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### C&I 515.01: Instructional Media and Computer Applications

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# C&I 515: Instructional Media and Computer Applications Spring 2008

**Instructor:**

Dr. Martin Horejsi  
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**Office Hours:** Immediately after class  
and by appointment

**Course Location:** EDUC 112 or Online

**Course meeting time:** Face to face on Tuesday 4:10pm-7pm, & online asynchronous per week

**Course Description:** This course is intended to introduce a variety of ways technology is used to enhance teaching and learning. The structure of the course includes demonstrations, discussions and applications of technologies used in education. Many of the graded performance measures will be project-based.

**Purpose:** To introduce students to a variety of technologies for use in classroom instruction and educational settings.

**Course Objectives:** Students will learn strategies to effectively integrate technology for professional and personal purposes. This class is designed to provide a positive beginning to a lifelong learning process. Upon completion of this course, students will be able to:

1. Demonstrate an understanding of and an ability to use word processing, presentation and spreadsheet applications, as well as other digital tools to meet a variety of educational and professional needs.
2. Demonstrate an understanding of and an ability to use email and other social networking tools to communicate electronically with others.
3. Demonstrate good information management habits such as backing up files and organizing files in a logical fashion.
4. Locate and evaluate resources from the Internet and other electronic databases for use in teaching and learning.
5. Demonstrate an understanding of and an ability to use digital tools, such as cameras, scanners, and recorders, and relevant software to enhance learning.
6. Advocate for the use of technology in ways that transform teaching and learning practices.

**Course Format:**

The primary means of instruction in this course will be the hands-on use of technology in the creation of learning products and as problem solving tools. Discussion will be minimized except with regard to the general philosophy of instructional technology. Additional methods will encompass demonstration, modeling, lecture, cooperative learning, discussions, and guest speakers.

The assignments are designed to provide a learning experience where the student moves from learning about technology, to learning with technology, and finally to learning from the technology. It is a personal goal of the instructor to move towards an instructional environment where the educational technologies blend into the background of the classroom. No longer are the machines isolated objects used for specific tasks, but instead essential pieces of the teaching/learning environment used without questing need, motive, or existence.

The more you use and experiment with computers, software applications and other digital tools, the richer your learning experience will be. Therefore, additional lab time beyond the scheduled course hours will be necessary to fulfill the course requirements.

Assignments should be submitted by the beginning of the class period on the specified due date. For assignments that should be submitted electronically, please start the subject line with "515" and the name of the assignment. All submitted assignments must have your **name** on them and be consistent with graduate grammar, correct spelling, and logical, clear organization. Use the *APA Style Manual, 5<sup>th</sup> edition* to prepare your assignments.

### **Required Materials:**

1. USB drive (minimum of 1GB is recommended)
2. Do BACK UP your work in more than one place.

### **Course Expectations:**

**Attendance and Participation:** This class is highly participatory; attendance and a high level of participation are mandatory. Please notify your instructor if you cannot make a class or contribute online during the week.

**Respect:** Help foster a collegial learning environment by sharing your knowledge and skills, encouraging intellectual honesty, and respectfully listening to the viewpoints of others. The main rule when entering a professional discourse from an opposing side is to "**Attack ideas, not people.**"

**Assignments:** Assignments are to be turned in on the specified due date. Late assignments will be accepted only with prior approval of the instructor and may be subject to a reduction in grade. Assignments may be adjusted at the professor's discretion.

**Cell Phones and Pagers:** During face-to-face class please turn **OFF** all cell phones unless notifying the instructor as to the special circumstances that would warrant such off-site communication during class.

### **Disability Statement:**

If you have a disability for which you are or may be requesting an accommodation, please contact both your instructor and Disability Services for Students (DSS) in the first week of class:

Disability Services for Students (DSS)  
Lommasson Center 154  
The University of Montana  
Missoula, MT 59812

(406) 243-2243 (Voice/Text)  
FAX 406-243-5330

## **Academic Integrity:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

## **Emergency Preparedness and Response:**

As members of a learning community we all have responsibilities for each other that extend beyond the teaching/learning experience and transcend our roles in that dimension. We are, as human beings, responsible for the protection and well-being of other members of our group, and one dimension of our individual and group responsibility in that area relates to how we prepare for, and respond to, emergencies. Toward that end, the following are important:

- In the event we need to evacuate the building, our primary route will be through the main door, to which you are closest, in the Education Building. If that route is blocked, our secondary route will be through the door at the opposite end of the building.
- If you hear an alarm or are told to evacuate, always assume the emergency is real. Be sure to take coats, backpacks and valuables since the building may be closed for some time.
- Everyone should report to either the designated outdoor rally point or the indoor rally point (should conditions make it necessary to seek shelter in another building). Our outdoor rally point is in the area to the south of Education Building – at least 300 feet from the building exit. Our indoor rally point is in the McGill Hall. We should reconvene as a group at the rally point so we can determine if anyone is missing.
- Do not use elevators as a means of evacuating, and do not use cell phones until safely away from the building.
- As the instructor of this course, I would ask students who feel they may require assistance in evacuating to privately inform me of that need. Together we will preplan appropriate assistance.
- I would also request that students with a medical condition that could present an emergency privately inform me of that situation. Again, this notification is so we can preplan an appropriate response should an emergency occur.
- Please let me know if you possess a current first aid and/or CPR certification. This information will be passed on to the Facility Emergency Coordinator for use should a need for first aid expertise arise.

## Major and Minor Assignments:

Assignments are due by the beginning of class on the due date. For online courses, that would be the Monday of the week containing the class session noted as the due time. All work must be presented in a professional manner including APA formatting, proofreading, and spell and grammar checking. All submitted assignments must contain the following conspicuously located at the top of the first page:

- Your name
- Title of the Assignment
- Designated as a **515** assignment
- Date

For assignments that should be submitted electronically, please also include the following:

- Begin the email subject line with “**515**”
- Provide the name of the assignment
- Include your name and a description of what you are sending me in the body of the email
- Double check to make sure that the correct attachment is attached to the email
- Do not send a follow-up email without all the above components

No late assignments will be accepted without prior approval of the instructor and may be subject to a reduction in grade. Assignments may be adjusted in content and scope at the instructor’s discretion.

Between now and the end of the semester, there will be about a dozen minor assignments designed to provide an introductory level of exposure to a variety of technologies. In addition, there will be three major projects requiring dedicated work over an extended amount of time. The design of the assignments allows for flexibility for both the student and instructor. For the student, the nature of the experience, and thus the grade, will take into consideration a gain in experience and knowledge over a specific level of achievement. What this means is that the scoring of the assignments take into consideration the degree of change (or gain) rather than just meeting a minimum set of criteria standard for all regardless of current prowess with instructional technology.

Roughly each week, a new aspect of instructional technology will be introduced. With each aspect, a corresponding assignment will follow. The assignments may require nothing more than minor evidence that the technology was experience, or it may be an intense exploration of the technology resulting in an extensive product.

Final grades will be assigned using the following criteria:

Attendance and participation 20%  
Major assignments 30%  
Minor assignments 50%