

TSTM 790 3 credits (Graduate)

Course Title: Advanced Study in Technology Support and Training Management: Digital Resources for Educators

Instructor:

Dr. Tena B. Crews
Carolina Coliseum #118B
Columbia, SC 29208
(803) 777-5559
Email: tcrews@sc.edu

Course Web Site: <http://blackboard.sc.edu>

Course Purpose/Description

This course is designed to provide current digital resources for educators. Students will learn how to create effective lesson plans which incorporate local, state, and/or national standards/competencies. They will also research online resources for educators and submit lesson plans electronically via SLATE.

Course Objectives

Upon the conclusion of this course the student should be able to:

- a. Find current local, state, and national standards/competencies pertaining to their area of study.
- b. Write effective objectives to enhance a lesson in a classroom setting.
- c. Develop effective lesson plans which incorporate local, state, and/or national standards/competencies.
- d. Research current trends in education that affect their area of study.
- e. Investigate online resources to assist in writing objectives, lesson plans, and curricula for their area of study.
- f. Research local, state, and national organizations to discover their purpose and goals.
- g. Participate in online chats, threaded discussions, and other synchronous/asynchronous features to discuss topics important to this course.
- h. Submit complete lesson plans including objectives, projects, rubrics, etc. and submit online via SLATE.

General Course Requirements Information

Assignments in this course are designed to help you incorporate local, state, and/or national standards/competencies into your lesson plans along with appropriate objectives. Developing effective lesson plans and including standards/competencies in your area enhances your classroom and student learning. Every effort has been made to provide clear instructions, good examples, and individual assistance where needed. It is expected that students will successfully

complete assigned readings, research, and written assignments. Specific assignments are due throughout the semester and are to be posted to designated Bulletin Board and/or Blackboard Assignment links as an attachment for evaluation.

Online Forums

1. In specific assignments you will be directed to respond to topics and questions posted by your professor. These individual responses will offer you an opportunity to read and respond to your instructor as well as your peers. It will be our forum for idea sharing.
2. You may post questions to the class Bulletin Board to the Questions, Comments, or Concerns link and your professor or your peers will respond so that everyone may benefit from the interaction. However, individual questions on assignments, concerns, etc. should be sent directly to the professor by e-mail.
3. You may be involved in group online discussions and forums to interact with other class members.

Two Learning Community Virtual Classrooms (VC) will also occur via the Blackboard Communication link. These Learning Community VCs are available so that we (as a class) can offer help or provide discussion on any of the course topics. You may attend none, one, or both of the VCs. They are NOT required, but available to you. You will find the Learning Community VCs in the Communication area on Blackboard.

To enter a VC at the assigned time:

Click on Communication.

Click on Collaboration to see the Learning Community VCs.

You may then enter the VCs at the assigned times.

Dr. Crews will be a participant in these Learning Community VCs.

An open Student 24-7 VC is available to you also. You may enter this VC at any time and discuss anything with your peers that is relevant to the course. Dr. Crews will not be available in this VC – it is for student use only.

Lesson Plans

You will develop exemplary lesson plans. In order for your lesson plans to be ‘perfect’ we will review, revise and resubmit them from time to time. Once you have drafted, revised, and perfected the lesson plans, you will submit your lesson plans on the South Carolina SLATE lesson plan system for peer review. Upon that review, you may need to edit your lesson plan and re-submit as a final lesson plan.

Submitting Work Electronically

You will be required to submit all work electronically. All word processing files should be saved as a Microsoft Word 2000 or higher file or saved in a Rich Text Format (RTF) format to ensure compatibility with the computer equipment. To save to an RTF file in most software packages, choose save as, in the file type box, choose Rich Text Format (.RTF) and choose OK. The file extension should be .RTF. Once files have been saved to the appropriate format, you’ll

be able to easily attach them to the Blackboard Bulletin Board or Assignment links.

It is highly recommended that you have high bandwidth Internet service at your home or other location where you can work. (i.e., cable modem, DSL, etc.).

Tentative Course Outline

<u>Date</u>	<u>Project/Assignment</u>	
Date 1	<p><u>#1</u></p> <p>To become familiar with Blackboard, go to blackboard.sc.edu and login. If you have never logged in before, simply follow the instructions on the screen. Click on the Digital Resources for Educators – TSTM 790 link and become familiar with the course documents, professor information, communication link, assignments link etc. As you become familiar with Blackboard and post your answers to the questions on Blackboard, follow the instructions below.</p> <p>Click on the Course Documents link and save the TSTM 790 Orientation PowerPoint presentation. Then, watch and listen to the presentation.</p> <p>You MUST edit your email so that Dr. Crews can contact you via email in Blackboard, follow these steps after you have logged onto Blackboard and clicked on the Digital Resources for Educators – TSTM 790 link.</p> <ol style="list-style-type: none"> 1. Click on Tools 2. Click on Personal Information 3. Click on Edit Personal Information 4. Change your Email address to the one that you check most often and wish Dr. Crews to use to contact you with information for this class. 5. Click Submit 6. Click OK <p>To post your answer on the Bulletin Board, follow these steps.</p> <ol style="list-style-type: none"> 1. Click on Bulletin Board 2. Click on the question “What are your expectations?” 3. Click on Add New Thread 	

	<p>4. In the Subject Area, type “Your Name’s Expectations”</p> <p>5. In the Message Area, type at least three of your expectations for this course.</p> <p>6. Click on Submit and click on OK</p> <p>Read your peers’ expectations by clicking on their subject line and reading what they have written. Reply to at least one peer.</p>	
Date 2	<p><u>#2</u></p> <p>www.myscschools.com Project: To access other needed links and information throughout this course, it is necessary that you create a user account on MySCSchools. Follow the instructions provided online in the Course Documents link entitled Creating Your User Account. Once you create your user account, you will need to wait to receive an email from the State DOE before proceeding with all of the steps included in the Creating Your User Account document.</p>	
Date 3	<p><u>#3</u></p> <p>www.sctlc.com Project: To become familiar with the South Carolina Teaching Learning Connections (SCTLC), access the PowerPoint presentation entitled SCTLC Overview in the Course Documents link on Blackboard.</p>	
Date 4	<p><u>#4</u></p> <p>SLATE Project: To become familiar with the SLATE Online Lesson Plan Development System, go through the step-by-step SLATE instructions entitled SCTLC-SLATE Demonstration in the Course Document link.</p> <p>Optional: Learning Community VC</p>	
Date 5	<p><u>#5</u></p> <p>Post your answer to the question on the Bulletin Board to “Critique: www.myscschools.com.” Reply to at least one peer.</p>	
Date 6	<p><u>#6</u></p> <p>SCTLC and SLATE Feedback: To provide helpful feedback and constructive criticism to the South Carolina State Department of Education, complete the survey instrument entitled SCTLC and SLATE Feedback in the Assignments link. Submit your feedback on the Assignments link.</p>	

Date 7	<p><u>#7</u></p> <p>www.knowitall.com Project: To become familiar with the KnowItAll web site, go to www.knowitall.org/fingertips. Click on View Video to get an overview of this SCETV. If you do not have the latest version of Windows Media, you may download it at this site as well OR you may also go to www.knowitall.org/kiacontent/toolsForEd.htm and click KnowItAll PowerPoint for a presentation.</p> <p>At the www.knowitall.org/kiacontent/toolsForEd.htm site, scroll down and click on Scavenger Hunt – Grade Level 9-12. Print the .pdf Scavenger Hunt document and follow the instructions. You have to search a bit – that’s the fun of a Scavenger Hunt! I have to admit, I couldn’t find one of the items on the Scavenger Hunt, but I know you can! Key your findings from the Scavenger Hunt and submit your finding on the Assignments link entitled KnowItAll Scavenger Hunt.</p>	
Date 8	<p><u>#8</u></p> <p>www.scdiscus.org Project: To become familiar with DISCUS:</p> <p>1st: Go to www.scdiscus.org and click on About DISCUS and review the information.</p> <p>2nd: Go to http://www.scdiscus.org/training.html and click on PowerPoint Presentations. Click on DISCUS: An Overview for Schools and watch the presentation. You can also access the PowerPoint presentation by using the Course Documents link in Blackboard.</p> <p>3rd: Review any other links on DISCUS to become more familiar with the features.</p> <p>#9Your assignment is to develop and submit your own Scavenger Hunt for other educators to follow to find out more about DISCUS. You must have 8-10 steps in your Scavenger Hunt. Submit your Scavenger Hunt on the Assignments link entitled Discus Scavenger Hunt.</p>	
	www.itv.sctev.org Project: To become familiar with	

	<p>the South Carolina ITV web site, go to the web site and develop and submit your own Scavenger Hunt for other educators to follow. Submit your Scavenger Hunt on the Assignments link entitled ITV Scavenger Hunt. Your Scavenger Hunt should have at least 8-10 steps.</p>	
Date 9	<p>#10 Post your answer to the question on the Bulletin Board to ITV vs DISCUS. Reply to at least one peer.</p>	
Date 10	<p>#11 Objectives and Standards Project: To review objective writing skills, review the Objectives Chart on the Course Documents link. This is NOT a complete list of measurable words that may be used in objectives and some may actually be used in one or more categories (cognitive, affective, and psychomotor). This just serves as a basic guide. Also, search the Internet and other resources for writing objectives.</p> <p>Review the SLATE Lesson Plan Template in the Course Documents link.</p> <p>Find the local, state, and national standards/competencies for your subject area. If you can't find them, let me know and I'll help you. Submit a written analysis of what you found on writing objectives and how the standards/competencies in your area fit into lesson plan development. Follow the Written Analysis Template provided in the Course Documents link. and submit on the Assignments link entitled Objectives and Standards/Competencies.</p>	

Date 11	<p>#12</p> <p>SLATE Lesson Plan #1 Project: Begin creating your first lesson plan via the SLATE online tool for evaluation. This lesson plan must be developed using the Slate Lesson Plan Template online for a course in your area and must include something from DISCUS. When you have completed your lesson plan, submit it as I would like to submit this lesson for peer review through the SLATE online lesson plan tool. I will then review your lesson plan, give you feedback, and you can eventually edit it and submit it as a final document. Submit in SLATE by X date.</p> <p>Note: I am working with the SC State DOE to get business education listed and operable through the SLATE online lesson plan tool. If for some reason this is not complete by June 15, I will put an announcement on Blackboard and you will simply post your lesson plan on Blackboard (using the SLATE lesson plan template) for evaluation.</p>	
Date 12	<p>Work on Project #12. Submit for peer review in SLATE by X date.</p> <p>Optional: Learning Community VC</p>	
Date 13	<p>Work on Project #12. Submit for peer review in SLATE by X date.</p>	
Date 14	<p>#13</p> <p>Post your answer to the question on the Bulletin Board to Pro and Cons of Electronic Lesson Plans. Reply to at least one peer.</p>	
Date 15	<p>#14</p> <p>SLATE Lesson Plan #2 Project: Begin creating your second lesson plan via the SLATE online tool for evaluation. This lesson plan must be developed using the Slate Lesson Plan Template online for a course in your area and must include something from ITV or SCETV. When you have completed your lesson plan, submit it as I would like to submit this lesson for peer review. I will then review your lesson plan, give you feedback, and you can eventually edit it and submit it as a final document. Submit in SLATE by X date.</p>	
Date 16	<p>Work on Project #14. Submit for peer review in</p>	

	SLATE by X date.	
Date 17	Work on Project #14. Submit for peer review in SLATE by X date.	
Date 18	Work on Project #14. Submit for peer review in SLATE by X date.	
Date 19	#15 Post your answer to the question on the Bulletin Board to Standards and Professional Educational Organizations. Reply to at least one peer.	
Date 20	#16 <u>www.scteachers.org</u> Project: Go to the Division of Teacher Quality web site (<u>www.scteacher.org</u>) and review an area of interest. Word process a written analysis on any area that interests you. Follow the Written Analysis Template provided in the Course Documents link. Submit your written analysis on the Assignment link under Area of Interest. Also, review the certification link at <u>www.scteacher.org</u> and submit a word processed document including 2-3 paragraphs describing what you will have to do to be re-certified in your area (i.e., examinations, course work, etc.) and the ease of finding that information at this web site. Submit your word processed paragraphs on the Assignments link entitled Re-certification.	
Date 21	Work on Project #16	

Date 22	<p><u>#17</u></p> <p>SLATE Lesson Plans #1 & 2 in Final Form: You will receive feedback on your submitted lesson plans (as noted in #12 and #14). Edit as necessary and submit your final lesson plans via the Slate Lesson Plan Development System.</p> <p>Note: I am working with the SC State DOE to get business education listed and operable through the SLATE online lesson plan tool. If for some reason this is not complete by June 15, I will put an announcement on Blackboard and you will simply post your lesson plan on Blackboard (using the SLATE lesson plan template) for evaluation.</p>	
Date 23	<p><u>#18</u></p> <p>Course Evaluation: Complete the “Course Evaluation” found on the Course Documents link.</p>	

Requirements and Evaluations

Assignments will be weighted as follows:

<p>Assignments</p> <ul style="list-style-type: none"> • Projects • Written Analysis • Written responses to Dr. Crews, peers, and bulletin board postings 	50%	<p>Grading Scale:</p> <p>93-100 = A</p> <p>88-92 = B+</p> <p>84-87 = B</p> <p>80-83 = C+</p> <p>75-79 = C</p>
Lesson Plans	50%	