

Valencia College

EME 2040: Introduction to Technology for Educators

CRN: 32463

Table of Contents

Course Description:	2
Catalog Description	2
Course Objectives:	2
Required Text:	3
Course Policies	4
Grading Policy	6
Assignments Overview:	6
Course Schedule:	7
Important Dates	8
Baycare Student Assistance Services	9
College Links	9
DISCLAIMER STATEMENT	9

Instructor: Amanda Molina, M.Ed

Contact: [Canvas Inbox](#)

Office Hours: By appointment only. Options are available via zoom, Big Blue Button, phone, email, or any way that is convenient for you. Because I work for OCPS during the day, I am usually available after 4:00pm daily.

Catalog Description

A course for undergraduate education majors which is designed to establish awareness and proficiency related to productivity tools (word processing, spreadsheet, data base, graphics), multimedia presentation, hardware and software, and contemporary communications systems, such as E-mail and the World Wide Web. This course includes learning activities designed to ensure competence in the basic use of computers. Generally required as a prerequisite for state university teacher education programs in Florida. Check with prospective transfer program on current requirements.

Major Topics/ Concepts/ Skills/ Issues

- technology for classroom management, administration, teaching and learning
- appropriate software and hardware applications in the classroom
- legal and ethical use of technology
- internet research skills
- evidence based data for use in instructional planning
- Universal Design principles and assistive technologies
- technology tools used for teaching English Language Learners

Course Objectives:

Objectives meet national and state standards as listed below:

Students will:

1. The student will present examples showing the use of technology for classroom management, administration, teaching and learning.
2. The student will evaluate and recommend appropriate software and hardware for application in the classroom.

3. The student will demonstrate legal and ethical use of technology in the classroom.
4. The student will demonstrate research skills by using internet resources and appropriate software.
5. The student will research and present applicable national, state, and local resources for evidence based data for use in appropriate instructional planning.
6. The student will explain Universal Design principles and select appropriate technology tools that will link outcomes to instruction for students with special and/or diverse needs.
7. The student will identify and select appropriate technology tools that link to instructional strategies for teaching English Language Learners.

Required Textbook:

There is no required textbook. All required text and supplemental material will be provided throughout the course in the course modules.

Course Policies

Attendance Policy

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via [Canvas Inbox](#) as soon as possible to indicate the reason. If you do not access the course website or contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours, you will be withdrawn from the course up until the withdraw deadline. After the withdrawal deadline, students with an absence of more than 3 days will receive the final grade that is earned according to the course grading policy.

No-Show Policy

If you do not log in to the course during the first week and complete the Required Attendance Activity - [Orientation Quiz](#), you will be withdrawn from the class as a "no show". Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Withdrawal Policy

Per [Valencia policy](#), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

"If you are an International Student (F-1 or J-1) Please be advised that withdrawal from this course as a "No Show" or due to attendance may result in a termination of your visa status if you fall below the full time enrollment requirement of 12 credit hours. Contact Valencia's International Student Services Office for more information."

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Academic Integrity/Plagiarism Policy

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work, a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

If you are taking this course for a second time, you are not allowed to submit completed assignments from your previous course. You are to complete the assignments as if this is your first time in the course.

Late Work/Makeup Policy

Late work will be accepted only if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course. No other late work is accepted.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as [College policies and procedures](#) that have been implemented to help guarantee student privacy.

Final Exam Policy

The Final Exam must be completed by the assigned day and time (see the syllabus) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.

Grading Policy

Orientation Quiz	10 points
Show What You Know Quiz	20 points
Three discussion posts (50 points each)	150 points
Universal Design for Learning (UDL) Tool	25 points
Using Piktochart or Canva	25 points
Creating a new Kahoot! Game	25 points
Google Jamboard Application Activity (Final Exam Activity)	100 points

Total	355 points
--------------	-------------------

A = 90% or above

B = 80-89%

C = 79-80%

D = 60-69%

F = < 60%

Assignments Overview:

Discussions	Discussion 1 - Introduction Discussion
	Discussion 2 - Technology to Address Classroom Management
	Discussion 3 - Creative Uses for Google Jamboard in the Classroom
Assignments	Universal Design for Learning (UDL) Tool - Research an educational technology tool that meets the standards for Universal Design for Learning (UDL). Explain how you would use it in your classroom for an activity or lesson for the following students: <ul style="list-style-type: none"> 1. ESE students who receive accommodations 2. English Language Learner students
	Using Piktochart or Canva - Create a digital poster using Piktochart or Canva
	Creating a new Kahoot! Game - Create a Kahoot! game with 10 questions
	Google Jamboard Application Activity (Final Exam Activity) - Create a Google Jamboard lesson
Quizzes	Orientation Quiz - Proof of attendance and based on the syllabus
	Show What You Know Quiz - Based on Canvas Module content

****Final Exam:** The Google Jamboard assignment will count as your final exam grade. Please make sure to put effort into this assignment and complete it.

Course Schedule *(see Syllabus tool in Canvas for due dates):*

Module	Content (Includes assigned text readings)	Assignments Due
Orientation		<ul style="list-style-type: none"> ● Orientation Quiz
Technology	<ul style="list-style-type: none"> ● Intro to course, syllabus, assignments ● Read: Technology Module <ul style="list-style-type: none"> ○ Educational Technology ○ Technology in the Classroom in 2019: 6 Pros & Cons ○ How to Use Technology to Support ELLs in Your Classroom ○ The Use Of Technology In Special Education 	<ul style="list-style-type: none"> ● Discussion 1 - Introduction Discussion ● Universal Design for Learning (UDL) Tool
Classroom Management Strategies with Technology	<ul style="list-style-type: none"> ● Read: Classroom Management Strategies with Technology Module <ul style="list-style-type: none"> ○ Classroom Management ○ Managing a 21st Century Classroom ○ Technology Helps Teachers Prevent and Mitigate Bad Behavior in the Classroom 	<ul style="list-style-type: none"> ● Discussion 2 - Technology to Address Classroom Management
Using Canvas in the Classroom	<ul style="list-style-type: none"> ● Read: Using Canvas in the Classroom Module <ul style="list-style-type: none"> ○ All Canvas items listed under "Content" 	<ul style="list-style-type: none"> ● Show What You Know Quiz
Using a SMARTBoard in the Classroom with Other Technologies	<ul style="list-style-type: none"> ● Read: Using a SMARTBoard in the Classroom with Other Technologies Module <ul style="list-style-type: none"> ○ All Using a SMARTBoard in the Classroom with Other Technologies ○ SMART Exchange ○ 12 Ways to Use Kahoot! in the Classroom ○ How to Use Piktochart in Any (and Every) Classroom ○ 10 ways to take your lessons to the next level with Canva 	<ul style="list-style-type: none"> ● Using Piktochart ● Creating a new Kahoot! Game

Using Google Jamboard in the Classroom	<ul style="list-style-type: none"> ● Read Using Google Jamboard in the Classroom <ul style="list-style-type: none"> ● Bring learning to life with Jamboard ● 20 Free Interactive Jamboard Ideas and Activities for Teachers at Every Grade Level ● Get started with Google Jamboard 	<ul style="list-style-type: none"> ● Discussion 3 - Creative Uses for Google Jamboard in the Classroom ● Google Jamboard Application Activity (Final Exam Activity)
--	--	---

Course Competencies

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think, Value, Communicate, and Act.**

Important Dates

[Final Exam Calendar](#)

[College Calendar](#)

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Students With Disabilities Statement

Students requiring special accommodations must provide official documentation from the Office of Students with Disabilities (OSD) and discuss special needs with the professor, preferably in the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The east campus office is in Bldg.5, Room 216. For more information, visit the [Office for Students with Disabilities \(OSD\)](#).

College Links

- [College Catalog](#)
- [Valencia Policy Manual](#)
- [Student Handbook](#)
- [Microsoft Office Instructions for free software](#)
- [Course Support](#): onsite, online tutoring, writing help, etc.

DISCLAIMER STATEMENT

Changes to the course syllabus and/or calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.