



Course Syllabus

Course Offering Information

College: College of Education

Department: Department of Leadership and Career Preparation

Course Type: Online

Course Prefix/Course Number/Course Name: INST 5000 - Special Projects in Educational Technology: ISTE Certification

Semester and Year: Fall 2026

Number of credit hours¹: 3

Catalog course description, prerequisites, co-requisites, and other restrictions: Directed individual or group study of contemporary issues in educational technology

INSTRUCTOR INFORMATION

Instructor: Dr. Lauren Hays

Office location: Lovinger 4114

Office phone: 660-543-8615

Faculty availability– face to face and online: Tuesdays 8:30-11:30; Wednesdays 12:30-2:30

University email address: lahays@ucmo.edu

Anticipated response time for emails, assignment grading, and feedback: I respond to emails within 24 hours.

Course Information & Requirements

Materials

None

¹ A **credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in (1) above of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

¹The amount of student engagement in coursework to achieve the intended learning outcomes should be appropriate to the credit hours awarded. A **credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in (1) above of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours; or (3) institutionally established reasonable equivalencies for the amount of work described above in paragraph (1) of this definition for the credit hours awarded, as represented by verifiable student achievement of intended learning outcomes".

Student Learning Outcomes (SLO)

1. Students will successfully complete ISTE Certification.
2. Students will reflect on their successfully completed ISTE Certification.
3. Students will document their ISTE Certification by completing a graduate-level term paper meeting department and university-specific requirements consistent with a department-approved style guide (APA, 7th Ed.).
4. The ISTE Standards implementation plan includes but is not limited to describing how the ISTE Standards for Students and Educators will be implemented into the existing curriculum (or as a stand-alone, new curriculum), any curricular design / delivery modifications needed at their local level, and providing instructional differentiation needed to adapt the material to their own students' needs and learning styles.

Instructional Methods / Activities / Assessments

NOTE Enrollment for fall, spring, and summer semesters is accepted up to two weeks before semester end.

If you are new to UCM and wish to take the ISTE Certification course as a non-degree seeking student (you can always apply your earned ISTE Certification course credit to a degree later), select "**Non-Degree Seeking**" and then select the "**Special Credit Application**" to proceed.

For assistance with application/enrollment in UCM courses to earn graduate credit for your ISTE Certification, or if you are **already a UCM student** pursuing a graduate degree, please contact Katie Honomichl in our office of Online and Extended Studies at honomichl@ucmo.edu prior to completing the application.

For specific **questions on how your ISTE Certification can apply to a UCM graduate degree**, please contact Dr. Lauren Hays at lahays@ucmo.edu or call (660) 543-8615.

Required Materials

You will be required to submit the following items:

1. Complete Application (via online, see above)
2. Evidence of successfully completed ISTE certification
3. A UCM graduate level reflection paper that includes a course summary, personal reflection, and personal implementation plan (rubric included in application packet). The criteria listed in the rubric should be used as an outline when planning your paper.

Course Assessment / Grading Scale

Assessment for this course is based on three main components, two of which are binary (must be completed) and one term paper to be submitted to UCM faculty.

Regardless of the quality of the UCM graduate term paper, credit for this course cannot be earned if Components One and Two are not completed:

Components	Documentation Required	Weight of Component
1. Successfully Completing ISTE Certification	Per the "Required Materials" section in this Syllabus	Required
2. Successfully Completing all UCM Enrollment Requirements	Per the "Required Materials" section in this Syllabus	Required
3. UCM Graduate Term Paper	Per Assignment Sheet / Paper Rubric. Contact the instructor for more information and insight.	100% of Points for INST 5000

A comprehensive rubric for the graduate reflection paper is included in the application packet and will be used to assess each graduate paper submitted for PLTW® CTI courses. It can also be found online via Google Drive here: goo.gl/h6fu6N

Total Points per Course: 100.

POINTS	PERCENTAGES	LETTER GRADE
90-100	90 -100%	A
80-89	80-89%	B
70-79	70-79%	C
60-69	60-69%	D
59 and Below	59%	F

UNIVERSITY POLICIES

ADA

Students with documented disabilities who are seeking accommodations should contact the Office of Accessibility Services at Union 224, 660-543-4983 or access@ucmo.edu. If you want to share information about your needs that I should be aware of, such as emergency medical information or special arrangements for field trips or internships, please see me privately after class or during office hours. Please contact Accessibility Services at 660-543-4983 or access@ucmo.edu at least 72 hours in advance if you will require accommodations due to a disability.

Title IX

The University of Central Missouri seeks to foster a safe and healthy environment built on mutual respect and trust. Sex discrimination, including sexual harassment, sexual violence,

and other forms of sexual misconduct, will not be tolerated. All faculty and most staff are considered mandated reporters by the University and must disclose all information they receive about sexual misconduct to the Title IX Coordinator. **As a faculty or staff member of the University, I am a mandated reporter. This means I am required to report information shared with me regarding sex discrimination and sexual misconduct.**

If you, or someone you know, has experienced sex discrimination or sexual misconduct, please know that assistance and options are available. UCM strongly encourages all members of the community to seek support and report incidents of this nature to the Title IX Coordinator. Anyone who wishes to report sexual misconduct, to learn more about the University process and options available, or to utilize a confidential resource, please visit the [UCM Title IX Information Page](#).

If you are pregnant, you are also protected under Title IX. For accommodations related to your pregnancy, you should contact the Office of Accessibility Services at Union 224, 660-543-4983, or access@ucmo.edu.

Access, Opportunity, and Community

The University of Central Missouri's administrators, faculty, and staff seek a campus environment that recognizes all dimensions of diversity and inclusiveness. All students are welcome in our classes, and differences are acknowledged rather than erased or denied. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexuality, income, faith and non-faith perspectives, socio-economic class, primary language, family status, military experience, and more. Inclusive learning is facilitated by creative and innovative thought and mutual respect; being in this class means that you, your faculty member, and your peers strive to foster a welcoming and equitable environment for all.

Academic Honesty

This instructor will enforce UCM's [Academic Honesty Policy](#) as described in the Academic Policy Library and [UCM Student Handbook](#).

Student Conduct

Each student who enrolls at UCM assumes an obligation to abide by the university's rules and regulations and local, state, and federal laws. The [Student Handbook](#) describes student rights and responsibilities.

COLLEGE OF EDUCATION PROCEDURES

Electronic and Social Media Use by Field and Clinical Students

All University of Central Missouri students placed in field or clinical placements will interact and communicate in a professional manner with students, parents/legal guardians, district administrators, and staff according to guidelines set forth by district and building policies of the school district in which the teacher candidate is placed. In all forms of communication, field and clinical teacher candidates must maintain professional boundaries.

The use by field or clinical teacher candidates of any social media to communicate with students and/or parents/legal guardians, including but not limited to email, Facebook, Twitter, texting, and blogs must be for educational purposes approved by the field or clinical teacher candidates's school district. Communications must comply with all relevant district policies and must be set up for public viewing.

Field and clinical teacher candidates must not use social media to engage in private communications with students. Teacher candidates shall not use their personal electronic communication devices, accounts, web pages, or other forms of electronic communication to communicate with students and/or parents/legal guardians. (*Procedure II.G p. 17*)

COURSE SPECIFIC POLICIES

Minimum Technology Requirements

A computer with an Internet connection is required to access the Brightspace (BrS) Course Management system.

Technical Skills Necessary for the Course

For this course, you will need to be able to use standard software tools, including a video recorder, presentation software with embedded audio, Google Drive, and word processing software. It is assumed that you can navigate Brightspace (BrS) and Gmail. Tutorial videos for Brightspace (BrS) can be found via the [D2L Brightspace Community page for Learners](#).

Brightspace (BrS) Access and Login Information

To get started with the course, go to: <https://ucmo.brightspace.com/d2l/login>. You will need your UCM username and password to log in to the course. If you do not know or cannot remember your information, please refer to the information provided by the Technology Support Center: <http://www.ucmo.edu/ot/new>. You will also be required to complete multifactor authentication through DUO. For information on DUO, please visit the [Technology Support Center](#) page and review the Multifactor Authentication (MFA) information.

Technology-Specific Accessibility Statements

Brightspace (BrS): <https://www.d2l.com/accessibility/standards/>
Google Drive, Docs, etc.: <https://www.google.com/accessibility/products-features.html>

Technology Support

Students seeking technical support may contact the UCM Office of Technology at tsc@ucmo.edu or 660-543-4357.

Course Calendar & Deadlines (schedule is subject to change for the Student's benefit)

Date	Details and Deadlines
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Mid Semester	Deadline to submit the paper for early consideration with an opportunity to incorporate formative feedback before the assignment deadline.
Final Friday of Semester	Deadline to submit ISTE documents for any given semester
Thursday Following End of Semester	Grade Reports and Transcripts available (see note below)

Note: grade report and transcript requests will not be honored while the student account has a balance due; all tuition and fees must be paid prior to transcripts being issued. A hold will be placed on the student's account until this requirement is satisfied.