

EDT 618 What Every Technology Specialist Needs to Know Spring 2008 uhaweb.hartford.edu/schatz

Tuesday evenings – 5-7:20 Assistant Professor Steve Schatz
Office: 243 Hillyer Phone: 768-4277 Email: Schatz@hartford.edu
Office Hours: Monday 12 – 2; Wednesday 12-2; others by appointment

Class Introduction

What is the job of an education technology coordinator? How can we know “everything” you need to know unless we know what you do? Unfortunately, there is no answer. It depends on:

Level – are you coordinator on the school or district level?

Situation – is there an interest in technology? Is your work driven by staff desires or breaking technology? What kind of other support do you have?

Your own drive – What are your interests?

During this semester, we will explore some of the things technology coordinators do, reach out to technology coordinators to hear their experiences, try to provide a grounding in some of the technical information, and explore methods for finding out information for this moving target.

Technology keeps changing. How do you keep up?

This semester, we will look at several topics that are essential for the job. In addition, we will explore 3 big areas:

1. Finding, evaluating, and sharing information about technology.
2. Finding funding for technology.
3. Teaching others to use technology.

During the semester, we will use several different means of gathering and sharing information. One of the first lessons about technology is that no one person can be the “source”. Perhaps the most important part of being a tech coordinator is being able to reach out to many sources and synthesize the information. We shall try to do that individually and as a group.

Our focus will be on the role of technology coordinator as the person whose role is primarily to advocate and support the integrate of technology in the support of education. As more districts are beginning to have hardware people, more of the tech coordinator’s role will be to help others use technology. This means that you must also stretch yourself into fields of study in which you are not a expert – an English teacher shows a social studies teacher how to use the smart board, a math teacher works with a science teacher on modeling writing across the curriculum.

We will do this through 1. Lectures 2. Sharing resources that we all discover 3. Discussing research and popular writing 4. Each taking on a project to provide an introduction to an area of technology 5. Sharing information through contributing to a web site. 6. Building and carrying out a professional development.

Projects

On the web site is a document that details the projects and grading. We will also discuss them in class. The crucial message about the projects is that I do not care about how great the final product looks. What I care about is how much you explored. I would rather you push yourself into a new area and really turn in a messy thing than you played it safe, didn't learn much, and turned in something pretty. Your grade is based on **PROCESS not PRODUCT**.

Projects short list:

1. **Share a site 5 points – During Class – Sign up for a day during 2nd class**
2. **New technology buy decision 10 Points During Class – Sign up for a day during 2nd class**
3. **Use of New Technology 15 points During Class – Sign up for a day during 2nd class**
4. **Grant Proposal 20 points Due 3/11**
5. **Professional Development 30 points Due 5/6**
6. **Participation/Discussion 15 points**
7. **Web site 5 points**
8. **End of semester reflection 10 bonus points**

Grading

The class is designed that if you attend all the classes and turn in all the work, you will earn an A. If you come to class not having read the material, don't come to class, don't turn in assignments...well, you will earn lower.

By points:

92-100	A
90-91	A-
89	B+
81-88	B
74-80	C
68-73	D

Schedule

This is the schedule, with due dates and assignments. Those of you familiar with my classes know that we may go in new directions as we follow the flow of discovery.

	Date	Lecture	Activity	2nd Activity	Homework
1	Jan 29	Intro class	Read, register, discuss what Coordinator is	Set up educatorsport, register for tappedin, techlearning, THE, MMIS	Grant articles
2	Feb 5	Writing Grants	Finding and sharing grant resources	Where to go for answers (go to answers.com and other sites)	Web Safety and AUP

3	2/12	Guest - Grant writing and sources	Discuss AUP	Write AUP	
4	2/19	Print guides	Corel and Photo – Using a scanner		PD articles
5	2/26	Guest (Andrew Speyer) Hardware	PD discussion		
6	3/4	Design of PD	Camtasia		Grant due 3/11
7	3/11	Grant Presentations		Power of Different media	
Break					
8	3/25	Guest (Jerry Crystal)			D3M articles
9	4/1	D3M	D3M activity	Design evaluation for PD	Webquest
10	4/8	Webquest			Read NETS and Standards articles (Blackboard) BBS
11	4/15	Activities to meet standards	Online PD		Teaching Zack to think (Blackboard)
12	4/22	Evaluating Web sites	Evaluation Exercise	Math forum, Library of Congress, Regional lab, GEM	
13	4/29	Guest Gromack - networks and protecting			PD Report Due 5/6
14	5/6	Reports on PD			

Contacting me

PLEASE!!! When contacting me and especially when sending homework, please include EDT618 Sp 08 in the subject line. It is the only way I can keep track of my mail.

Meeting with me

I have office hours Tuesday 12-2 and Wednesday 12-2. However, I am often around at other times and can usually accommodate you if you would like to discuss anything to do with the class or educational technology. I invite you to feel very free to contact me and schedule a time to come by. When I am not here, I am usually online. My email is schatz@hartford.edu. My office number is 860-768-4277. I don't bite. I make a real effort to be accessible. I am very happy to help when you run into a question. THAT is the teachable moment. Do not deprive yourself of an expert at that moment.