**Authorization To Offer Non-Degree Extension Credit Course Through Extended Studies**

1. **Desired Term:** Fall 2007
2. **Course abbreviation and Number:** EDUC E1423
3. **Year of implementation:** 2007
4. **Number of Units:** 1
5. **Billing Units:** 1
6. **Allowed Student Levels:**
   - **UG X**
   - **GR X**
   - **EE X** (Default is to check all three levels)
7. **Grading Method:**
   - **N Normal (N)** (Default is Letter Grade +/-, Students may request Credit/No Credit)
   - **Normal Plus Report-in-Progress (NP)** (As for Normal, also allows Report-in-Progress)
   - **Credit/No Credit Only (C)**
   - **Credit/No Credit or Report-in-Progress Only (CP)**
8. **Mode of Instruction:**
   (See pages 17-23 at [http://www.capsuser.edu/clm/data-clev-alc/APDB-Transaction-33D-SectionV.pdf](http://www.capsuser.edu/clm/data-clev-alc/APDB-Transaction-33D-SectionV.pdf) for definitions of the Course Classification Numbers)
   - **Type of Instruction**
   - **Number of Credit Units**
   - **Instructional Mode (Course Classification Number)**
   - **Lecture**
   - **Activity**
   - **Lab**
   - **Type of Instruction**
   - **Number of Credit Units**
   - **Instructional Mode (Course Classification Number)**
9. **Attributes: Course Requires Consent for Enrollment?**
   - **Yes X**
   - **No**
   - **Faculty**
   - **Credential Analyst**
   - **Dean**
   - **Program/Department - Director/Chair**
   - **Prerequisites:**
   - **Co-requisites:**
10. **Does this course impact other discipline(s)?**
    - **(If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)**
    - **Yes X**
    - **No**
    - If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

Important: Please Complete

1. Instructor: COE Faculty
2. Please complete the Extension Course Proposal Form

**SIGNATURES: (COLLEGE LEVEL)**

1. Program Director/Chair
2. Dean of the College (or Designee)

**(UNIVERSITY LEVEL)**

3. Dean of Instructional Affairs (or Designee)
4. Vice President for Academic Affairs (or Designee)

**Signatures:**

1. Program Director/Chair
2. Dean of the College (or Designee)
3. Dean of Instructional Affairs (or Designee)
4. Vice President for Academic Affairs (or Designee)

**Dates:**

1. 10/5/07
2. 10/5/07
3. 10/5/07
4. 10/5/07
OFFICE OF EXTENDED LEARNING
EXTENSION COURSE PROPOSAL FORM

In planning the components of our Extended Learning program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760) 750-8713.

- **Course Title:** Technology Tools for Teaching and Learning – Part A (1 unit)

- **Course Description:** Equivalent to the first third of EDUC 422. Includes the productivity and professional practice skills and concepts in using technology in the classroom. Topics include educational uses of word processing, data-bases, spreadsheets. May not be taken for credit by students who have received credit for EDUC 422 and E494J. Prerequisite: Completion of the Computer Competency Requirement.

- **Course Objectives:**
  - Equivalent to the first third of EDUC 422. (See Attached.)

- **Evaluation:**
  - Equivalent to the first third of EDUC 422. (See Attached.)

- **Course Length:** 15 combination in person and online contact hours

- **Proposed Dates:** Intersession between Fall 2007 and Spring 2008

- **Location:** Varies

- **Support Needs:** N/A

- **Comments:** See Attached.

*When completed, please return this form, along with an up-to-date resume (with teaching references) to: Catherine Boyle Askar, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: cboyle@csusm.edu*
In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form—along with Form X: New Course Non-degree Credit—to our office as soon as possible. Questions before you submit? Call (760)750-4020.

- **Course Title:** Technology Tools for Teaching and Learning (EDUC 1422)

- **Course Description:** (Please provide a short paragraph describing the purpose, topics and audience for your course. Be sure to include the benefits for students who take your course. An edited version of this description will be used for promotional copy.)

This course focuses on the knowledge and skills necessary to apply education-oriented applications including productivity tools, graphic organizers, databases, spreadsheets, presentation tools, school-appropriate multimedia tools, and communication tools in educational settings. This course prepares teacher candidates to apply specific educational technology-based applications in methods courses for implementation in teaching and learning with students as well as to their own professional growth. When entering the teacher education program, College of Education faculty assume teacher candidates have competency in the applications covered in this course, and, therefore, will make assignments requiring teacher candidates to apply these skills.

- **Course Objectives:** (Provide specific student learning outcomes and how they will be achieved.)

  Demonstrate competency in:
  A. Meeting International Society for Technology in Education Standards I, V, and VI (see www.iste.org)
  B. Using a set of educational technology tools that are applied in teaching and learning within the credential program and used in public school settings; and
  C. Establishing an electronic portfolio for demonstrating competency in eventually meeting the Teaching Performance Expectations

- **Evaluation:** (What will be the basis for grades? How will you know that the students have achieved the course objectives?)

  Students will demonstrate meeting the objectives by successfully completing a series of activities that address the standards and are scored by a standards-based rubric.

- **Course Length:** (How many actual contact hours in class? Note: Credit courses must contain a minimum of fifteen 50-minute contact hours for each semester unit of credit, and outside of class work by students is required.

  Students will meet face-to-face three Saturdays for 6 hours each and participate in an online learning community to complete the course requirements.

- **Proposed Date(s):** November 19, 2005; December 17, 2005; January 7, 2006

- **Location:** (Indicate if you are proposing this course to be scheduled and offered in our facilities, or if this course is to be held at an off-campus location, such as a school, district or county office, company, etc.)

- **Support Needs:** (Please indicate any special services you will need, such as audio-visual equipment, photocopying, room set-up, etc.)

  Course must take place in a computer lab. Course requires prearrangement for use of WebCT.
Comments: (Please add any other relevant information, such as whether or not the course has been taught elsewhere successfully, why the course is needed in our area, marketing suggestions, etc.)

This course is puzzled together with two other courses to make a 9 unit package of experiences to prepare perspective teacher candidates to enter the program.

When completed, please return this form, along with an up-to-date resume (with teaching references) to: Trish Hanlon, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: th Gron @csusm.edu
EDUC X1422 - Technology Tools for Teaching and Learning

College of Education Mission Statement

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance.
(Adopted by the COE Governance Community October, 1997)

Description

This three-unit course partially fulfills the technology competencies as identified by the California Commission on Teacher Credentialing (CCTC) and the College of Education’s Teacher Performance Expectations (TPEs) in technology, and is being considered for satisfying the Computer Integration Requirement (CIR) for the Liberal Studies Program. This course is designed for teacher candidates who have met the campus-wide Computer Competency Requirement (CCR) and anticipate entrance into the teacher preparation program.

This course focuses on the knowledge and skills necessary to apply education-oriented applications including productivity tools, graphic organizers, databases, spreadsheets, presentation tools, school-appropriate multimedia tools, and communication tools. This course prepares teacher candidates to apply specific educational technology-based applications in methods courses for implementation in teaching and learning with students as well as to their own professional growth. When entering the teacher education program, College of Education faculty assume teacher candidates have competency in the applications covered in this course, and, therefore, will make assignments requiring teacher candidates to apply these skills.

Teacher Performance Expectation (TPE) Competencies

This course is designed to help teachers seeking the Multiple and Single Subjects Credential to develop the skills, knowledge, and attitudes necessary to assist schools and districts in implementing an effective program for all students. The successful candidate will be able to merge theory and practice in order to realize a comprehensive and extensive educational program for all students. The following TPEs are addressed in this course:

Primary Emphasis
TPE 14 CSUSM Educational Technology (Based on ISTE NETS: see below)
Secondary Emphasis:
TPE 4 - Making Content Accessible
TPE 5 - Student Engagement
TPE 6 - Developmentally Appropriate Teaching Practices
TPE 7 - Teaching English Language Learners
TPE 12 - Professional, legal and ethical
TPE 13 - Professional Growth

National Educational Technology Standards for Teachers (NETS-T)

Teaching Performance Expectation (TPE 14) is based on ISTE NETS (See nets.isie.org for detailed information). This course focuses primarily on ISTE NETS I, V, and VI and secondary emphasis on ISTE NETS II, III and IV.

I. TECHNOLOGY OPERATIONS AND CONCEPTS.
Teachers demonstrate a sound understanding of technology operations and concepts.
Teachers:
   A. Demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the ISTE National Education Technology Standards for Students).
   B. Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

II. PLANNING AND DESIGNING LEARNING ENVIRONMENTS AND EXPERIENCES.
Teachers plan and design effective learning environments and experiences supported by technology. Teachers:
   ➢ design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.
   ➢ apply current research on teaching and learning with technology when planning learning environments and experiences.
   ➢ identity and locate technology resources and evaluate them for accuracy and suitability.
   ➢ plan for the management of technology resources within the context of learning activities.
   ➢ plan strategies to manage student learning in a technology-enhanced environment.

III. TEACHING, LEARNING, AND THE CURRICULUM.
Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning. Teachers:
   ➢ facilitate technology-enhanced experiences that address content standards and student technology standards.
   ➢ use technology to support learner-centered strategies that address the diverse needs of students.
   ➢ apply technology to develop students' higher order skills and creativity.
   ➢ manage student learning activities in a technology-enhanced environment.

IV. ASSESSMENT AND EVALUATION.
Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies. Teachers:
   ➢ apply technology in assessing student learning of subject matter using a variety of assessment techniques.
> use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
> apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.

V. PRODUCTIVITY AND PROFESSIONAL PRACTICE.
Teachers use technology to enhance their productivity and professional practice. Teachers:
A. Use technology resources to engage in ongoing professional development and lifelong learning.
B. Continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.
C. Apply technology to increase productivity.
D. Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.

VI. SOCIAL, ETHICAL, LEGAL, AND HUMAN ISSUES.
Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice. Teachers:
A. Model and teach legal and ethical practice related to technology use.
B. Apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.
C. Identify and use technology resources that affirm diversity.
D. Promote safe and healthy use of technology resources.
E. Facilitate equitable access to technology resources for all students.

Course Objectives

Teacher candidates will demonstrate competency in:
A. Meeting the ISTE standards I, V, and VI outlined above and approaching standards II, III and IV.
B. Using a set of educational technology tools that are applied in teaching and learning within the credential program and used in public school settings; and
C. Setting up an electronic portfolio for completion in the CSUSM teacher-credentialing program.

Prerequisites

The prerequisite for this course is completion of the campus-wide computer competency requirement. This can be fulfilled by successful completion of one of the following:
• Taking the CSUSM CCR assessment or equivalent course OR
• Completion of an approved computer literacy course at the community college level.

Required Supplies

NOTE: It is not necessary to purchase the educational software, as much of the specific software titles are available on the Web in demo-version and/or available on campus.

A. ISTE Student Membership: (www.iste.org) ($40.00)
B. Task Stream Registration: http://www.taskstream.com ($20 - $65)
C. At least one CD-R or CD-RW (1x-8x speed)
D. USB key-drive (128MB or more with extension cable) OR Two zip disks (100-200MB).
E. Use of campus email account and WebCT for course communication (provided free)
F. Optional: ISTE, Connecting Curriculum and Technology

This is a volume produced by the professional association that contains the educational technology standards for students at all levels as well as sample lessons on how these standards can be implemented in teaching content. This book will be referred to in other CSUSM-COE courses. Supporting Web site www.iste.org

In order to successfully complete this course, the assignments must be completed at an acceptable level noted on assignment directions and rubrics. In addition to the assignments described below, performance assessment on the teacher candidate's ability to perform tasks using the software will be assessed. Because the content of this course contributes to passage of multiple TPEs, successful completion is imperative. Failure to successfully complete this course will prohibit a teacher candidate from continuing in the program beyond the first semester. The percentage of weight of each assignment is noted next to the description of the topic. Late assignments or assignments missing required elements receive reduced points. All assignments must be completed to pass the course.

COE Attendance Policy

Due to the dynamic and interactive nature of courses in the College of Education, all students are expected to attend all classes and participate actively. At a minimum, students must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Individual instructors may adopt more stringent attendance requirements. Should the student have extenuating circumstances, s/he should contact the instructor as soon as possible.

A good student is one who adheres to standards of dependability and promptness. If more than two class sessions are missed or there is tardiness (or leave early) for more than three sessions, the teacher candidate cannot receive an A. If more than three class sessions are missed the grade earned cannot exceed a C. Late assignments will be penalized by a 5% deduction in points for each weekday late. All assignments are due by midnight on the day specified. After two weeks, late assignments receive no credit. If extraordinary circumstances occur, please make an appointment with the instructor. Remember that communication is the key to success.

In addition to attending course sessions, each student will be required to complete lab assignments each week. Some of these assignments require students use campus resources. All students must plan times they can work in labs on campus at least once per week. Students are required to check campus resources and availability of labs. Mac computers are available in ACD 202, UH 271, UH 360 and Kellogg Library (2nd floor) in addition to other locations. Students are required to use campus issued-email accounts and check email and WebCT at least two times per week to communicate with instructor and peers.

Plagiarism and Cheating

Please be sure to read and understand the university policy on plagiarism and cheating, as it will be strictly enforced. Academic dishonesty will not be tolerated and will result in a failing grade for this course and will be reported to the University.

Authorization to Teach English Language Learners
The CSUSM credential program has been specifically designed to prepare teachers for the diversity of languages often encountered in California public school classrooms. The authorization to teach English learners is met through the infusion of content and experiences within the credential program as well as additional coursework. Students successfully completing this program receive a credential with authorization to teach English learners. (Approved by CCTC in SB2042 Program Standards, August 2002)

Disabled Student Services

Students with disabilities who require academic accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205 and can be contacted by phone at (760)750-4905, or TDD (760)750-4809. Students authorized by DSS to receive accommodations should meet with the instructor during office hours or by appointment.

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<tr>
<th>No.</th>
<th>Assignment</th>
<th>Description</th>
<th>Category</th>
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<tbody>
<tr>
<td>1</td>
<td>YahooGroups Internet Assignment</td>
<td>This web-based resource/tool allows the user to organize and manage online resources for projects and courses. This tool will allow teacher candidates to continue to organize and share resources throughout program experiences. The assignment requires evaluation and review of educational web sites and reflection on classroom use.</td>
<td>A</td>
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<tr>
<td>2</td>
<td>Inspiration</td>
<td>This project involves the use of concept-mapping software for brainstorming an educational topic using text and graphics. The activity will provide an opportunity to consider this application for support of writing with students in K-12 classrooms.</td>
<td>A</td>
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<td>3</td>
<td>Filamentality</td>
<td>This project uses a template/tool on the web to create an activity for students to explore concepts related to standards and specific curriculum topics. These projects are explained and linked on a web page uploaded to a remote server for sharing with other educators.</td>
<td>A</td>
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<td>4</td>
<td>Copyright</td>
<td>The purpose of this assignment is to become familiar with fair use and copyright laws, and use of appropriate APA format and citations. Students will share their learning after becoming knowledgeable about various issues related to ISTE NETS for Teachers, Standard VI.</td>
<td>A</td>
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<td>5</td>
<td>Journal</td>
<td>Students reflect on course readings and activities from the ISTE website that supports topics related to the ISTE standards. Entries are made to the journal weekly. The journal is submitted at midterm and again near the end of the course for credit.</td>
<td>B</td>
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<td>6</td>
<td>Spreadsheet</td>
<td>This activity provides an opportunity for students to use a spreadsheet in a variety of ways to organize and present information. Various tasks provide an opportunity for teacher candidates to reflect on educational appropriate uses of a spreadsheet tool and differentiate between various tools for organizing information.</td>
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<td>7</td>
<td>Newsletter</td>
<td>Create an appealing, newsworthy, and interesting newsletter for parents with information about your classroom. Use of graphics, content and layout will be considered and assessed. Teacher candidates will use a rubric to provide feedback to classmates during a class meeting. Must include a scanned image.</td>
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<td>8</td>
<td>PowerPoint</td>
<td>Students will create a four-slide project using special features of the program and content related to a topic from the CA content standards. Articles from ISTE Learning and Leading with Technology will guide the content of the project. This assignment provides students with an opportunity to use skills in researching, referencing and presentation to learn and share a topic related to educational technology issues. APA must be followed for three or more resources used in the project.</td>
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<td>9</td>
<td>Database</td>
<td>Students will use a database tool to input and organize information. A report will be generated to document understanding of the use of this tool. Students will also understand how online databases provide opportunities to search for information related to an educational topic.</td>
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<td>10</td>
<td>Quiz</td>
<td>An assessment of skills and knowledge from readings and class activities following the first half of the course.</td>
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<td>11</td>
<td>Software Review</td>
<td>The purpose of the project is to demonstrate understanding of how to assess educational specific software in terms of student academic content standards, learning needs and strengths and weaknesses of the software. Students will share their learning through reflection online.</td>
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<td>12</td>
<td>Video Project</td>
<td>This project involves working in groups of 3 or 4 to produce a video presentation focusing related to classroom use. Students will learn how to use digital video cameras, how to edit and prepare a project for sharing electronically.</td>
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<td>13</td>
<td>Narrative In Task Stream</td>
<td>Students create a draft narrative using persuasive writing to document their proficiencies related to the ISTE standards. Instructor provides feedback in preparation for completing digital portfolio requirements.</td>
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<td>14</td>
<td>Tech Assessment</td>
<td>This assessment provides teacher candidates with a look at their skills at the beginning of the course and a comparison of the growth in technology skills at the end of the course. Charts available following the assessment will be submitted.</td>
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<td>15</td>
<td>Portfolio In Task Stream</td>
<td>This assignment is an introduction to the electronic portfolio that will be used throughout the CSUSM teacher preparation program. The assignment requires setting up an artifact tracking sheet and organizing all course files, selecting evidence through analysis of individual work related to proficiencies and completing narratives as evidence of meeting the Teaching Performance Expectation (TPE 14) that is the focus of this course. It is anticipated that teacher candidates will build on the work begun in EDUC 422 so that the portfolio submitted at the conclusion of the program accurately verifies meeting the standards for completion of</td>
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<td>the credential.</td>
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| **Web Page**   | Teacher candidates will create a usable web page/site to demonstrate the ability to effectively communicate using this power Internet resource. Use of graphics, content and layout will be considered and assessed. Teacher candidates will use a rubric to provide feedback to classmates during a class meeting. | A  
| **Attendance & Participation** | Teacher candidates are expected to have a positive disposition toward teaching and learning. They should help each other and create a positive classroom environment for everyone. This means having a positive attitude in class, being on time and actively engaged in discussions and activities both in class and online. | C  

Category A: Assignments from this category add up to be worth 50% of your total grade  
Category B: Assignments from this category add up to be worth 30% of your total grade  
Category C: Assignments from this category add up to be worth 20% of your total grade

**Grading Procedures And Assignments**
Grading is calculated on the standard of

| 94 - 100 = A | 80 - 89 = B- | 70 - 73 = C- |
| 90 - 99 = A- | 77 - 79 = C+ | 60 - 69 = D |
| 87 - 89 = B+ | 74 - 76 = C | below 60 = F |

| 84 - 86 = B |

**CSUSM Academic Honesty Policy**
"Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.

Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor’s attention. The instructor reserves the right to discipline any student for academic dishonesty in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole."

**All University Writing Requirement**
This requirement will be met via writing assignments such as the weekly journal and other written assignments."