Texas A&M University-Corpus Christi  
College of Education  
Instructional Design & Educational Technology Program  

syllabus  
IDET 5380: Educational Technology for Administrators  
May-mester 2014:  
May 15 – May 30  

An online course  

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Resource website: http://interconnect.tamucc.edu  
Reference website: http://www.sagepub.com/papa/  

BlackBoard and computer helpline: (361) 825-2692  

I. Course Description: This course serves the modern administrator regarding use, selection, and management of administrative technology at the campus level.  

II. Rationale: This course will assist practicing and preservice administrators in developing a vision of the role of educational technology in schools, as well as in acquiring practical strategies regarding the use, selection, and management of technology in the school setting.  

III. Related State and National Proficiencies  

The course relates to a number of proficiencies currently prescribed for educators and educational administrators. At the most basic level are the fundamental proficiencies that all Texas educators should strive to meet, as follows:
• use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications;

III. Related State and National Proficiencies

• identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information;

• use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations;

• communicate information in different formats and for diverse audiences;

• plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

More germane to the course are certain TEExES competencies that pertain to school principals. Click Preparation Manual - ETS TEExES for related information.

The standards for school administrators offered by the International Society for Technology in Education may be found by clicking here.

IV. Student Learning Outcomes

Students in the IDET Master of Science program will:

• apply and document skills and knowledge as educational technologists in order to solve appropriate real world instructional problems; (IDET 5397 is linked to this student learning outcome.)

• develop an original plan and instructional materials for integrating educational technologies in an overall instructional strategy; (ETEC 5320 is linked to this student learning outcome.)

• demonstrate knowledge of the field;
• (ETEC 5300, ETEC 5303, ETEC 5304, and ETEC 5397 are primarily linked to this student learning outcome.)

V. TExES Competencies

Major TExES domain categories include the following:

Domain I - School Community Leadership

Competency 001: The principal knows how to shape campus culture by facilitating the development, articulation, implementation, and stewardship or a vision of learning that is shared and supported by the school community.

Competency 002: The principal knows how to communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success.

- apply skills for building consensus and managing conflict
- implement effective strategies for systematically communicating with and gathering input from all campus stakeholders
- develop and implement strategies for effective internal and external communications

Domain II - Instructional Leadership

Competency 004: The principal knows how to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning, ensure alignment of curriculum, instruction, resources, and assessment, and promote the use of varied assessments to measure student performance.

- facilitate the use of technology, telecommunications, and information systems to enrich the campus curriculum
- promote the use of creative thinking, critical thinking, and problem solving by staff and other campus stakeholders involved in curriculum design and delivery.

Competency 005: The principal knows how to advocate, nurture, and sustain an
instructional program and a campus culture that are conducive to student learning and staff professional growth.

- facilitate the use and integration of technology, telecommunications, and information systems to enhance learning.

Competency 006: The principal knows how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.

- work collaboratively with other campus personnel to develop, implement, evaluate, and revise a comprehensive campus professional development plan that addresses staff needs and aligns professional development with identified goals.

- facilitate the application of adult learning principles and motivation theory to all campus professional development activities, including the use of appropriate content, processes, and contexts.

- allocate appropriate time, funding, and other needed resources to ensure the effective implementation of professional development plans.

- use formative and summative evaluation procedures to enhance the knowledge and skills of campus staff.

- diagnose campus organizational health and morale and implement strategies to provide ongoing support to campus staff.

- engage in ongoing professional development activities to enhance one's own knowledge and skills and to model lifelong learning.

Competency 007: The principal knows how to apply organizational, decision-making, and problem solving skills to ensure an effective learning environment.

- Implement procedures for gathering, analyzing, and using data from a variety of resources from a variety of resources for informed campus decision making
Domain III Administrative Leadership

Competency 008: The principal knows how to apply principles of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.

- develop and implement plans for using technology and information systems to enhance school management.

Competency 009: The principal knows how to apply principles of leadership and management to the campus physical plant and support systems to ensure a safe and effective learning environment.

- implement strategies that enable the school physical plant, equipment, and support systems to operate safely, efficiently, and effectively.

VI. Course Goals and Objectives

The course is designed to enable you to do the following:

1. Apply effective leadership skills and strategies to insure successful implementation of technology in the schools in support of improved instruction and learning.

2. Describe standards for school administrators at the state and national levels.


4. Discuss the theoretical basis for the use of technology in schools.

5. Increase skills in computer applications such as spreadsheets and word processing especially as relevant to successful school administration.

6. Use technology-related terms and concepts to make informed decisions about current technologies and their applications.

7. Use current applications and effective search strategies to acquire, analyze, and evaluate a variety of electronic information, especially that which is available on the Internet.
8. Promote effective strategies for technology integration among faculty and other staff.

9. In collaboration with others, participate in the design, implementation, support, and conduct of professional development sessions for all instructional staff that support effective integration of technology for improved student learning.

10. Use a variety of media and formats, including telecommunications and the school Web site, to communicate, interact, and collaborate with peers, experts, and other education stakeholders.

11. Model and promote use of technology to identify and interpret campus data to focus efforts for improving student learning and productivity.

12. Determine individual technology proficiency of staff against established standards and use findings to plan effective staff development.

13. Advocate for the technology resources necessary for teachers to meet the needs of all students.

14. Adhere to and enforce the district's acceptable use policy and other policies and procedures related to security, copyright, and equitable technology use.

15. Collaborate in the development and dissemination of a preliminary technology plan for a hypothetical school district.

Participants are encouraged to utilize their various skills and backgrounds and to focus on solving administrative problems through thoughtful application of appropriate solutions.

VII. **Topics**

- Leadership and Vision
- ISTE Technology Standards for Administrators
- Learning and Technology/Technology TEKS
- Productivity and Professional Practice
- STAR Chart
- Support, Management, and Operations
- Assessment and Evaluation
- Social, Legal, and Ethical Issues
• Strategies and resources for technology utilization:
  • Cross-curricular approaches
  • WebQuests
  • Mindtools
  • Mail merge
  • Constructivist learning theory
  • Technology planning and budgetting

Skills development:

Needs assessment for planning of professional development sessions
Budgeting and spreadsheets
Mail merge

Essential concepts:

• Technology leadership
• Technology proficiencies for administrators, teachers, and students
• Professional development of teachers
• Web sites for administrators
• School & district web sites
• Technology planning, staffing, and budgetting
• Adaptive & assistive technologies for special needs learners
• Presentation software (PowerPoint)
• Accessing quality information on the Internet

VIII. Instructional Methods and Activities

Methods and will include a variety of online activities incorporating review of websites, readings, videos, and other resources with appropriate follow-up work such as papers, discussion forum posts, and technology tool utilization.
IX. Evaluation and Grade Assignment

Student evaluation will consist of an assessment of the following:

1. In class and online assignments 30%
2. Discussion Forum posts 20%
3. Presentations on a topic approved by the instructor 25%
4. Technology Plan presentation 25%

TOTAL 100%

Grading Scale:

90-100% A
80-89% B
70-79% C
60-69% D
Below 60% F

X. Course Schedule and Policies

NOTE: All assignments are fully explained in the Activities section of the course in Blackboard. This course runs from May 15th through May 30th.

Day 1 introductions; orientation to the course; logging into BlackBoardIDs; leadership; ISTE Standards for administrators;

Day 2 assignments in BlackBoard Course Content for August 29th on Texas technology standards for teachers and students

Day 3 do posted BlackBoard assignments; Web Site Evaluation assignment

Day 4 needs assessment for presentations; presentation development do posted BlackBoard assignments

Day 5 mail merge in WORD; STAR Chart; needs assessment for presentations
Day 6  finish and submit presentations; evaluate presentations; do posted BlackBoard assignments
Day 7  do posted BlackBoard assignments
Day 8  do posted BlackBoard assignments
Day 9  Mindtools; work on technology planning simulation; do posted BlackBoard assignments
Day 10 technology integration; assistive technologies; the Digital Divide; work on technology planning simulation; do posted BlackBoard assignments
Day 11  security and copyright; technology planning simulation; do posted BlackBoard assignments
Day 12  WebQuest Workshop in BlackBoard
Day 13  development of technology plans
Day 14  development of technology plans
Day 15  submit technology plan

XI.  Recommended Text


Course Policies

Academic Integrity/Plagiarism
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the
work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in failure. See website http://judicialaffairs.tamucc.edu/.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Check the university academic calendar website for dates related to dropping a class with an automatic grade of "W" this term. See website http://www.tamucc.edu/academics/academic_cal.html.

Preferred methods of scholarly citations
Publication Manual of the American Psychological Association, Sixth Edition is the preferred method for citations within papers.

Classroom/professional behavior
All students are expected to act in a responsible manner with consideration of fellow students and toward TAMU-CC faculty and staff members. Specific rules and information is available in the TAMU-CC Student Handbook and available through the website http://judicialaffairs.tamucc.edu/studentcofc.html.

Statement of Academic Continuity
In the event of an unforeseen adverse event, and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
Grade Appeals*
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://advising.tamucc.edu/grade_appeals.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Disabilities Accommodations*
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in CCH 116. See website http://disabilityservices.tamucc.edu/. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816

* Required by SACS

XIII. Bibliography


Atkins, N. & Vasu, E. (1998). The teaching with technology instrument. Learning and
Leading with Technology, 25(8), 35-39.


Saddle River, NJ: Merrill.


