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**WBU ONLINE Campus**

**School of Education**

**UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# COURSE NUMBER & NAME:

# EDIT 5342 VC-01 Portfolio Development and Technology Integration

## TERM:

FALL 2, 2020 October 19 to December 19, 2020

## INSTRUCTOR:

David Stamper

## CONTACT INFORMATION:

Office phone: 210-916-3745

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## OFFICE HOURS, BUILDING & LOCATION:

Upon request, can do either telephonically or via ZOOM!

## COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

## CATALOG DESCRIPTION:

Advanced course in how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use if current technology for teaching and integrating state and national Essential Knowledge and Skills into the curriculum. Software used will be Microsoft Windows, Microsoft Word, Microsoft Publisher, Microsoft EXCEL, Microsoft Power Point and Internet Explorer. Please note that the assignments are designed to build competence in various MS tools that an instructor may be using for technology integration into their classroom.

**PREREQUISITE:**  
EDIT 2310 Computers in the Classroom, EDIT 5310 Microcomputer or a similar basic software skills-building course; computer experience may substitute, Publisher or Web developer experience a plus!.

**REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

Integrating Educational Technology Into Teaching Automatic Ebook  
**Roblyer, M.D. ISBN 978-0-13-4746357**

## OPTIONAL MATERIALS

**In Blackboard, under “Additional Software Lesson Notes: there are Power Point slides which cover the gamete of Microsoft Office 2013 to include:**

* + **Word**
  + **Publisher**
  + **Excel**
  + **Power Point**
  + **Access**

**More Lesson Notes:** includes summary of the text’s chapters, explanation of NTEQ, and computer hardware to name a few

## COURSE OUTCOMES AND COMPETENCIES:

COURSE OVERVIEW: The goal of the course is to enhance the students’ delivery of effective instruction, communication skill, record-keeping, ethical practices and decision-making concerning use of electronic information for diverse audiences. (Note: nearly 60 percent of your grade will be taken from your demonstrated software performance (See Evaluation Below). To accomplish this goal, you will use your Online Lesson Notes, coupled with the textbook, and also the discussion board, will provide you a platform for successful completion of this course!

**Course Description:** This course will train instructors and educators to use Microsoft® Office 2016/2019 programs creatively and effectively in the classroom and workplace. Office 2016/2019 includes the following programs:

* Microsoft Word® 2016/2019 provides templates, an AutoContent Wizard, and formatting options, such as Clip Art insertion, that enable the teacher and students to write professional documentation.
* Microsoft Publisher @ 2016/2019 allows instructor functions of desktop publishing for everything from producing print products to composition.
* Microsoft Excel® 2016/2019 allows the teacher and students to gather, organize, and manage data effectively by using the latest tools.
* Microsoft PowerPoint® 2016/2019 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more..

**State and National Essential Knowledge and Skills**

1. Texas Essential Knowledge and Skills (TEKS) for Technology Applications - [www.tea.state.tx.us/rules/tac/ch126toc.html](http://www.tea.state.tx.us/rules/tac/ch126toc.html)
2. National Educational Technology Standards Project - [http://cnets.iste.org](http://cnets.iste.org/)
3. Texas State Board for Educator Certification Standards - [www.sbec.state.tx.us/SBECOnline/standtest/educstan.asp](http://www.sbec.state.tx.us/SBECOnline/standtest/educstan.asp)

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| 1. **EXAMINATIONS** | | |
| **Midterm** | **Instructor Notes: Portfolio Development, Lesson Plans, Using Computers, Word-LP & Newsletter + TEXTBOOK CHAPTER 1** | **100 pts** |
| **Final** | **Excel, & Power Point+ PLUS TEXTBOOK CHAPTERS: 2-8** | **100 pts** |

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| **REVIEWS FOR EXAMINATIONS Note:**  **These are available under Power Point Lesson Notes: REVIEWS on Blackboard** |

**Participation (50 Points)** There will posts on discussion board which require you to respond to and you will receive points depending on the nature of the post. Keep checking Blackboard’s Discussion Board! You can also communicate with your classmates and me in Blackboard through messages and emails. (Posts on Weekly Activities: Week 4)  
 **PORTFOLIO DEVELOPMENT**

**THIS IS A MEANS FOR ASSESSING STUDENT ACHIEVEMENT OF THE OUTCOME COMPETENCIES AND COURSE REQUIREMENTS AND GRADING CRITERIA:**

Each student will create and showcase a **unit portfolio** which includes a summative evaluation of you. So, you will be constructing throughout the course the various pieces of a **working portfolio** which will culminate in a complete unit portfolio that you will present in a final Power Point presentation which highlights your reflective essays, artifacts and your “***showcase.”*** Pretend that each member of an interview has **a copy of your portfolio**.  You will prepare presentation in Power Point as if you would actually present it.

Your presentation will be in **Power Point** that will be composed of the following slides that you will show as you share the contents of your portfolio . Put a sample on the slide, can be a photo, a graphic or .GIF Place everything that is indicated by parentheses on the note pages of each slide. For example, the reflective essays have been turned in along with artifacts. How well you do this is being scored on integration.

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| **Portfolio Showcase Power Point Presentation** | | |
| **Sld #(s)** | **Description** | **Artifact(s) as Displayed in PPT.** |
| **Slide 1** | Title slide--Your name, Showcase Portfolio | Some kind of logo that encompasses the essence of your work… |
| **Slide 2+** | Photos of yourself/ family/ etc. (as you share your autobiography and philosophy of education; may be more than one slide) | Photos/graphics |
| Slide 3 | Curriculum maps (as you exhibit your ability to plan units of instruction) | Graphic/and/or photos that outline your units of instruction. |
| Slide 4 | An example of one of your lesson plans (as you demonstrate your ability to make lesson plans.) | Have scanned into slide, a graphic representation of what you consider the lesson plan that highlights your teaching abilities |
| Slide 5 | An example of your technology integration lesson plan | Have scanned into slide, a graphic representation of a technology lesson plan |
| Slide 6: | A 3-5 minute edited video of your teaching presentation skills (optional) | An imbedded MPG (storyboard may be included, was assigned prior. |
| Slide 7 | Summary of the Showcase | A summary of the presentation |
| Slide 8 | Top 10 Reasons to Hire Me |  |
| Slide 9: | Conclusion/Room for Questions |  |

## ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

## DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

## COURSE REQUIREMENTS and GRADING CRITERIA:

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| **COURSE ASSESSMENT/EVALUATION**  **MICROSOFT OFFICE 2016/2019 ADVANCED** | | | | | |
| **AREA** | | **Point Value** | | **Percentage** | |
| **Lesson Planning Block (Word/Publisher)** | | **100** | | **12%** | |
| **Newsletter Exercise Block (See following breakout)\*** | | **250** | | **28%** | |
| **Newsletter is broken down by first making graphics, then finalizing the newsletter**  **Computer Exercises: 2, 3, 4 – GRAPHICS, Exercise 5 = 4 Page Newsletter** | | | | | |
| **Working with Excel – Linking Individual Worksheets** | | **100** | | **12%** | |
| **Showcase Presentation Block (See following breakout)** | | **200** | | **23%** | |
| **Examinations** | | **200** | | **23%** | |
| **Discussion Board** | | **50** | | **2%** | |
| **Totals** | | **900** | | **100%** | |
| **WORKING WITH MICROSOFT ASSIGNMENTS Note: for Newsletter Exercise, may use either Word or Publisher *ALL ASSIGNMENTS ARE DUE BY MIDNIGHT, SUNDAY PRIOR TO START OF THE WEEK, FOR EXAMPLE, SAID CLASS #2, MIDNIGHT, AT BEGINNING OF CALENDAR WEEK OF CLASS. ANY QUESTIONS? All Assignments under the Weekly Folders, under BLACKBOARD’S WEEKLY ASSIGNMENTS – RUBRIC AND*** a grade sheet (WORD DOCUMENT IN ASSIGNMENT)! | | | | | **Due** |
| **ASSIGNMENT** | **Software** | | **Points** | | **Prior to Class #** |
| Lesson Planning (Assign #1) | Word/Publisher | | 100 | | **2** |
| Newsletter Exercise Graphic (Assign #2) | Power Point/JPEG | | 50 | | **2** |
| Newsletter Exercise Making Charts (Assign #3) | Excel | | 50 | | **3** |
| Newsletter Exercise Importing Charts (Assign #4) | Word/Publisher | | 50 | | **3** |
| Newsletter Exercise Complete Assign #5 (4 pages) | Word\* | | 100 | | **5** |
| Working with Excel – Linking Assignment #6 | EXCEL | | 100 | | **6** |
| Making Artifacts with Power Point Assign #7 | Power Point | | 50 | | **7** |
| Showcase Presentation Final Assign #8 | Power Point | | 150 | | **8** |
| Software Projects Subtotal |  | | **650** | |  |

**University Grading System:**

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| Grade | pOINTS | pERCENTAGE |
| A | 900-1,000 | 90-100 % |
| B | 800-899 | 80-89 % |
| C | 700-799 | 70-79 % |
| D | 600-699 | 60-69 % |
| F | <600 | below 60 % |

Cr for Credit

NCR No Credit

I Incomplete

W for withdrawal

WP Withdrawal Passing

WF Withdrawal Failing

X No grade given

**IP In Progress**

A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded. **\***A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

**Makeup/late policy:** All assignments will be due as scheduled, if not received per timeline, then deductions up to **20% per day late**. If, for some unforeseen reason, a student is not capable of meeting the deadline, arrangements must be made with the professor. No points will be deducted from the assignment if the reasons are acceptable to the professor. If the assignments are late because of negligence of the student, 1 point per day will be deducted from the grade.

**Include Grade Appeal Statement**: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

## TENTATIVE SCHEDULE

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| **Proposed Weekly Schedule (Subject to change by Instructor)** |

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| **Weekly** | | **In-class: UNDER LESSON NOTES ARE THE POWER POINT SLIDES LABELED WEEKLY** | | | |
| **Wk #1** | |  | | Introduction to course, lesson planning, computer essentials & Internet  **(SEE POWER POINT SLIDES ON BLACKBOARD UNDER LESSON NOTES)** | |
| **READ** | | **Text** | | **Chapter 1, pp. 1-30** | |
| **Lesson Planning, Assignment 1**  **Assignment #2 Power Point Graphic**  **Due: Week 2 Beginning (NLT SUNDAY, MIDNIGHT)** | | | | | |
| **Wk#2** | |  | | Curriculum Vita, Lesson Plans and Newsletters, making graphics, formatting etc. | |
| **READ** | | **Text** | | **Chapter 2: pp. 31-71** | |
| **Assignments #3, #4 Due: Week 3 Beginning (NLT SUNDAY, MIDNIGHT)** | | | | | |
| **Wk#3** | |  | | **Finishing Up Newsletter Theme Making charts in Excel, Linking Worksheets** | |
| **READ** | | **Text** | | **Chapter 3: pp. 72-105 Chapter 4 , pp. 106-137**  **Review for Midterm review prior to class review** | |
| Assignment #5 **Due: Week 4 Beginning (NLT SUNDAY, MIDNIGHT)** | | | | | |
| **Wk#4** | | **Midterm Available on Blackboard, This is a timed exam, multiple choice, so budget a proper amount of time to take exam (average 3 minutes per question, total = 60 minutes, 20 questions total.** | | | |
| **READ TEXT** | | **Chapter 5 pp. 138-169**  **Chapters 6 pp. 170-202** | | | |
| **Assignment #6 Due: Week 5 Beginning (NLT SUNDAY, MIDNIGHT)** | | | | | |
| **Wk#5** | |  | | **Working with Power Point** | |
| **GO ONLINE AND COMPLETE YOUR INITIAL DISCUSSION BOARD POST, WORTH 45 POINTS** | | | | | |
| **READ** | | **Text** | | **Chapter 7 pp. 203-230**  **Chapter 8 pp. 231-257** | |
| **Wk #6** | |  | | **Putting The Pieces Together in Power Point, Artifacts** Animation and More | |
| **Assignment #7 Power Point Artifact Assignment #7** | | | | | |
| **Review for Final** | | | | | |
| **WK#7** | | **Final Exam: This is a timed exam, multiple choice, so budget a proper amount of time to take exam (average 3 minutes per question, total =60 minutes, 20 questions total Note: you can take the exam anytime, but must completed prior to start of Week 7.** | | | |
| **Prepare Showcase Power Point**  **Integrated with Reflective Essays, Artifacts, Lesson Plans & Video** | | | | | |
| **Wk#8** | | **Showcase Assignment #8** | | | |
| **EDIT 5342 IS COMPLETE** | | | | | |

## ADDITIONAL INFORMATION

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| **ASSIGNMENTS SCHEDULE TURN-IN DATES BY WEEK** |
| **All assignments are due at the beginning of the week, by NLT midnight, Sunday** | |

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| **Wk#** | **ASSIGNMENT DESCRIPTION:** |
| **02** | **Lesson Planning, Assignment 1 Due: (NLT SUNDAY, MIDNIGHT) Assignment #2 Due: Week 2 (NLT SUNDAY, MIDNIGHT)** |
| **03** | **Assignment #3 (NLT SUNDAY, MIDNIGHT) Assignment #4 Due: Week 3 (NLT SUNDAY, MIDNIGHT)** |
| **05** | **Assignment # 5 Due: Week 5 (NLT SUNDAY, MIDNIGHT)** |
| **06** | **Assignment 6 (NLT SUNDAY, MIDNIGHT)** |
| **07** | **Assignment #7 (NLT SUNDAY, MIDNIGHT)** |
| **8** | **Assignment #8 (Portfolio Showcase) (NLT SUNDAY, MIDNIGHT)** |