

EASTERN ILLINOIS UNIVERSITY  
 Kinesiology & Sports Studies Department  
**KSS 3900-001** Microcomputers in Physical Education  
 Jan 7 - May 3, 2012

<b>Instructor:</b>	Ovande Furtado, Jr., Ph.D.	<b>Class time:</b>	Monday and Wednesday 6-7:15 p.m. (Lumpkin College of Business 1011)
<b>Office:</b>	2220 Lantz Building	<b>Office hours:</b>	T W R 10-noon (or by appointment)
<b>Office phone:</b>	581-3999	<b>Email:</b>	<a href="mailto:ofurtado@eiu.edu">ofurtado@eiu.edu</a> (I don't use the 'Email' feature in D2L)

<b>Course Description:</b>	This course is designed to orient students to the various kinds of technology being used in Kinesiology and Sports Studies.																																	
<b>Specific Course Goals:</b>	Upon successful completion of this course the student will: <ol style="list-style-type: none"> <li>1. Develop proficiency in a number of computer applications often used in Kinesiology and Sports Studies</li> <li>2. Examine software and hardware resources utilized in Kinesiology and Sports Studies.</li> <li>3. Apply the knowledge of such resources in the development of informational material (i.e., Website, Brochure)</li> </ol>																																	
<b>Evaluation:</b>	Your evaluation will be based on a combination of in-class assignments, quizzes, and projects.																																	
<b>Grading calculation:</b>	Grades will be calculated by dividing the points amassed by the number possible. The resulting percentage will be assigned a grade based on the following scale: <table style="margin-left: 20px;"> <tr> <td>90% or better</td> <td>A</td> </tr> <tr> <td>80-89%</td> <td>B</td> </tr> <tr> <td>70-79%</td> <td>C</td> </tr> <tr> <td>60-69%</td> <td>D</td> </tr> </table>				90% or better	A	80-89%	B	70-79%	C	60-69%	D																						
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<b>Course requirements:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assignment</th> <th style="text-align: center;">Points</th> <th style="text-align: center;">%</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Deadline</th> </tr> </thead> <tbody> <tr> <td>Daily Attendance/Participation</td> <td style="text-align: center;">30</td> <td style="text-align: center;">13</td> <td>Daily attendance</td> <td>NA</td> </tr> <tr> <td>In-class assignments</td> <td style="text-align: center;">5 @ 20 pts. each</td> <td style="text-align: center;">43</td> <td>Assignments</td> <td>End of class Weeks 2, 5, 7, 11, 12</td> </tr> <tr> <td>Website Project</td> <td style="text-align: center;">50</td> <td style="text-align: center;">22</td> <td>Develop a website</td> <td>Week 9</td> </tr> <tr> <td>Video Project</td> <td style="text-align: center;">50</td> <td style="text-align: center;">22</td> <td>Develop a video using iMovie</td> <td>Week 15</td> </tr> <tr> <td><b>Total possible points:</b></td> <td style="text-align: center;"><b>230*</b></td> <td style="text-align: center;">100</td> <td></td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>1. Unless stated otherwise, all assignments are completed in class and submitted via D2L.</li> <li>2. <b>Final grade "round up" rule:</b> In recognition of the fact that grading, however carefully done, will always be imperfect, this class will utilize a "round up" rule for assigning final grades. I will round up from .5% and above, but anything below this, will round down. In other words, 79.5 will round up to 80, while 79.4 will round down to 79 even. Do remember though, 79 even is still 79 even and the minimum score for a B is 80%.</li> <li>3. No opportunities will be given for extra credit.</li> </ol>				Assignment	Points	%	Description	Deadline	Daily Attendance/Participation	30	13	Daily attendance	NA	In-class assignments	5 @ 20 pts. each	43	Assignments	End of class Weeks 2, 5, 7, 11, 12	Website Project	50	22	Develop a website	Week 9	Video Project	50	22	Develop a video using iMovie	Week 15	<b>Total possible points:</b>	<b>230*</b>	100		
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<b>policy:</b>	<p>illness, an official University activity, or an emergency. Students who miss class due to an excused absence will be allowed to make up missed work or submit assignments without penalty. An absence from class will be considered an “excused absence” under the following circumstances:</p> <ol style="list-style-type: none"> <li><b>Absence due to illness.</b> An absence due to illness is excused ONLY IF the student notifies the professor of the absence in advance (i.e., prior to the missed class) and provides documentation of the illness upon return to class.</li> <li><b>Absence due to an official University activity.</b> Absence due to an official University activity in an excused absence ONLY IF the student notifies the professor of the absence in advance (i.e., prior to the missed class) and provides written documentation of the University activity from an appropriate University representative prior to the absence.</li> <li><b>Absence due to emergency.</b> Evaluation of whether an absence due to an emergency is an excused absence will be made by the professor on a case by case basis. At a minimum, the student should notify the professor of the absence as soon as possible and should provide documentation of the emergency.</li> </ol>														
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<b>Late assignment policy:</b>	<p>1 day = 50% off  more than 1 day = WILL NOT BE ACCEPTED</p> <p><b><u>Special note for student athletes</u></b>  In case of a schedule conflict, you must do the following:</p> <ol style="list-style-type: none"> <li>Hand me a copy of your schedule. Make sure to <b>highlight</b> the dates in conflict.</li> <li>Send an email notifying me that you will be absent. This <b>MUST</b> be done prior the day of the absence.</li> <li>If an assignment is given the day of the absence, I will reply your email with instructions on how to make up the work.</li> </ol>														
<b>Cell phone policy:</b>	Cell phones must be silenced during class. Do NOT text in class.														
<b>Disability Statement:</b>	If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (217-581-6583).														
<b>Incomplete grades:</b>	Visit the following web for information on this. <a href="http://catalog.eiu.edu/content.php?catoid=14&amp;navoid=373#poli_on_inco_grad">http://catalog.eiu.edu/content.php?catoid=14&amp;navoid=373#poli_on_inco_grad</a>														
<b>Email use:</b>	<p>ALL email correspondence in this class will be done through the university's official email system (PantherMail) which is used for many purposes including accessing WebCT and PAWS, receiving billing statements from the library, and departmental correspondence and announcements through the undergraduate listserv. For information on how to obtain your email address or to obtain a password please visit the following web address: <a href="http://www.eiu.edu/~itshelp/email/index.php">http://www.eiu.edu/~itshelp/email/index.php</a></p> <p><b>Email etiquette (teaching some soft skills):</b></p>														

	<ol style="list-style-type: none"> <li>1. I won't respond to unprofessionally-written emails.</li> <li>2. You should always consider your audience when writing e-mails. Remember that you will be in the job market soon...</li> <li>3. Use proper greetings (follow <a href="#">this link</a> for further info).</li> <li>4. Avoid "text message language" or excessive abbreviations.</li> </ol>
<b>Student Success Center:</b>	<p>Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<a href="http://www.eiu.edu/~success">www.eiu.edu/~success</a>) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.</p>
<b>KSS Student Expectations:</b>	<p>The students in our department meet a number of high standards that reflect the overall importance of their educations. Below you will find an outline of those standards.</p> <p><u>Be Prepared</u></p> <ol style="list-style-type: none"> <li>1. Bring required textbooks to class</li> <li>2. Read assigned material prior to class</li> <li>3. Complete assignments by due date</li> </ol> <p><u>Be Respectful</u></p> <ol style="list-style-type: none"> <li>1. Be courteous to others</li> <li>1. Be alert and attentive in class</li> <li>2. Promote professional behaviors</li> <li>3. Use cell phones only in emergencies <ul style="list-style-type: none"> <li>o share this with the instructor prior to class</li> </ul> </li> <li>4. Headphones not allowed in class</li> </ol> <p><u>Be Participant</u></p> <ol style="list-style-type: none"> <li>1. Be on time &amp; attend class</li> <li>2. Ask relevant questions</li> <li>3. Contribute to discussions</li> </ol>

### Tentative Calendar (Subject to change)

Week 01	[Module 01]	(01/7,9)	Intro to course, Survey, D2L, Dropbox
Week 02*	[Module 02]	(01/14,16)	Reference management: Zotero
Week 03	[Module 03]	(01/23)	Social media (Twitter, FB Fan Page, LinkedIn)
Week 04	[Module 04]	(01/28,30)	Academic paper formatting (MS Word 2010)
Week 05*	[Module 05]	(02/4,6)	Presentation tools (MS PowerPoint 2010)
Week 06	[Module 06]	(02/11,13)	Spreadsheet (MS Excel 2010)
Week 07*	[Module 07]	(02/18,20)	SPSS - Statistical package
Week 08	[Module 08]	(02/25,27)	WordPress – Web development & Blogging**

Week 09	[Module 08]	(03/4,6)	WordPress – Web development & Blogging**
Week 10		(03/11,13)	Spring Break
Week 11*	[Module 09]	(03/18,20)	Developing brochures
Week 12*	[Module 09]	(03/25,27)	Resume development
Week 13	[Module 10]	(04/1,3)	Image editing (Photoshop)
Week 14	[Module 11]	(04/8,10)	iMovie – Part I (Learning Session)
Week 15	[Module 11]	(04/15,17)	iMovie - Part II (Editing Session)
Week 16	[Module 11]	(04/22,24)	iMovie – Part III (Presentations)***

\* You will be required to complete an assignment at the end of the class

\*\*Website Project is due at the end of class

\*\*\*Video Project is due at beginning of class