

College of Education
Department of Professional Studies
EDM 310 Microcomputing Systems Fall 2009
Section 502, Tuesdays, 6:00 – 8:30 pm.

Instructor: Stephen M. Sullivan

Office Hours: *by appointment* - Mondays & Wednesdays, 5:00 – 7:00 pm.

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Class Calendar: <http://tinyurl.com/mus8kh>

Colloquial Course Title: Email, Word and PowerPoint Won't Cut It Anymore!

Catalog Description: Basic understanding of current and emerging technologies for instructional purposes. Requires a special fee.

Text: NONE REQUIRED – See p. 7 for other requirements.

Conceptual Framework of the College of Education: A purpose of this course will be to prepare professional educators through teaching, research, and service to become committed to lifelong learning and to facilitate the process of building better communities.

Department of Professional Studies Mission Statement: The mission of the Department of Professional Studies is to provide highly effective learning environments and to implement the most effective techniques to stimulate life long learning in order to maximize the opportunities for the professional success of its students.

State of Alabama Quality Teaching Standards Addressed in this Course

Literacy: Oral and Written Communications (iii)

(3)(c) 1.(iii) Knowledge of media communication technologies that enrich learning opportunities.

Literacy: Technology (i and ii)

(3)(c) 4.(i) Knowledge of available and emerging technologies that support the learning of all students.

(3)(c) 4.(ii) Knowledge of the wide range of technologies that support and enhance instruction, including classroom and school resources as well as distant learning and online learning opportunities

Professionalism: Alabama-Specific Improvement Initiatives (i)

(5)(c) 3.(i) Knowledge of current and emerging state initiatives and programs including, but not limited to, Alabama Learning Exchange (ALEX) and the Alabama Connecting Classroom, Educators and Students Statewide (ACCESS) program and their relationship to student achievement.

Professionalism: Ethics (ii)

(5)(c) 5.(ii) Knowledge of safe, responsible, legal and ethical uses of technologies including fair-use and copyright guidelines and internet-user protection policies.

NOTE: See the syllabus below (pages 8-13) for the specific assignments and classes that address the standards specified above.

Student e-Portfolio Assessment

The College of Education uses student portfolio assessment as a part of program requirements and assessment of student learning outcomes. Students majoring in the College of Education are required to purchase the license (\$30.00 per year) to use Foliotek beginning with the first College of Education course (which contains teacher education standards) taken and continue to use the software throughout their program of study. This course requires the Foliotek assessment license.

In general the process consists of students submitting evidence/artifacts related to the knowledge, skills, or abilities taught in a course or internship. The professor evaluates the student based on a standardized scoring rubric and the results are kept in an electronic database version of the State of Alabama Department of Education Performance Assessment Templates (PAT). The progress of the student in meeting the required competencies is monitored throughout their program.

Special Notice: *You must correctly complete your Foliotek entries for this course in order to receive a grade in this course. If you do not correctly post your Foliotek entries by midnight Tuesday December 1, 2009, you will be given an I (Incomplete) for your course grade. If you do not correctly complete your Foliotek entries by midnight Thursday February 18, 2010 the I (course grade) will automatically become an F (course grade).*

Some Strange Comments on Teaching and Learning

First, a few comments about my approach to learning. I do NOT consider myself a teacher. Instead I see myself as a coach and as someone who is responsible for creating and maintaining an environment in which learning can take place. I am also a critic and an evaluator.

Second, I do not believe in “burp back education.” Research shows conclusively that facts learned are forgotten in almost exactly the same amount of time that it took to learn them *unless* you use them. Experience is a great teacher. You cannot learn to ride a bicycle without a) practice in actually riding the bicycle and b) falling off. You cannot learn to use technology unless you a) use the technology and practice it regularly and b) make mistakes (lots of them). Expect to practice AT LEAST 4 hours per week in the lab (or at home) in addition to class time.

Third, you are planning to be a teacher. Teachers must also be learners. You must be an *eager* learner. If you are not excited about learning yourself, you are preparing for the wrong profession. The most important activity in which you will be engaged this semester is *learning*. If you are not excited by learning, and if you do not take it seriously, your grade will certainly reflect that as a way to suggest that you should change careers. But if you are excited by learning, and demonstrate that throughout the semester, you will do well in this course – and will probably be an excellent teacher.

Fourth, it is important to have fun. Pick projects that are fun. If you have fun you will perform much better!

Some Strange Comments on EDM 310

Students enter this course with a very wide range of skills, experiences and abilities. However, to enroll in this course you must have basic computer use skills. If you have never, or seldom, used a computer you should NOT enroll in this course until you know the basics of computer use. Instead, take a course in basic computer skills at a junior or community college in a continuing education course. If you have any questions about your entry skill levels, consult with me immediately!

This is the seventh semester in which this approach has been used in EDM 310. This course is project based. It is not a burp back course. You will be required to learn how to use current communication tools that are largely technology based. And you will be required to use those tools in projects. We will emphasize Google tools throughout the course, but we will not limit ourselves to those tools alone. When you enter teaching in one or two years the Google tool set will, most likely, be very valuable to you. But the entire tool set at your disposal will be enormous! You will have to continue to learn if you are to become a tech literate teacher!

Since you will be involved in producing 12 projects, and since most of them run the entire semester, **you CANNOT afford to fall behind. Students who do not keep up with their work always make a lower grade. Do not wait until the last minute to do your work in this class. You will be severely penalized!**

A Summary of Course Objectives

In addition to the **Alabama Quality Teaching Standards (ATQS)** addressed in this course (see p. 1), there are 16 additional objectives of the course.

1. To start you on your way to becoming a tech literate teacher.
2. To spark in you, or further encourage you in, a desire to learn rather than a desire to get a degree.
3. To understand the role that technology is playing and will play in society, especially in the educational systems of which you are a part.
4. To comprehend the rapid changes in methods of communication and to be able to plan for the ensuing changes in the way learning takes place.
5. To become highly proficient in using a word processor to create papers, essays and other documents.
6. To be able to use presentation software to develop a presentation of moderate complexity and to make your presentation in a formal manner to an audience of your peers.
7. To create and use a spreadsheet for record keeping and data manipulation that primarily involves numbers and calculations.
8. To create and develop a database using Google Forms and to make use of a wide variety of data types.

9. To communicate effectively and regularly with others throughout the world using all multimedia components that are part of our communications systems today: sounds, digital still pictures, and digital motion pictures, text, and graphics.
10. To develop and regularly post to a blog¹, using Google Blogger and to understand and be able to write the HTML tags necessary to create links, display an image, comply with basic accessibility standards and to provide citations for source materials using title tags or other appropriate tools.
11. To have the understanding and confidence to use both common computer platforms: Macintosh and Windows and to see their inherent similarities.
12. To be able to find and use information, in all multimedia forms, “from the cloud”, i.e. the World Wide Web.
13. To use modern information gathering tools such as Delicious, Twitter and RSS Feeds.
14. To develop and use a personal learning network composed of individuals throughout the United States and the world.
15. To understand the use of social network in contemporary society, and to be able to use those tools where appropriate to advance teaching and learning.
16. To create podcasts, video-casts and other media products.
17. To collaborate effectively with others in world wide learning communities.
18. To prepare you to continue your learning and to become and stay a “tech literate teacher.”

TO ATTAIN THESE OBJECTIVES YOU MUST PRACTICE!

You WILL NOT be able to learn EXCEPT BY **PRACTICING!** You MUST plan on spending AT LEAST 4 hours per week **practicing** outside of class, either on your own personal computer or in the lab.

Individual Products to Be Produced – See Calendar for Due Dates

This course will require that you produce 9 individual products and 3 group projects due on the dates specified in the separate calendar. The class calendar can be found at: <http://tinyurl.com/mus8kh>. The specific requirements for these products will be distributed in class.

1. Your **Personal Class Blog** associated with this course, with at least two weekly postings as specified in a separate handout. Most blog posts must include text, links, and images (with appropriate HTML code). You must make weekly posts through December 1. **Final Blog Due no later than 5 pm Tuesday December 1.**
2. A **presentation**, presented to the class as an audience, created in Google Docs Presentation. **Due Week 4** (Random Drawing for Presentation Order)
3. **An iGoogle page** containing all elements specified in a separate handout, including RSS feeds. **Final versions are due no later than 5 pm the last class day in Week 14. The RSS Feed must be working by the start of Week 4.**

¹ Posts must be made at least twice a week and must contain images, audio and video as appropriate.

4. A **“Professional Blog”** following instructions in a separate handout. **Final Due no later than 5 pm Tuesday December 1.**

5. A **Database** using Google Docs (Forms). **Final Due no later than 5 pm of the last class day of Week 14.**

6. A **Personal Learning Network** that must be created as rapidly as possible. You will be required to describe the components of your PLN in a blog post as assigned in the Blog Post Assignments document. Description **due (as a blog post) no later than the Sunday that starts Week 8.**

7. You must participate in a Skype (or Google Chat) conversation using audio, video and text. Additional information will be provided in a separate handout. **Due no later than 5 pm on the last class day of Week 14.**

8. You must participate in **Comments4Kids** by posting at least **5 comments** on blog sites of kids throughout the world. Assignments will be separately distributed. You must report on this assignment as specified in the separate handout. **Final Due no later than 5 pm of the last class day of Week 14.**

9. You must prepare a **“tour”** using Google Earth. Your Google Earth project is due in Week 14.

Collaborative Group Projects

10. Students will be assigned to discussion groups that will record their discussions and distribute these discussions as **Videocasts/Podcasts**. A separate handout will be distributed describing this project. Some of the planning and development will be done during class time in Week 5 and **attendance will be required**. The Videocast/Podcasts will be recorded in Week 6 and **attendance will be required**.

11. A **“Substantive Presentation”** on a topic approved by me in collaboration with 2 (3 if necessary) other students. A list of proposed topics will be provided separately. These presentations must involve the use of all media (audio, video, graphics, still pictures and text). These presentations are expected to be professionally done demonstrating the mastery of the skills developed through this course. **Due Week 13.**

12. An **“Interview”** podcast or videocast done with one other student and a faculty or staff member of the University of South Alabama, a public or private school in Mobile, or a school, college or university anywhere in the world. **Due Week 11.**

Number and Type of Examinations to Be Given During The Semester

1. Math diagnostic (Week 1) (Does not count toward grade. Diagnostic only.)
2. Word Processing skills examination. Week 13.
3. Mid Term Reflection. Week 8

4. End of Year Reflection (Last Blog Assignment) Week 15.

Attendance

I have no attendance requirement, but I do keep track of who comes to class, whether they arrive on time or not, and whether they leave early. Each student must assume responsibility for his or her learning. Instruction is offered at the specified times. If you choose to not take advantage of those opportunities, you may greatly undermine the effectiveness of this course and undermine your ability to successfully complete the required projects. Past experience leads me to advise you that students whose skills are in need of improvement cannot afford to miss class under any circumstances. Ask one of my former students and they will warn you not to miss class. **Since part of your grade is based on class participation, failure to attend class will possibly lower your course grade for that reason as well.**

Dates on Which Attendance is REQUIRED

Having said what I did about attendance, there are some dates on which you are **REQUIRED** to be in class unless PRIOR permission has been granted for an absence (even if prior is 5 minutes before class, it has to be PRIOR to the starting time of class). **CONSULT THE CLASS CALENDAR!**
These REQUIRED ATTENDANCE DAYS ARE:

Diagnostic Examinations Week 2
Presentations Week 4
Podcast Development Classes Week 6
Podcast Recordings Week 7
Midterm reflection Week 8
Substantive Presentation Week 13
Word Processing Exam Week 14

NOTE: If you are in a class that meets twice a week, you are REQUIRED to be present at both class meetings even if your presentation will be on only one of the days in that week.

Tools

Word Processing - Google Docs

Spreadsheets/Data Base - Google Docs (Spreadsheet and Forms)

WWW Browser – Firefox Warning: On a PC Use ONLY Firefox!

Graphics - Picasa (iPhoto for Mac users) and Photoshop Elements

Presentation Software – Google Docs (Presentation)

World Wide Web Search – Google and other specialized search tools

iGoogle Home (Start) Page – Google Tool Bar, Google Start Page and Google Gadgets

Google Reader, Google Apps and Tools, Blogger (Google), Google Calendar, Google Chat

email – gMail (including Video and Voice)

Textbook, Digital Video Device, USB Drive

No textbook required.

*******Digital Video Camera for Computer is REQUIRED*******

You must have at least one of the following: a camera built into your computer, a separate camera that operates through your computer, a simple digital video camera such as the Flip, any camera that can record at least 3 minutes of digital video including the iPhone 3GS or other digital video capable cell phones, or a stand alone digital camcorder. The prices for these devices range from about \$ 15 to over \$ 1,000. If you have a Macintosh or a new PC, you probably have a camera built into your computer. If you have an iPhone 3GS, you have, in my opinion, the perfect tool for this class. We will discuss these options in class.

*******USB Pen Flash Drive (minimum size of 512 mg) is REQUIRED*******

It is required that have your own 512 megabyte (or larger) USB Flash Pen Drive that can be purchased at the University Book Store, Best Buy, Office Depot, Walmart. Target, Staples or by mail order from any computer supply store. USB Flash Pen Drives range in price from \$ 5 to \$ 20. Buy the largest you can afford. All computer labs will be set to erase all data every midnight. That means you must save everything you create to the web or a flash drive. Bring it to all classes.

Penalty for Late Work

Failure to complete your projects on time and to present them as specified above opens the possibility for an F in the course. You will definitely have your grade reduced if you are late in maintaining, submitting and completing your projects, in taking examinations, and in making presentations.

Policy on Making Up Examinations or Presentations

Only under the most unusual emergencies will an alternate examination or project presentation date and time be arranged on an individual basis.

Determination of Final Grade

Your grade is based on the examinations you take, the 12 projects you produce or in which you participate, the formal presentation you make, the critiques you provide of other students' products and presentations, and your class participation. An A represents Outstanding work; B Above Average; C Average; D Below Average; F Unacceptable. You must complete all projects ON TIME. Late projects will negatively affect your grade! **You must complete the final word processing examination with no errors.** You will have had the exam for 13 weeks so there is no excuse for not making a perfect score. If you do not make a perfect score when the exam is given in Week 14, you will have to retake the exam during the Final Exam period.

Special Notice: You must correctly complete your Foliotek entries for this course in order to receive a passing grade in this course.

Special Notice #2:

- 1. The failure to satisfactorily complete any of the projects for this course will result in a D or an F and you will have to repeat the course. ALL 12 PROJECTS must be satisfactorily completed to get a grade better than a D in this course. ALL means ALL! In other words, doing 11 (or less) satisfactorily but not 12 projects satisfactorily GUARANTEES that you will get a D or an F for the course.*
 - 2. You must correctly complete your Foliotek entries for this course in order to receive a passing grade in this course.*
 - 3. You MUST make your weekly posts to your class blog ON TIME (or in advance). Failure to do so will, most likely, result in a VERY POOR grade in this course. DO NOT GET BEHIND IN THIS COURSE!*
 - 4. You MUST complete all required posts to your blog INCLUDING the post assigned for November 29, 2009. Failure to do the required post for November 29, 2009 will result in a D or an F in this class.*
 - 5. You MUST keep up to date with all blog posts. Failure to make blog posts as scheduled will negatively affect your grade!*
 - 6. You must make a perfect score on the final word processing examination to pass this course.*
- ****7. After reading these Special Notices you must send me an email (to steve.sullivan119@gmail.com) saying that you have read these requirements and that you understand them.*****

An Apology

I really don't like using force to get students to learn. If you are going to be a teacher, you will want your students to WANT to learn. They should not be forced, with threats of bad grades, to learn. I want everyone who takes this class to WANT to make an A and to WANT to do the work that will result in that grade. I want everyone in this class to do A work and get an A! Sadly, that is not the case. The best students do that. The others do not.

It seems to me extremely important that teachers WANT to learn. So if you do not fall into that category, perhaps you should think about a different career!

Statement Regarding Students with Disabilities

In accordance with the Americans with Disabilities Act, students with *bona fide* disabilities will be afforded reasonable accommodation. The Office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please provide the professor with certification from Disability Services (Office of Special Students Services). The Office of Special Students Services is located in Student Center Room 270, Phone 460-7212.

Changes in Course Requirements

Since all classes do not progress at the same rate, the professor reserves the right to modify the above requirements or their timing as circumstances dictate. The instructor may wish to change the number and frequency of presentations, or the number and sequence of assignments. If such changes occur, all students will be given adequate notification through one or more of the following: announcements made in class; printed notices distributed in class; email to your USA email address; email to another email address; notices posted to the class blog:

<http://edm310fall2009.blogspot.com/>

Plagiarism and Academic Misconduct

The University of South Alabama is committed to the fundamental value of academic honesty. The student handbook, The Lowdown, defines plagiarism as one form of academic misconduct which is "subject to investigation and disciplinary action through appropriate university procedures."

Plagiarism is using somebody else's ideas and/or words in your writing without correctly identifying the sources. As one resource for helping you avoid plagiarism, your written work in this class may be submitted to Turnitin.com, or a similar detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. Assignments submitted to Turnitin.com will be included as source documents in a restricted access database solely for the purpose of detecting possible plagiarism of such documents. As part of this process, you may be required to submit electronic as well as hard copies of your writing. By taking this course, you agree that all assignments may be subject to some form of originality review. A paper not submitted according to procedures and format set by the instructor may be penalized or may not be accepted at all.

Plagiarism is not restricted to written work. Cheating on a test, or submitting or otherwise presenting the work of others as if it were yours in any project or presentation in this course will result in an F for this course. In addition, you will face formal charges of violating the University Academic Code. **DO NOT CHEAT! And DO YOUR OWN WORK!**

An additional comment concerning plagiarism: I have found that most students taking this class do not have a good understanding of what constitutes plagiarism. I suggest you consult the following web sites to begin to improve your understanding of plagiarism in its many forms and how to avoid it.

<http://owl.english.purdue.edu/owl/resource/589/02/>

<http://owl.english.purdue.edu/owl/resource/589/03/>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
<http://abacus.bates.edu/pubs/Plagiarism/plagiarism.html#1a>

We will also discuss plagiarism in class after taking a short survey to see what you know and don't know about plagiarism. You will also post material relating to plagiarism in one of your required blog postings. (See separate list of assignments for Blogs).

These activities are part of the way in which **ATQS (5)(c) 5.(ii)** will be addressed in this course.

Syllabus

SEE THE CLASS CALENDAR TO DETERMINE DATES FOR SPECIFIC WEEKS

The Class Calendar can be found at: <http://tinyurl.com/mus8kh>

Week 1 –Class Procedures; Introductions; Creating a Google Account; Creating a Blog, Posting to a Blog; Class Pictures and Contacts; Computer Basics; Gmail (with video and voice); Using an Hierarchical File System; Project 1

Introductory Material

The syllabus will be reviewed.

Your picture will be taken and posted to the world wide web.

You will complete a survey form using Google Docs (Forms) and be introduced to Google Docs, Spreadsheets, Data Bases, and Forms.

You will create a Google account including Gmail with video and voice.

Project 1 – You will create a blog and learn to post text to your blog. (You must make at least three posts a week to your blog. All posts must be posted by midnight Sunday as designated on the separate Blog Assignment Sheets). **Your completed blog is due no later than 5:00 pm Tuesday December 1.**

Assignment: Add posts to your blog as specified in a separate handout.

Week 2 – ATTENDANCE REQUIRED - Introduction to Presentation Software (Google Docs Presentation); More About Blogs – Adding Comments, Pictures and Links; Scanning; iTunes; Twitter; Personal Learning Network; Projects 2 and 6

Project 6 – We will discuss how to start your **Personal Learning Network**. You will continue to develop your PLN throughout the course but it is important to get it working for you as rapidly as possible. You will be required to describe your PLN in a post. See the blog assignments for due date.

We will discuss Twitter and its use in developing your PLN. A separate handout is available.

You will take a diagnostic math exam to help me determine what I need to cover in spreadsheets. It also is PURELY DIAGNOSTIC and has no bearing on your grade.

You will take a survey regarding plagiarism. A discussion will follow.

iTunes will be discussed – as a database and an outstanding source of podcast and videocast instructional materials. You will be required to use iTunes to listen to podcasts and to watch videos.

Project 2: You will learn how to use Google Docs (Presentation) to create a presentation about YOU!

You will develop a presentation of moderate complexity for presentation in class during Week 4. The subject of your presentation will be YOU. Who are you? What are your interests? What do you do? Who are members of your family? What are your likes? Dislikes? Adventures? Aspirations? Pets? Favorite movies, songs or places?

The presentation must contain at least 14 slides. It must also include at least eleven or more photographs or graphics (not exceeding two graphics). Since it is a presentation, emphasis will be on limiting the use of aspects of presentation software that are more suited to stand alone presentations or multimedia “events”. You will be required to make a FORMAL presentation. Your audience will evaluate you using instruments that will be provided to you in advance. **This presentation is due in Week 4.**

We will demonstrate scanning techniques and briefly introduce Picasa and Adobe Photoshop Elements in a discussion how to make use of images in electronic documents.

Assignment: Develop a storyboard for your presentation. Next week bring the pictures (digital or prints) you will need for your presentation in Week 4. Post to your blog following the separate instructions.

Week 3 – Google Docs (Forms); Google Home Pages; iGoogle Pages; Google Gadgets; RSS Feeds; Searching the Web using Google Search Techniques and other search tools; Delicious; Posterous; Evernote; Tiny URL; bit.ly; is.gd; Projects 3, 5 and 8.

Each student will create an iGoogle Page and begin an iGoogle demonstration Blog using a variety of Google Gadgets. Each student will establish an **RSS Feed (Project 3)** and set up Google Reader in their iGoogle Page. Google Reader will monitor changes to all blogs that you select to watch. **The RSS Feed must be properly working no later than midnight of the Sunday that starts Week 4.**

Each student will add their picture to their Blog and create links on their blog to the master class blog. We will begin to use the comment feature of Google (Blogger) blogs.

We will discuss **Project 8** and you will prepare to participate in **Comments4Kids** by posting at least **5 comments** on blog sites of kids throughout the world. Assignments will be separately distributed. You must report on this assignment as specified in the separate handout. **Final Due no later than 5 pm of the last class day of Week 14.**

We will discuss Google Docs (Forms) and you will begin preparing to work on **Project 5**. You will be required to create a questionnaire for a group of which you are a member (or some other activity in which information gathering is required). This will lead to the development of a Database (Project 5) that is due in final form **no later than 5 pm of the last class day of Week 13.**

We will discuss how to make a long URL into a tiny URL.

Assignment: Complete your Google Docs Presentation. Post to your blog following the separate instructions that will be distributed in class.

**Week 4– ATTENDANCE REQUIRED - Formal Google Docs Presentations (Project 2)
ATTENDANCE MANDATORY AT ALL CLASSES THIS WEEK!**

Each student will give their Google Docs presentation on some aspect of their life: their family, work, history, likes, dislikes, adventures. The rest of the class and I will listen to and evaluate the student presentations.

ATTENDANCE IS REQUIRED BY ALL STUDENTS AT ALL PRESENTATIONS of their class.

Assignment Post to your blog addressing the topics as specified in a separate handout.

**Week 5 – Professional Blog; Introduction to Videocasting and Podcasting; Word Processing
Projects 4 and 9**

Each student will create a “Professional Blog” and begin to develop the materials that must be included in the **Professional Blog (Project 4)**. A separate handout will discuss the requirements in detail.

A discussion will be held about Videocasting and Podcasting. Students will be assigned to groups and to topics that they will use for **their Podcast (Project 10)** in Week 7

We will thoroughly cover all aspects of the word processing examination that you must complete at the end of the semester.

Assignment: Post to your blog following the separate instructions that will be distributed in class.

Week 6 – Advanced Blog Techniques; Accessibility Issues; Podcast Preparation; Advanced Search Techniques; Project 11.

We will cover advanced blog techniques and advanced search techniques.

We will cover the basics of HTML, the language behind most of the World Wide Web sites in use

today. Special emphasis will be placed on the use of ALT and TITLE modifiers in IMG tags in order to address web *accessibility issues*.

We will spend time preparing for the podcasts to be conducted in Week 7.

We will discuss **Project 11**. This is a collaborative project with 2 other students. A list of proposed topics will be provided separately. These presentations must involve the use of all media (audio, video, graphics, still pictures and text). These presentations are expected to be professionally done and should demonstrate the mastery of the skills developed through this course. **Due Week 13.**

Assignment Post to your blog addressing the topics as specified in a separate handout. Comment to at least 2 other Blogs of members of your class.

Week 7 – ATTENDANCE REQUIRED - Podcast Recordings

All students will engage in a discussion that will be recorded and published on the Internet as a Podcast.

ATTENDANCE IS REQUIRED BY ALL STUDENTS AT ALL OF THEIR CLASS PODCAST RECORDING SESSIONS

Assignment: Post to your blog following the instructions contained in the handout on blog assignments. Comment to at least 2 other Blogs of members of your class.

Week 8 – ATTENDANCE REQUIRED - Google Talk; Video Chats; Video Techniques; Preparing for Interview Podcasts/Videocasts; Mid Term Reflection; Projects 7 and 12

We will cover Google Talk including video chats. We will cover Skype. **Project 7:** You must participate in a **Skype (or Google Talk) conversation** using audio, video and text. Additional information will be provided in a separate handout. **Due no later than 5 pm on the last class day of Week 14.**

We will discuss Project 12 which you will begin to prepare for. You must conduct an **“Interview” to be published as a podcast or videocast**. This is a collaborative project. It is to be done with one other student and a faculty or staff member of the University of South Alabama, a public or private school in Mobile, or a school, college or university anywhere in the world. **Due Week 11.**

Assignment: Post to your blog following the instructions contained in the handout on blog assignments. Comment to at least 2 other Blogs of members of your class.

Week 9 – White Boards; Teaching Resources; Google Earth; Professional Blog; Projects 9 and 4

We will explore the use of white boards.

We will cover a variety of Google Tools including Google Earth. **Project 9: You must prepare a “tour” using Google Earth. Your Google Earth project is due in Week 14.**

We will explore a variety of teaching resources.

We will review your progress on all outstanding Projects: 4, 5, 7, 8, 9, 11, 12.

Assignment: Post to Your Blog following separate instructions. Add comments to at least 2 other Blogs of members of this class.

Week 10 – Google Apps; Forms (Again); Word Processing; Foliotek

We will cover Google Documents (Word Processing) in detail.

We will return to Google Forms and any other projects that require attention.

We will make all posts to Foliotek required for this course.

Assignment: Post to your blog following the instructions contained in the handout on blog assignments. Comment to at least 2 other Blogs of members of this class.

Week 11 – Picasa; Interviews (Project 12) are DUE

Digital photography has almost completely replaced film photography in just a few years. This class will introduce you to digital photography and the use of Picasa, a free Google tool, to store, edit, share and otherwise make full use of your digital images. Digital images can be used in many ways and each use requires that you do different things to your pictures. All of this will be covered and more!

We will review the Interviews which will be submitted to me for publication on iTunes

Assignment:

Week 12 – Word Processing; Project Development

The discussion of word processing in Google Docs will be continued.

We will review your progress on all outstanding Projects: 4, 5, 7, 8, 9, 11.

Assignment: Spend at least 4 hours practicing spreadsheet techniques. Post to your blog and comment to other blogs as specified in blog assignment handout.

Week 13 – ATTENDANCE REQUIRED – Substantive Presentations

All collaborative teams will make their presentations. These presentations must involve the use of all media (audio, video, graphics, still pictures and text). These presentations are expected to be professionally done. They should demonstrate the mastery of the skills developed through this course.

Week 14 – ATTENDANCE REQUIRED - Word Processing Examination; Foliotek Completion; Projects 3, 5, 7, 8 and 9 Are DUE

Word Processing Examination.

You must complete the final word processing examination with no errors. You will have had the exam for 12 weeks so there is no excuse for not making a perfect score.

Assignment: Prepare for spreadsheet, database and HTML examinations. Post to your blog as specified in blog assignment handout **including MANDATORY final posts. All Blogs (including your “Professional Blog” must be complete by Midnight Tuesday December 1. You MUST complete the final blog post (Semester Reflection) no later than Midnight Tuesday December 1.**

Final Examination

Tuesday December 1, 2009