



**ETEC 579: Administration of Media Technology Programs
COURSE SYLLABUS: Fall, 2010**

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Class WebPage URL: <http://faculty.tamu-commerce.edu/jdavis1/etec/579/108/>
Courseware URL: <http://online.tamuc.org/>



COURSE INFORMATION

Delivery format: Online, Web-based. No required physical meetings.

Semester Credit Hours: 3 SCH

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks Required:

Schmidt, William D., & Rieck, Donald A. (2000). *Managing media services [computer file]: theory and practice*. (2nd ed.). Englewood, CO: Libraries Unlimited, Inc.

ISBN: 1-56308-530-5 (2nd ed.)

- *ON-LINE TEXT:* (access via [TAMU-C Library Website](#)).

Purchase of hardcopy is OPTIONAL

Note: This text is out of print; however, used copies are commonly available online.

Publication manual of the American Psychological Association. (5th ed.). (2001). Washington, DC: American Psychological Association

ISBN: 1-55798-791-2 (paperback)

Textbook Optional: (For Library Certification students only)

American Library Association (1988) *Information power: Building partnerships for learning*. Chicago, IL: Author.

Course Description: An examination of the theories, practices, and competencies required for effective administration of educational technology programs. Examines supervision and organization of media and equipment holdings. Covers management techniques as they apply to learning resources in educational, business, and industrial settings.

Student Learning Outcomes:

1. The learner will be an active, engaged participant within the learning community through contributions of relevant questions and value-added responses in the Virtual Classroom, threaded discussions, and peer reviews of student created projects.
2. The learner will demonstrate an understating of the basic issues involved in the administration of media technology programs.
3. The learner will articulate a plan for the implementation and integration of technology.
4. The learner will articulate a clearly defined goal, means, and justification for a technology project.
5. The learner will articulate a clear, concise letter of intent for a grant application.

COURSE REQUIREMENTS

Instructional Activities / Methods / Activities Assessments

Participation/Discussion Activities - 15%: All students must be active participants in all aspects of class activities. In on-line courses, attendance is equated to the demonstration of an active presence in the virtual course environment. An active presence may be shown through participation in, and contributions to, synchronous or asynchronous class discussions and the Virtual Classroom. All interaction must be conducted in a profession and respectful manner and model best practices of netiquette. Regardless of current assignments or activities, students are required to login on a minimum of three days per week to check for announcements and/or assignment updates. A prudent student may well find themselves connecting to the course on a daily basis. The courseware automatically tracks all student access.

Quizzes – 20%: Quizzes from the class text(s) and other information will be administered. Quizzes may cover content included in the textbooks or assigned readings, presented/discussed in the virtual classroom, provided through supplemental course resources, or other related activities and content. Answer keys are automatically released after the quiz deadline; therefore, quizzes **CAN NOT BE REOPENED** after the deadline and **MAKEUP QUIZZES ARE NOT AVAILABLE**. Quizzes will be available well in advance of the deadline; so, don't wait until the last minute and risk missing a quiz due to technical difficulties or unforeseen circumstances.

Technology Plan – 30%: Each Student must create a framework for a Technology Plan. Required content elements will be provided in the assignment guidelines. All references and citations made must be in accordance with APA 5 style. Also, see “Scholarly Expectations” below.

Grant Purpose Statement Activity – 15%: Each student must write a purpose statement identifying the intended goal of their grant application. Each student will provide feedback on other students' statements to help clarify and focus the wording and apparent intent of the purpose statement. The format and details of this activity will be forthcoming.

Technology Grant Proposal Brief – 20%: Each student will create a clear, concise, one-page proposal brief for a technology grant. The general purpose of this proposal brief will be to outline a grant funded project to provide for the creation of a technology facility at a school district, business, or other entity, subject to approval by the instructor. The final product must be a maximum of one page in length and of sufficient quality to submit to a funding entity as a pre-proposal for funding consideration or a Letter of Intent to confirm the organization's intent to submit a full proposal in response to a future grant Request for Proposal (RFP) or Request for Application (RFA). Note: This is NOT a full grant proposal. The details of the proposal project will be forthcoming. Any citations (not recommended) made must be in accordance with APA 5 style. Also, see “Scholarly Expectations” below.

Timely submission of assignments: Assignments MUST be completed and submitted by the designated due dates, in the designated location. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. When a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class.

Make-up and extra credit assignments: No make-up or extra credit assignments are available in this course. Credit is earned exclusively by completing the required activities, as assigned, without exception.

Grading

Participation/Discussion Activities:	15%	A	90-100%
Quizzes:	20%	B	80-89%
Tech Plan:	30%	C	70-79%
Purpose Statement Activity:	15%	D	60-69%
Technology Grant Proposal Brief:	20%	F	59% or less

Grade of "X" (Incomplete) - In accordance with the TAMU-C Student Guidebook outlining the rules and procedures of the University, the mark of "X" may be assigned to "students who, because of circumstances beyond their control, are unable to attend classes during or after review week" and "were maintaining passing grades." Since all graded assignments in this course are due prior to review week (the next-to-last week of the semester), **the mark of "X" is not valid in this course and cannot be assigned.**

ETEC ePORTFOLIO (Educational Technology-Leadership Majors ONLY)

Majors in the Educational Technology-Leadership (not Library Science) degree program are now required to submit an electronic portfolio which evidences one's knowledge, skills and abilities of the technological competencies developed in the program. The ePortfolio replaces the traditional written comprehensive qualifying examination requirement. Satisfactory completion of the ePortfolio is a requirement for graduation eligibility. The portfolio will be submitted at the end of the student's program of study for evaluation. Each course has identified one or more artifacts as such evidence. Required artifacts from this course include the **Technology Plan** and **Technology Grant Proposal Brief**. Majors in the program will be contacted by Dr. Leah Wickersham, for more information on how to get started with the ETEC ePortfolio and obtain a copy of the ePortfolio Handbook. If you plan to major in the program, but have not yet applied you are strongly encouraged to do so as soon as possible. Please contact Leah.Wickersham@tamuc.edu for more information about the program's portfolio requirement.

TECHNOLOGY REQUIREMENTS

This is an online course; thus, access to a computer with a reliable Internet connection (preferably high-speed) is required.

Required Software:

Microsoft Word

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamu-commerce.edu/login.aspx>.

In the event the myLEO portal is ever inaccessible and you need to login to eCollege, you should also bookmark the direct URL for eCollege: <http://online.tamuc.org/>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

To participate in the online course environment, login to eCollege and follow the instructions provided for each week of the course. Instructions, project guidelines, and relevant resources will be provided as needed throughout the course. The Virtual Classroom should be monitored and contributed to regularly (3 days per week minimum). Special announcements or instructions may also be placed in the announcements area or sent directly to your leo email.

COMMUNICATION AND SUPPORT

Interaction with the Instructor

The instructor is available via a variety of avenues. The best path depends on the nature of the content you wish to convey or ask. If you have a general question about the class content, a FAQ List is provided within the eCollege environment and may already provide the answer you seek. If you have a question or comment of the nature that would be presented in a traditional classroom environment, please do so in the Virtual Classroom so that others might benefit from and even participate in the exchange. If it's not something of general interest to others in the course, my Virtual Office is a better choice. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: Jason_Davis@tamu-commerce.edu. Of course, if you'd like to meet up for a face-to-face visit, just let me know and we'll set-up a time to meet at my office, or in the ETEC Advanced Lab if needed.

eCollege Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

Other Questions/Concerns:

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate.

Web resources for reference regarding what constitutes plagiarism and how to avoid it include:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Any works referenced should be properly cited in accordance with APA 5th or 6th edition style.

Scholarly Expectations

Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Late Work

Projects and assignments **MUST** be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. When a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class. You will have plenty of notification and time to complete course assignments. If you know you are going to be out of town and unable to access a computer, plan ahead. If there is a chance you might lose power, Internet access, or your available technology fail at the last minute, plan ahead.

Time Commitment

In a graduate level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to online and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term semester courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the table below:

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
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"In" class per class week	2hr. 30min.	2hr. 30min.
"Outside" class per class week	7hr. 30min.	10hr. 00min.
TOTAL Weekly Expectation	10hr. 00min.	12hr. 30min.
TOTAL Term Expectation	150hr. 00min.	187hr. 30min.

Attendance

All students must be active participants in class activities. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, synchronous or asynchronous class discussions and the course Q&A forum. Students are required to access the online course no less than three days per week to check for announcements, updates, and opportunities for active participation. If you're planning an extended vacation during the semester and will be unable to participate as required, this may not be time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu
[Student Disability Resources & Services](#)

Student Conduct/Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

The following course schedule is maintained on our class public website at:
<http://faculty.tamu-commerce.edu/jdavis1/ETEC/579/108/>

Date		Class Activities	Assignments Due/Deadlines
Week	beginning Monday,...		Days are for the week indicated in the first column.
1	Aug 30	Familiarize yourself with the courseware and follow the initial instructions provided in the online course.	On-line introductions with photo for class roster. Determine organizational scope for your Technology Plan. Note: Purchase of <i>Managing Media Services...</i> text recommended. If you are using the electronic, on-line version of this textbook, be sure to "browse" the book rather than use the "check-out" feature.
2	Sept 6	Begin draft of Technology Plan per guidelines	Begin authoring Technology Plans Complete Intro Quiz Activity before midnight, Thursday.
3	Sept 13	Tech Plan project continues... review Chapter 1 - Managing Media Services	Complete Quiz Activity #1 before midnight, Thursday.
4	Sept 20	Tech Plan project continues... review Chapter 2 - Philosophical Perspectives	Complete Quiz Activity #2 before midnight, Thursday.
5	Sept 27	First draft of Technology Plan submitted for peer evaluation and editing. Begin Peer Evaluations of Technology Plan drafts. review Chapter 3 - Planning Media Service Programs	Upload 1st draft of Tech Plan to designated location in Doc Sharing by Tuesday @ midnight. Retrieve your two assigned plans for evaluation. Tech Plan Drafts MAY BE REJECTED if posted after Thursday @ midnight. Complete Quiz Activity #3 before midnight, Thursday.
6	Oct 4	Peer Evaluations of Technology Plan drafts conclude. review Chapter 4 - Management Basics	Upload evaluated Tech Plans to designated location in Doc Sharing by Tuesday @ midnight Complete Quiz Activity #4 before midnight, Thursday.
7	Oct 11	Finalize Technology Plan - Make appropriate revisions to Technology Plan based on peer feedback.	Upload completed Tech Plan to designated location in Doc Sharing by Tuesday @ midnight Tech Plans MAY BE REJECTED if posted after Thursday @ midnight
8	Oct 18	Begin Purpose Statement activity. review Chapter 5 - Managing Media Materials Services	Post first draft of purpose statement to Purpose Statement Forum by Tuesday @ midnight Complete Quiz Activity #5 before midnight, Thursday.
9	Oct 25	Purpose Statement activities continue – Class Feedback for Clarifying and Focusing Purpose Statement. review Chapter 6 - Managing Media Equipment Services	Post purpose statement peer feedback as reply to initial post - ongoing throughout week - initial feedback by Tuesday @ midnight. Complete Quiz Activity #6 before midnight, Thursday.

10	Nov 1	<p>Complete Purpose Statement activity.</p> <p>Begin draft of Technology Grant Proposal Brief per guidelines.</p>	<p>Post finalized purpose statement as reply to initial first draft post by Tuesday @ midnight. Identify final draft as such in post.</p> <p>Begin authoring Technology Grant Proposal Brief</p>
11	Nov 8	<p>First draft of Technology Grant Proposal Brief to be uploaded to designated location in Doc Sharing.</p> <p>Begin Peer Evaluations of Proposal Brief drafts.</p> <p>review Chapter 7 - Managing Media Development Services</p>	<p>Upload 1st draft of Brief to designated location in Doc Sharing by Tuesday @ midnight. Proposal Drafts MAY BE REJECTED if posted after Thursday @ midnight.</p> <p>Retrieve your two assigned proposals for evaluation.</p> <p>Complete Quiz Activity #7 before midnight, Thursday.</p>
12	Nov 15	<p>Peer evaluations of Brief drafts conclude.</p> <p>review Chapter 8 - Computers and the Media Center</p>	<p>Upload evaluated Brief to designated location in Doc Sharing by Tuesday @ midnight.</p> <p>Retrieve your evaluated Briefs from your two evaluators from Doc Sharing.</p>
13	Nov 22	<p>Finalize Technology Grant Proposal Brief</p> <p>- Make appropriate revisions to Brief based on peer feedback.</p>	<p>Upload completed Proposal Brief to designated location in Doc Sharing by Tuesday @ midnight.</p> <p>Proposal Briefs MAY BE REJECTED if posted after Thursday @ midnight.</p>
14	Nov 29	<p>review Chapter 9 - Managing Technological Change (for more on the topic of Technological Change, take ETEC 588)</p>	
15	Dec 6	TBA	
16	Dec 13	THE END	Everything else not previously submitted is due before Tuesday @ midnight.
	Saturday, Dec 18	COMMENCEMENT	Congratulations Graduates!!!

Note: All times indicated are local time in the Central Time Zone.

Blue - Technology Plan project
 Red - Purpose Statement activity
 Purple - Grant Proposal Brief project
 Green - Chapter/Quiz Activities

Schedule Rev. 08/18/2010