

**CTE 3100 – INSTRUCTIONAL TECHNOLOGY IN  
CAREER AND TECHNICAL EDUCATION  
COURSE SYLLABUS**

**DESCRIPTION:** The analysis, evaluation, selection and use of appropriate technology needed in career and technical education for school and work environments.

**I COURSE DESCRIPTION**

CTE 3100 focuses on analysis, evaluation, selection and use of appropriate technology needed in career and technical education for school and work environments. **WebCT** will be the primary means of communication and delivery of learning materials among the instructor and learners.

This course provides opportunities to investigate selected hardware and software that can be used for instructional purposes. The course is applications-oriented and project-based. Students will complete activities and projects throughout the semester.

**REQUIRED TEXTBOOKS**

Smaldino, S. E., Russell, J.D, Heinich, R., & Molenda, M. (2012). *Instructional media and technologies for learning*. (10<sup>th</sup> Ed.) Columbus, OH Merrill Prentice Hall.

**REQUIRED SOFTWARE TO BE PURCHASED BY THE STUDENTS**

**LiveText** (available at the MLK UUN Bookstore, Eastern Illinois University)

**II COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate basic competency in computer and related technologies.
2. Relate the foundations of learning and instruction to technology.
3. Analyze the learning environment and audience in relation to technology utilization and impact.
4. Evaluate and select appropriate technologies for planning and implementing learning.
5. Create effective learning experiences through utilization of appropriate technologies.
6. Understand and utilize appropriate technologies in classroom management.
7. Implement appropriate use of technology for learning in the classroom.

**III ASSIGNMENTS AND ACTIVITIES**

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|---|--------|
| 1. “What is technology?” discussion                         | 10 pts |
| 2. Multiple intelligence online test and discussion         | 10 pts |
| 3. Assure Lesson Plan on LiveText                           | 75 pts |
| 4. SmartBoard assignment                                    | 25 pts |
| 5. Google Docs Assignment                                   | 25 pts |
| 6. PowerPoint with audio                                    | 25 pts |
| 7. Turning Point  | 25 pts |
| 8. Attend training session and develop a Web site with iWeb | 50 pts |
| 9. Attend training session and develop a movie with iMovie  | 50 pts |
| 10. Digital Native assignment                               | 20 pts |
| 11. Web 2.0 (Wiki, Blogs, Netvibes)                         | 50 pts |

12. Quizzes	120 pts
13. Tests	100 pts
14. Disposition/Participation	30 pts
Total	<u>615 pts.</u>

**As time permits we may investigate other technologies:**

**POLICIES:**

- Students will attend all class sessions, be on time, and remain until class is dismissed. Five points will be deducted from participation points for every unexcused absence (see details below) and every tardy. If at any time a student depletes his/her participation points due to excessive absences or tardiness, the student will receive an “F” for the course. Maximum participation points will be earned by students who are **active** participants in the class. If you are not in class, you cannot participate. On the other hand, just because you are in attendance, doesn’t mean that you are participating. Participation points are given at the discretion of the instructor. Homework assignments are collected at the beginning of the class period. Late assignments may not be accepted. Coming to class late because you were finishing a homework assignment will not only result in a zero on the homework assignment; but will also result in losing 5 participation points for being tardy. Quizzes and tests are generally given at the beginning of the class period. Students entering class after quizzes/tests have been distributed may receive a zero for the quiz/test.
- Students will receive an excused absence when a doctor’s note for an illness is presented to the instructor the day the student returns to class **and** the student has signed a release form with the medical provider. If a student does not provide the necessary documentation to the instructor the day the student returns or the student does not sign a release form, the absence will be recorded as unexcused. The only other excused absence is student athletes participating in athletic events. Student athletes should provide documentation of absence at the beginning of the semester and make prior arrangements for absences. All other absences will be considered unexcused. Conferences, meetings, weddings, funerals, routine check ups, appointments with guidance counselors, etc. are not excused absences. Students attending part of a class period (leaving the classroom at any time after attendance has been taken and before class is dismissed) will also be considered absent.
- Students will be allowed to make up assignments/quizzes/tests only when an excused absence is granted. It is the responsibility of the student to determine what assignments need to be made up. In addition, the student has only one week from the date of the excused absence (providing the necessary documentation as described above has been presented) to make up all missed work (assignments, quizzes, and tests). If the student has not made arrangements within the one week time period, the student will receive a zero for the missed assignments. Online assignments will not be allowed to be made up since they are assigned in advance and do not require attendance. Alternate assignments will be given for excused absence so be sure to make arrangements with the professor directly and not other students.
- The instructor will make every attempt to meet every class session and to be in class on time. However, if something should come up and the instructor is delayed or unable to meet the class, someone from the School of Technology or the College of Business will inform the class whether the class has been cancelled or if the instructor has just been detained. Students should wait until they have been informed in writing (note on door) or in person before leaving the class. Students leaving the class without permission from

the School of Technology or the College of Business will be marked absent and assignments cannot be made up.

- Students will bring all materials to every class. This includes the textbook, paper, calculators, pens and pencils. Laptops, handheld computers, cell phones, and all other unauthorized devices should not be used during the designated class period.
- Students should not take quizzes and tests out of the classroom. If quizzes and test are reviewed in class, they must be returned to the instructor before the student leaves the classroom. Failure to return the quiz and test to the instructor before leaving the classroom will result in a zero on the quiz and test. Returning the quiz and test after it has been removed from the room will not negate the zero.
- Assignments should be submitted in person by the student or on WebCT as directed and not via email.
- WebCT assignments (quizzes) must be submitted by the due date and time. Also, students are allowed only one submission. Once the assignment/quiz is submitted, it cannot be resubmitted a second time. Files submitted via WebCT must be in RTF format. Students should not wait until the last minute to submit assignments. Technology does sometimes fail. Therefore, students should submit assignments well before the deadline.
- All work that is turned in **must** be prepared on a word processor and printed on a quality printer. No handwritten assignments will be accepted. Homework assignments must be submitted by the student only. Students are not allowed to submit homework assignments for other students not in attendance. Also, assignments will not be accepted from students who submit their assignment and do not attend the entire class.
- Disruptions and/or outbursts will not be tolerated. Cell phones are to be turned off before entering class. Students that disrupt the learning environment may be asked to leave the classroom. The University's policy on Academic Integrity will be followed. This policy addresses five specific topics: conduct in subversion of academic standards (cheating on exams, plagiarism, etc.), theft or unauthorized possession of examinations, submitting work previously presented in another course, conduct which disrupts the academic environment, and complicity with others in violation of this standard. Plagiarism is defined as the use, without adequate attribution, of another person's words or thoughts as if they were one's own.

**IV EVALUATION:** The final grade is based upon the following percentages:

**100-90 = A**

**89-80 = B**

**79-70 = C**

**69-60 = D**

**< 60 = F**

**VI STUDENTS WITH DISABILITIES:** If you have a documented disability and wish to discuss academic accommodation, please contact the coordinator in the Office of Disability (581-6583) as soon as possible.