INSTRUCTIONAL PACKAGE

EDU 201

Classroom Inquiry with Technology

Effective Term
Fall 2018

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PART I: COURSE INFORMATION

Effective Term: <u>Fall 2018</u>

COURSE PREFIX: EDU 201   COURSE TITLE: Classroom Inquiry with Technology

CONTACT HOURS: 3   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:
This course meets the need for education students who would like to transfer to CCU's PPTE. Technology is a large part of education and our future educators need to be prepared to use technology to enrich their lessons. It is also required by the ISTE NETS that teachers use technology in their classrooms to help prepare students for the digital world they are entering. This course will demonstrate several tools that can be used in and out of the classroom.

COURSE DESCRIPTION:
This course explores teaching as a data driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

PREREQUISITES/CO-REQUISITES:
Credit level ENG 100 Minimum Grade of C* or (COMPASS Reading 85 and COMPASS Writing 78) or SAT Critical Reading 480 or (ACT English 19 and ACT Reading 19) or (Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC) and (Credit level CPT 101 Minimum Grade of C or Credit level CPT 101 Minimum Grade of TC or Credit level CPT 170 Minimum Grade of C or Credit level CPT 170 Minimum Grade of TC or Credit level AOT 105 Minimum Grade of C or Credit level COL 100 Minimum Grade of C* or READI Test Score 1)

*__Online/Hybrid__ courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:
There is no required textbook for this course. All reading materials will be provided through D2L.

ADDITIONAL REQUIREMENTS:
Access to camera or camcorder (cell phones will work)
Microsoft Office (MAC or PC)- HGTC provides Microsoft Office products for free to students
Skype

TECHNICAL REQUIREMENTS:
Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.
High-speed Internet

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: Online Netiquette.

You are expected to follow these netiquette rules in this class during your discussion postings, assignments, emails, and all other communications:

- Treat online conversations as if you were in a face-to-face classroom
- Use Standard English in your writings. (No "text speak" such as ppl, tmrw, etc. in your class discussions, assignments, and other writings)
- Be professional! This course is one step towards your professional career, it is important to practice professional habits.
- Respect the opinions and diversity of others.
- Have an open mind and be willing to listen and to learn from others in the classrooms.
- Respect the time of others by being prepared before posting on the discussion forum, understanding that your classmates will be reading your posts.
- Proofread your work carefully.
- Adhere to posting dates. Remember, the earlier you post, the more access your classmates will have to your post.
- Do not plagiarize. You must credit sources for information used in your posts and assignments. Use APA formatting for citing sources.
- Stay on topic: If you have a questions or comment not related to the discussion topic go the "The Teacher's Lounge" to post.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Identify technologies that are commonly integrated into classrooms.
2. Create technology rich materials to facilitate active student learning.
3. Apply proper use of technological tools in frequently used software.
4. Integrate basic visual design principles into the development of instructional products
5. Compose communications and collaborations with students, parents, peers, and community members using current technologies to support student success

*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Quiz	14 points
15 Assignments	150 points
4 Discussions	16 points
1 Final Project	18 points
Attendance	32 points
Total	**230 points**

*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:
State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (ACADEMIC CALENDAR).   You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

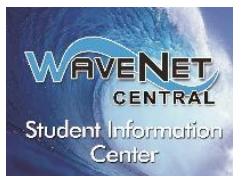## Part V: Student Resources

The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
2. **On-line student success and academic support resources.**

Visit the SSTC website: Student Success & Tutoring Center and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: Wavenet Central. Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement
Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements
Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs *Title IX Coordinator* Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	**Jacquelyne Snyder, AVP Human Resources** *Section 504, Title II, and Title IX Coordinator* Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu