Midwestern State University  
Gordon T. & Ellen West College of Education  
EDUC 1023 170  
Computer Applications for Education  
Fall 2012  
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Required Text:  
No required text.

Course/Catalog Description:  
The goals of this course are to learn and use basic skills in Internet resources, web pages, presentation software, digital media, spreadsheets, mapping, word processing, weblogs, wikis, podcasting, web 2.0 applications, and desktop publishing.

COMMUNICATIONS:  
All communication will be conducted via the class wiki found at http://educ1023.weebly.com/ or by email. It is imperative that you check your email regularly. Select a class partner to have as an alternate contact for class questions, etc.

STORAGE DEVICE AND FILE MANAGEMENT:  
You are required to have a storage device/USB flash drive with you during each class. If your device is U3 capable, you may need to remove this feature for it to work in the lab. You may also email documents to yourself to work on outside of class. Do not save files to the lab computers. They will be erased when the system reboots.

ATTENDANCE AND CLASS PARTICIPATION:  
Class will be a time to clarify and extend concepts dealing with readings as well as online discussions. Most sessions will be interactive in nature and difficult to "make up" if you miss. Be on time and don't leave early. Any exceptions should be discussed with me before class. Classroom attendance is strongly recommended. Not all materials discussed in class will be posted on the wiki. If you are late to class, leave early, fall asleep or otherwise miss a class, you are responsible for getting the notes, etc. from someone in the class. I will not repeat lectures for any reason. Class participation points will be deducted for disruptive behavior or missed classes. Be attentive and ask good questions. If you need to chat with a friend, do it outside of class.
ATTITUDE:
Demonstrate the following dispositions essential for learning:
- curiosity (ask meaningful questions, look for additional information, probe, reflect);
- flexibility (take alternate points of view, venture new ideas; be open-minded and playful);
- organization (plan ahead)
- patience (take time to reason, be persistent in efforts);
- risk-taking (try things beyond current repertoire);
- caring/passion (invest in ideas/process/product).

Be aware of how your attitude is conveyed to others (body language, conversation, neatness and completeness of work, willingness to assist and contribute, etc.). A sense of humor and ability to be flexible are crucial!

PREPARATION:
Complete all assignments before class and be ready to fully participate in class activities. Complete all assignments on time.

RESPECT:
Be considerate of others. Do not talk when others are talking; do not use foul language. Behave in an ethical manner.

CELL PHONES:
It’s your phone. Please put all phones on manner mode or silence. Answer it if you think it is important and leave the classroom if you need to converse, but NEVER use a cell phone for any reason during a test. If you habitually leave the room to talk on the phone, participation points will be deducted. **No text messaging during class under any circumstances.** We will take a break, and you can make calls or send texts then if needed.

ACADEMIC MISCONDUCT
Any act of dishonesty will constitute academic misconduct. MSU students demand of themselves the highest level of academic honesty as delineated in their honor creed. Academic honesty involves the submission of work that is wholly the student’s own work, except in the case of assigned group work. Additionally, academic honesty involves the proper citation of other authors’ works. By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and to use for educational purposes.

EQUAL TREATMENT:
The instructor and students in this course will act with integrity and strive to engage in equitable verbal and non-verbal behavior with respect to differences arising from age, gender, race, physical ability, and religious preferences.

REASONABLE ACCOMMODATIONS
In accordance with the law, MSU provides academic accommodations to students with documented disabilities. If you have a documented disability, please contact me immediately.
GRADES:
The following will be used to determine your final grade for the class. All grades will be scored on a scale of 100 possible points. The instructor reserves the right to make adjustments to this plan during the course of the class and agrees to notify all students if such should occur.

Participation – 10%
Projects/Portfolio Artifacts – 50%
Quizzes – 15%
Portfolio (Final Exam) – 25%