



## ETEC 587: Advanced Technology Applications COURSE SYLLABUS: Fall, 2010

**Instructor:** Jason Lee Davis, PhD – Associate Professor  
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**Class WebPage URL:** <http://faculty.tamu-commerce.edu/jdavis1/etec/587/108/>  
**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:**

*Textbook(s) Required:* N/A

*Textbook(s) Optional:* (Study Guide recommended for students seeking Tech Apps Certification)

TExES Review Study Guide for Technology Applications 8-12

ISBN: 1-933049-58-8

ID: 819-1197

...available from the [Region 4 Educated Solutions On-line Store](#) (\$40.00)

Built-in software help files and other on-line resources will be utilized. The class will be doing projects in publishing, graphics/animation, and presentation applications; so, if you run across any cheap books on related topics at a discount computer book store, you might pick-up one or two just for reference.

**Course Description:** Students will develop and produce advanced instructional materials that include the integration of text, graphics, animation, sound, and video into various delivery formats, including web. The course will address interactivity, ethical, and security issues, among others.

**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/Q&A Forum and peer reviews of student created projects.

2. The learner will demonstrate knowledge of the terminology related to desktop publishing, graphics and animation, and multimedia.
3. The learner will demonstrate the ability to obtain and evaluate print and digital information from a variety of electronic resources and in a variety of electronic formats.
4. The learner will demonstrate proficiency in installing and using task appropriate commercial and open source software applications.
5. The learner will demonstrate the ability to create and evaluate projects according to criteria defined in technology application standards for desktop publishing, graphics/animation and multimedia.

## COURSE REQUIREMENTS

### Instructional Activities / Methods / Activities Assessments

**Participation/Virtual Classroom/Q&A (Question & Answer) Forum - 20%:** 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.

Students are required to post all “how-to” questions to the Virtual Classroom/Q&A Forum rather than addressing them directly to the instructor. The instructor will monitor the Forum and if a satisfactory response is not provided by other students with a reasonable time, the instructor will contribute. Students will be given first opportunity to respond to earn participation credit. Questions must be specific and clearly posed, and responses must be well thought out, informative, and helpful. The FAQ List (under development) should be consulted for answers prior to posting questions to the forum.

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.

**Projects 80%:** Each of the following projects consist of vocabulary, development, review, finalization, and reflection components. Guidelines for each project will be provided in the course.

**Desktop Publishing Project - 25%**

**Graphics/Animation Projects - 30%**

**Multimedia Project - 25%**

***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:	20%	A	90-100%
Desktop Publishing Project:	25%	B	80-89%
Graphics/Animation Project:	30%	C	70-79%
Multimedia Project:	25%	D	60-69%
		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." All work must be complete and submitted up to that point.

## 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 **Desktop Publishing Project**, the **Graphic and Animation Projects**, and the **Multimedia Project**. 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@tamu-commerce.edu](mailto:Leah.Wickersham@tamu-commerce.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. You must also have sufficient administrative authority on your computer to download, install, and run the required software applications.

### Required Software:

Microsoft Publisher or comparable dedicated Desktop Publishing application such as Adobe InDesign CS, Scribus, or Open Office Writer. (Note: MS Word is NOT a dedicated desktop publishing application.) Free, Open Source software alternatives are available.

The GNU Image Manipulation Program (GIMP) with the GIMP Animation Package (GAP) must be used for the Graphics/Animation Project. This is a free, open source application with versions available for both PC and MAC.

Microsoft PowerPoint or comparable presentation application. Free, Open Source software alternatives, such as OpenOffice Impress, are available.

## 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](mailto: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](mailto: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](mailto: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 5<sup>th</sup> or 6<sup>th</sup> 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.
"In" class per class week	2hr. 30min.	2hr. 30min.

"Outside" class per class week	7hr. 30min.	10hr. 00min.
<b>TOTAL Weekly Expectation</b>	<b>10hr. 00min.</b>	<b>12hr. 30min.</b>
<b>TOTAL Term Expectation</b>	<b>150hr. 00min.</b>	<b>187hr. 30min.</b>

### *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](mailto: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*).

<b>COURSE OUTLINE / CALENDAR</b>
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The following course schedule is maintained on our class public website at:  
<http://faculty.tamu-commerce.edu/jdavis1/ETEC/587/108/>

<b>Date</b>		<b>Class Activities</b>	<b>Assignments Due/Deadlines</b>
<b>Week</b>	<b>beginning Monday,...</b>		<b>Days are for the week indicated in the first column.</b>
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.
2	Sept 6	Desktop Publishing Project begins	Complete DP Vocabulary Assignment by midnight Friday.
3	Sept 13	Desktop Publishing Project	
4	Sept 20	Desktop Publishing Project	Post Draft of Project to Doc Sharing by midnight Wednesday. Begin Peer evaluations on Thursday.
5	Sept 27	Desktop Publishing Project concludes	Submit evaluations to creators by noon on Monday. Email evaluator scores to instructor on Tuesday. Post Completed Project to Doc Sharing by midnight Wednesday. Post Project Reflection to Dropbox by midnight Friday.
6	Oct 4	Graphics/Animation Project begins	Complete GA Vocabulary Assignment by midnight Friday.
7	Oct 11	Graphics/Animation Project	
8	Oct 18	Graphics/Animation Project	
9	Oct 25	Graphics/Animation Project	
10	Nov 1	Graphics/Animation Project	Post Draft of Project to Doc Sharing by midnight Wednesday. Begin Peer evaluations on Thursday.
11	Nov 8	Graphics/Animation Project concludes	Submit evaluations to creators by noon on Monday. Email evaluator scores to instructor on Tuesday. Post Completed Project to Doc Sharing by midnight Wednesday. Post Project Reflection to Dropbox by midnight Friday.
12	Nov 15	Multimedia Project begins	Complete MM Vocabulary Assignment by midnight Friday.
13	Nov 22	Multimedia Project	
14	Nov 29	Multimedia Project	
15	Dec 6	Multimedia Project concludes	Post Completed Project, in ZIP Archive file, to Doc Sharing by midnight Friday. MM Project Reflection is to be included in the Project itself; thus, posting this reflection to the Dropbox is not required, as in previous projects.
16	Dec 13	THE END	Everything else not previously submitted is due before Tuesday @ midnight.
	Dec 18	COMMENCEMENT	Congratulations Graduates!!!

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

Blue - Desktop Publishing Project

Maroon - Graphics/Animation Project

Purple - Multimedia Project

Green - Vocabulary/Chapter/Quiz Activities

Schedule Rev. 08/20/2010