Module: (20 total points)

On January 1, 2009 the state of Illinois enacted Public Act 095-0869 which

amended School Code Section 27-13.3 - Internet safety education curriculum.

Specifically, here's the key phrase:

“Beginning with the 2009-2010 school year, a district must incorporate into the school curriculum a component on Internet safety...”

Internet Safety is an area that all educators need to understand and have the ability to share with their students. You need to start thinking about it as early as kindergarten and don't stop talking about until they have graduated from high school (at that point you hope that they will continue to be educated at their workplace, school of choice or the military).

This module will cover...

- Internet Privacy, Protection, And Security
- COPPA And Privacy Protection
- CIPA And Internet Safety Guidelines
- Internet Protection Measures
- Potential Internet Risks
- Cyberbullying
- Internet Hoaxes
- Safety With Chat Rooms, Blogs, And Other Social Networks
- Protect Computer Data

Students are required to complete the Internet and Computer Safety, Privacy and Protection module. You will also be required to complete the Application of Skills and the Integration sections of this module.

Assessment Criteria	Maximum Points
Complete and submit all <i>Lessons/Activities</i> in each module	15 pts ea
Write summary and submit <i>Integration</i> activities in each module	20 pts ea
Complete and submit <i>Evaluation</i> form in each module	5 pts ea

To receive full credit, each of the above-mentioned sections must be completed for this module. You can view you module progress at any time from the gradebook in both STAR-Online systems.

4. Reflection Paper: (40 total points)

To assess the impact of the *Virtual Teaching and Learning Community* (VTLC), answer the following questions in a reflection paper:

- 1) How has the VTLC enhanced the learning outcomes for you as a teacher?
- 2) What did you do with the knowledge and skills gained after using the VTLC?
- 3) How did each module impact the classroom?
- 4) What elements of the VTLC did you use most often? Why?
- 5) What problems did you have with the VTLC?

Assessment Criteria	Maximum Points
3-4 page paper which addresses the questions clearly, free of spelling errors	40 pts.

When submitting the assignment by email please include ITT573reflect (your last name) [ex: ITT573reflectName] in the subject line. Submit the staff development plan via email to the class email at star-online@wiu.edu.

Grading Course Assignments

- Create a staff development plan (20 pts)
- Complete 3 online staff development modules (120 pts)
- Complete the Internet Safety module (20 pts)
- Write a reflection paper (40 pts)

TOTAL POINTS 200 pts

Grade Key

POINTS GRADE

180-200 A (90%-100%) 160-179 B (80%-90%)

140-159 C (70%-80%) 120-139 D (60%-70%)

118-below F (59%-below)

*** Incompletes are not available through this course.**

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Scoring Rubrics

Scoring Rubric

1. Staff Development Plan (20 total points)

Students are required to submit a staff development plan electronically, which includes the elements listed below.

Assignment Criteria	Points Possible	Points Earned
<i>Staff Development plan requires the following components</i> *Name and address	2 pts	
*Subject taught, school location, length of time in teaching field (50 word minimum)	3 pts	
*Why you teach and how you see using technology in your classroom (100 word minimum)	3 pts	
*A summary of why you are taking this course (50 word minimum)	3 pts	
*A list of the three modules you will be completing and why you chose those modules (50 word minimum)	4 pts	
Staff Development plan is written clearly and free of spelling/grammatical errors	5 pts	
TOTAL POINTS	20 pts	

Scoring Rubric

2. Online modules (120 total points -40 pts for each module)

Students are required to complete 3 online technology modules; the modules completed are indicated in their staff development plan (assignment #1).

Assignment Criteria	Points Possible	Points Earned
MODULE 1		
Complete and submit all <i>Lessons/Activities</i> within the module	15 pts	
Write summary and submit <i>Integration</i> activities	20 pts	
Complete and submit <i>Evaluation</i> form	5 pts	
Total	40 pts	

Assignment Criteria	Points Possible	Points Earned
MODULE 2		
Complete and submit all <i>Lessons/Activities</i> within the module	15 pts	
Write summary and submit <i>Integration</i> activities	20 pts	
Complete and submit <i>Evaluation</i> form	5 pts	
Total	40 pts	

Assignment Criteria	Points Possible	Points Earned
MODULE 3		
Complete and submit all <i>Lessons/Activities</i> within the module	15 pts	
Write summary and submit <i>Integration</i> activities	20 pts	
Complete and submit <i>Evaluation</i> form	5 pts	
Total	40 pts	

TOTAL POINTS	120 pts	
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Scoring Rubric

3. Internet Safety module (40 total pts)

Students are required to complete Internet Safety module.

Assessment Criteria	Maximum Points
Complete and submit all <i>Lessons/Activities</i> in each module	15 pts ea
Write summary and submit <i>Integration</i> activities in each module	20 pts ea
Complete and submit <i>Evaluation</i> form in each module	5 pts ea

Scoring Rubric

4. Reflection Paper (20 total points)

To assess the impact of the *Virtual Teaching and Learning Community*, answer the following questions in a reflection paper. Submit a 3-4 page paper which addresses the questions clearly, free of spelling errors.

Assignment Criteria	Points Possible	Points Earned
1) How has the VTLC enhanced the learning outcomes for you as a teacher?	4 pts	
2) What did you do with the knowledge and skills gained after using the VTLC?	4 pts	
3) How did each module impact the classroom?	4 pts	
4) What elements of the VTLC did you use most often? Why?	4 pts	
5) What problems did you have with the VTLC?	4 pts	
TOTAL POINTS	20 pts	

Scoring Rubric Course Grade Sheet

Assignment	Points Possible	Points Earned
· Complete staff development plan	20 pts	
· Complete online staff development modules	120 pts	
· Complete Internet Safety Module	40 pts	
· Reflection Paper	20 pts	
Total Points	200 pts	

Grade Key

POINTS GRADE

180-200 A (90%-100%) 160-179 B (80%-90%) 140-159 C (70%-80%) 120-139 D (60%-70%) 118-below F (59%-below)

Incompletes are not available through this course.