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EDLD 581.50: Planning and Management for Technology in Education - Online

Sally Brewer

University of Montana, Missoula, sally.brewer@mso.umt.edu

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C&I 581: Planning & Management for Technology in Education

AKA – How to be a tech coordinator

Fall Semester 2005



Instructor:

Dr. Sally Brewer
Office: Education 101
School of Education
The University of Montana
Missoula, MT 59812
Email:
Sally.brewer@mso.umt.edu
Office Phone: 243-2563
Cell Phone: 406-546-9478
(best number to reach me)
Office hours: By appointment

Technical Support:

IT Central Help Desk, 8:00am -5:00pm
406-243-4357 or
itcentral@umontana.edu
For after hours support for login and
password, contact IT Central
Operations: 406-243-2606

Blackboard technical support:
Marvin Paulson, Computer Support
Specialist: 406-243-6394
courseware-support@umontana.edu

Class Location: <http://www.umonline.umt.edu>

Online Meeting Times and Dates: Wednesdays, 7:00 – 8:00 p.m.; 8:00 – 9:00 p.m.
8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 11/30

Course Description:

Explores the many roles of a technology coordinator, which include:

- Creating, implementing, and evaluating technology plans for educational institutions, including budgets, facilities, and hardware planning
 - Maintaining hardware, software and networks
 - Planning and providing staff development
 - Integrating technology into the curriculum
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I. Purposes of Planning & Management for Technology in Education

The purposes of this course are to:

- A. Provide the students with an overview of the different roles of the technology coordinator in an educational setting
 - B. Provide them with an opportunity to explore strategies for integrating technology into the curriculum
 - C. Explore different ways to operate and maintain a technology infrastructure
 - D. Develop a technology plan
 - E. Develop the students' ability to conduct staff development
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II. Learning Outcomes

By the end of the semester, the students will be able to:

- A. Identify the different skills and qualifications necessary to be a technology coordinator
 - B. Describe different strategies for integrating technology into the curriculum
 - C. Describe procedures for maintaining a technology infrastructure
 - D. Develop a technology plan
 - E. Write a grant to obtain funding for new technologies
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III. Required Textbook

Frazier, M. & Bailey, G. D. (2004). The technology coordinator's handbook. Eugene, OR: ISTE.

IV. Selected Bibliography

Baule, S. (2001). Technology planning for effective teaching and learning (2nd Ed.). Worthington, OH: Linworth.

Education Development Center. (2002). The school network handbook. Eugene, OR: ISTE.

Johnson, D. (2002). Indispensable teacher's guide to computer skills (2nd Ed.). Worthington, OH: Linworth.

Peto, E., Onishi, E. & Irish, B. (1998). Tech team: Student technology assistants in the elementary and middle school. Worthington, OH: Linworth.

Porter, B. (1999). Grappling with accountability: Resource tools for organizing and assessing technology for student results. Sedalia, CO: Education Technology Planners.

Smaldino, S.E., Russell, J. D., Heinich, R. & Molenda, M. (2005). Instructional technology and media for learning. (8th Ed.) Upper Saddle River, NJ: Pearson.

U. S. DOE. (2004). Toward a new golden age in American education: How the Internet, the law and today's students are revolutionizing expectations. (National Education Technology Plan). Jessup, MD: Editorial Publications Center.

Whitehead, B. M., Jenson, D.F.N., & Boschee, F. (2003). Planning for technology : a guide for school administrators, technology coordinators, and curriculum leaders. Thousand Oaks, Calif.: Corwin Press.

Williams, B. (2004). We're getting wired, we're going mobile, what's next?: Fresh ideas for educational technology planning. Eugene, OR: ISTE.

V. Teaching/learning strategies:

Readings in textbook and other sources
Evaluation of selected journal articles
Online class discussions and lectures
Reports
Projects

VI. Evaluation:

Evaluation will occur on a continuing basis throughout the semester. Students are expected to participate in online activities. Assignments must be turned in on time and in a professional format. (Use APA Style Manual, 5th Ed.). They are weighed as follows:

Participation in Threaded discussions		15%		A	90 -100%
Reports		20%		B	80 - 89%
Technology plan		30%		C	70 - 79%
Lesson plan		15%		D	60 - 69%
Grant		<u>20%</u>		F	Below 60
		100%			

VII. My Expectations of you:

1. Students are expected to send in their assignments by the due date. Assignments made on Wednesday are due by 12 midnight the following Wednesday. All work should be presented in a professional manner AND spell checked. Note: Late work is penalized and may not be accepted. Late work is defined as work that is not posted by midnight of the day the work is due.
 2. Students are expected to participate in ALL threaded discussions.
 3. Students must attend six of the seven chats.
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VIII. How to Send and Name Assignments:

1. In the subject line, type Course Number + First Initial+last name +Assignment number (e.g., 479SbrewerA1)
 2. If you send an assignment as an attachment, be sure to put your name and the assignment number on the attached document.
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IX. You should expect from me :

1. A response to an email within 48 hours. (If you need immediate help, put HELP in the subject line and I will try to respond faster.)
2. A response to a threaded discussion posting within 72 hours. Note: The response may be an email message to the whole class.
3. Graded papers returned within 7 days of the due date.

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Dynamic Syllabus

Week	Topics	Readings	Assignment
1 8/31- 9/7	Course Overview Class Introductions	Read Introduction in textbook	TD: What is a tech coordinator
2 9/7 – 9/14	Roles of the Tech Coordinator	Read Chap. 1	
3 9/14 – 9/21	Integrating technology into the curriculum What's available?	Read Chap. 2	
4 9/21 – 9/28	Using Standards to Align technology with the curriculum	Read NETS for Students and Montana Technology Standards	Lesson plan which incorporates educational technology
5 9/28 – 10/5	Evaluating Faculty Technology competency	CODE 77 Rubrics Star charts Taglit	Report
6 10/5 – 10/12	Staff development models		Report
7 10/12- 10/19	Tech planning – Needs Assessment		
8 10/19- 10/26	Tech planning – Creating the plan		
9 10/26 – 11/2	Tech planning – Creating the budget	Read Chap. 6	
10 11/2 – 11/9	Funding your tech plan - Grant writing		Tech plan due
11 11/9 – 11/16	Maintaining the tech infrastructure Selecting, Installation, Operation, Repair Using Student techies	Read Chap. 3	TD
12 11/16 – 11/23	Tech infrastructure maintenance continued	Chap. 4 and 5	Grant due
13 11/23 – 11/30	Networking		
14 11/30 – 12/7	Web Access resources, issues Filters, wikis, and blogs		Report
15 12/7 – 12/12	Professional Organizations and Wrap up		All projects <u>Due</u>