EDC 344 (09155)

Digital Literacy for Teaching and Learning

https://utexas.instructure.com/

Spring 2013

<u>**Class**</u> **Meetings:**	Wednesdays
Time:	2:00pm - 4:00 pm
Room:	SZB 439B (lab)
<u>**Lab**</u> **Sessions:**	Mondays
Time:	3:00pm - 4:00 pm
Room:	SZB 439B (lab)
Instructor:	Dr. Min Liu
Office:	SZB 244N
Office Hours:	Wednesdays or Fridays afternoons <u>*by appointment*</u> (email me to make an appointment)
Telephone:	232-6248 (direct line)
Email:	MLiu@austin.utexas.edu
	(Email is the quickest way to reach me.)
TA:	Cesar Navarrete (Ph.D. student in Learning Technologies)
Additional Lab Times:	to be determined
Email:	ccnavarrete@utexas.edu

COURSE DESCRIPTION: The goal of this course is to introduce basic digital skills that are needed to be productive citizens in the 21st century workforce. Students are expected to develop the skills they need to effectively integrate technology into their respective professional practices. This course is heavily hands-on. The digital skills students will acquire in this course are basic and practical. The tools students will learn and use include productivity tools, multimedia and website development tools, and Web 2.0 tools. We will also discuss related issues with regard to digital technology use in education as well as explore emerging technologies. An important goal of this course is to integrate technology into your specific content area, and therefore you will learn and apply various technology skills in a context suitable to your major. There is no pre-requisite requirement for taking the course.

OBJECTIVES: • Demonstrate an understanding of basic digital skills for educational uses
                         • Be able to use selected technology tools
                         • Be able to apply digital technologies in your content area
                         • Develop an awareness of the issues related to using digital technology in education

READINGS: A selection of required readings will be provided on the course site, Canvas.

INTERNET USE: You should have access to Internet outside the class (in labs or at home) so you can practice the skills assigned and complete the assignments. Each of you should have a storage device (e.g. a flash drive, USB stick) to save your work.

LATE WORK POLICY: All work is due based on the specified due-dates except in emergency situations. If work is turned in late, no credit will be given. This policy is in effect as an incentive to stay current with the assigned work. Like many courses, the work of one session is based on understanding the work of the previous sessions. Falling behind in the work greatly reduces the chances of success at attempting later work. One "Murphy" (that is, one late submission due to human error) is permitted for the semester.

COURSE DROPPING: The last day of the official add/drop period without administrative approval is Jan. 17. A student seeking to drop a class after this day should go to the Office of Dean/Student Division (SZB 216).

POLICY ON ADA: The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

RELIGIOUS HOLY DAYS: By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

EMERGENCY EVACUATION POLICY:
                         Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is

activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
- If you require assistance to evacuate, inform me in writing during the first week of class.

Do not re-enter a building unless you're given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

SCHOLASTIC MISCONDUCT & ACADEMIC DISHONESTY:

University of Texas Honor Code: The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Scholastic misconduct is broadly defined as "any act that violates the rights of another student in academic work or that involves misrepresentation of your own work." Academic dishonesty includes, (but is not necessarily limited to): cheating on assignments or examinations; plagiarizing, which means misrepresenting as your own work any part of work done by another; submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials; or interfering with another student's work. Academic dishonesty in any form will result in a grade of "F" or NC for the entire course.

GRADING:

All grades will be posted on Canvas. The breakdown for calculating the final grades goes as follows.

Participation	Learning Tools (Lab activities & assignments)	Digital Application Project	Digital Portfolio Project
20%	60%	10%	10%

Total %= (your grade/participation) * 20 + (your grade/Learning Tools) * 60+ (your grade/Digital Application) * 10 +(your grade/Digital Portfolio) * 10

Final Grade	Total %
A	=94-100
A-	=90-93
B+	=87-89
B	=83-86
B-	=80-82
C+	=77-79
C	=73-76
C-	=70-72
D+	=67-69
D	=63-66
D-	=60-62
F	<=59

***Participation** (20%)*   Participation grades include attendance, readings, contributing to class discussion and activities. Active participation in <u>all</u> course related activities is a critical component of the course performance. Participation grade is evaluated in following aspects:

<u>Attendance (20 pts)</u>: Each student is required to attend *each class and lab* and engage in discussions on the readings or other class activities. If you absolutely must miss a class because of an emergency, *you must inform me and Cesar in advance via email or in person*. Please arrange with a classmate beforehand to get informed of what happens in class. You are still responsible for the information covered in that class and turn in the assignment on a due date. *Failure to attend a class or a lab without a doctor's note or emergency will receive 3 pts. deduction in grade.*

For lab attendance on Mondays, you must attend the lab. But if you finish your lab activity early, you can turn in your work and <u>leave only after Cesar has checked your files are uploaded properly</u>.

Tardiness: 3 points will be deducted from your grade for being tardy three times.

<u>Self-Introduction</u> (5 pts):   A short self-introduction on the course site.

<u>Diary</u> of 1 day of digital tool use (5 pts):   See guideline on the course site.

Sharing a digital tool (10 pts): Each student is asked to share a digital tool with class. See guideline on the course site.

Class discussion (10 pts): Students are expected to participate extensively in discussing the readings assigned. In order for class discussions to be beneficial, students are expected to complete the readings prior to each class. Your participation in discussion is evaluated as follows (out of 10 points):

Consistently	Usually	Occasionally	Rarely	Never
10 pts	8 pts	6 pts	4 pts	0 pts

Professionalism:
• Being on time and ready to begin class
• Actively listening and participating during whole class and small class activities
• Being involved and engaged during the entire class time
• Talking to Professor Liu about any concerns you have with the class
• **NOT doing any activities unrelated to class** (e.g., emailing, texting, shopping, grading papers, work for other classes)

Learning Tools & Assignments (60%) In addition to readings and discussion, students are to learn the following tools on the following topics:

Topic	Application/Tool
Presentation	Microsoft PowerPoint and Prezi
Spreadsheet	Microsoft Excel
Database	Microsoft Excel
Digital Image	iPhoto and Photoshop
Digital Video	iMovie
Blog and wiki	Various
Website creation	iWeb

Digital Application Project (10%)
Part of your final work for this class will be applying digital tools in your field. You are asked to select a minimum of three tools learned in this class and apply them in your (future) field in a meaningful way. See assignment guidelines for more details. There will be no final exam.

Digital Portfolio Project (10%)

Another part of your final work for this class will be creating a digital portfolio about you and your work. Your digital portfolio will include all the assignments you have turned in so far and put them together as a website using iWeb. You should create this portfolio with your potential employer in mind. See assignment guidelines for more details.

TENTATIVE SCHEDULE OF ACTIVITIES

- *Guidelines for all lab activities and assignments are on Canvas.*
- *All lab activities and assignments are due on Canvas by the due time (unless otherwise arranged)*
- *All readings are provided on the course site or as links in the syllabus*

WK	Date	Topic & Class Activities	Due by 2pm Wed. unless otherwise indicated

1	Jan. 16	**Introduction**
		• Course Requirements & Expectations
		• Policies -Honor Code, Plagiarism, Late work etc.
		• Tools, Lab activities & Assignments
		• Getting familiar with the course site: Canvas
		• To do prior to the next class
		    o Self-Introduction on Canvas (100-words)
		    o Diary of use of digital tools in your daily life.	

2	Jan. 23	**Digital skills for the 21st century** Readings: • Information, Media and Technology Skills in 21st century skills Framework • College students and technology • ISTE standards 2pm-Discussion: Using digital tools as part of our daily life 2:30-Digital Tool Sharing & SignUp 3pm-Skills: Presentation using PowerPoint & Prezi	-Diary of use of digital tools in your daily life -Self-Introduction on Canvas -Reading and prepare for discussion
3	Jan. 30	**Web 2.0 Technology**	

			-Reading and prepare for discussion -Presentation lab activity -Presentation assignment
		Readings: • _http://www.oreillynet.com/pub/a/oreilly/tim/news/2005/09/30/what-is-web-20.html_ • Liu et al. "Web 2.0 and Its Use in Higher Education from 2007-2009: A Review of Literature" 2pm-Discussion: What are the characteristics of Web 2.0 Technology & Explore educational uses of Web 2.0 applications 2:30-Digital Tool Sharing 3pm-Skills: Spreadsheet using Excel & Google Docs	

4	Feb. 6	**Information Management**
		
		2pm-Discussion: How to manage data and information more effectively?
		  -Webspace
		  -Dropbox
		  -directory and folder
		  -filename convention
		
		2:30-Digital Tool Sharing
		
		3pm-Skills: Database using Excel & other database applications
			-Spreadsheet lab activity
			
			-Spreadsheet assignment

5	Feb. 13	2pm-Guest Speaker: Janelle Hedstrom-Use databases in the library 2:30-Digital Tool Sharing 3pm-Skills: Digital Images using iPhoto & Photoshop	-Database lab activity -Database assignment
6	Feb. 20	**Social Media Technology** 2-2:40pm: Discussion: Explore some of the current social media applications and what are their potential uses for education? 2:45-Digital Tool Sharing 3:15-pm-Skills: Digital Images using iPhoto & Photoshop	-Reading and prepare for discussion -Graphics_iPhoto lab activity -Graphics_iPhoto lab assignment

7	**Feb. 27**	**Multimedia Technology** 2pm: Discussion: How can we use multimedia technology in education? 2:30-Digital Tool Sharing 3:00-pm-Skills: Digital Video using iMovie	-Reading and prepare for discussion -Graphics_Photoshop lab activity -Graphics_Photoshop assignment
8	**Mar. 6**	2pm- Mid-semester course evaluation 2:15-Digital Tool Sharing 2:45-pm-Skills: Digital Video using iMovie	**Due 4pm** -Video lab activity **Due 4pm on Mar. 8** -Video assignment
9	**Mar. 13**	• Spring break – no class. Have a nice break!	

10	**Mar. 20**	**Web 2.0 Technology**
		
		2:pm-Digital Tool Sharing
		
		2:30pm: Discussion: What are the possible uses of blogs, wikis & podcasts for education?
		
		3:00-pm-Skills:
		    -Creating a blog
		    -Creating a wiki
		    -Creating a podcast using Audacity
			-Reading and prepare for discussion
			
			-Explore the suggested blog or wiki tools and decide which one to use

11	**Mar. 27**	**Web 2.0 Technology** 2pm-Guest speaker: Brian Dauenhauer: Fitness technology 2:30 pm-Digital Tool Sharing	

		3:00-pm-Skills: Creating a blog or wiki	
12	**Apr. 3**	**Safe, Legal, and Ethical Use of Digital Technology** Optional and for reference: *http://copyright.lib.utexas.edu/copypol2.html* *http://www.thecopyrightsite.org/* 2pm: Discussion: -Copyright laws -Academic Integrity--plagiarism -Digital divide 2:30-Digital Tool Sharing 3:00-pm-Skills: Creating websites using iWeb	-Reading and prepare for discussion -Blog OR wiki assignment
13	**Apr. 10**	**Emerging Technologies & Current Issues** 2pm-Discussion: TBD 2:30-Digital Tool Sharing 3:00-pm-Skills: Creating websites using iWeb	**Due 7pm** -Web lab activity
14	**Apr. 17**	In-class session to work on your Digital Application and/or Digital Portfolio projects	**Due 7pm** -Draft of Digital Application in my profession
15	**Apr. 24**	**Presentation I**: -Digital Application in my Profession -Digital Portfolio	
16	**May 1**	**Presentation II**: -Digital Application in my Profession -Presentation: Digital Portfolio Course Evaluation	**Due by 10pm:** -Digital Application in my Profession -Digital Portfolio