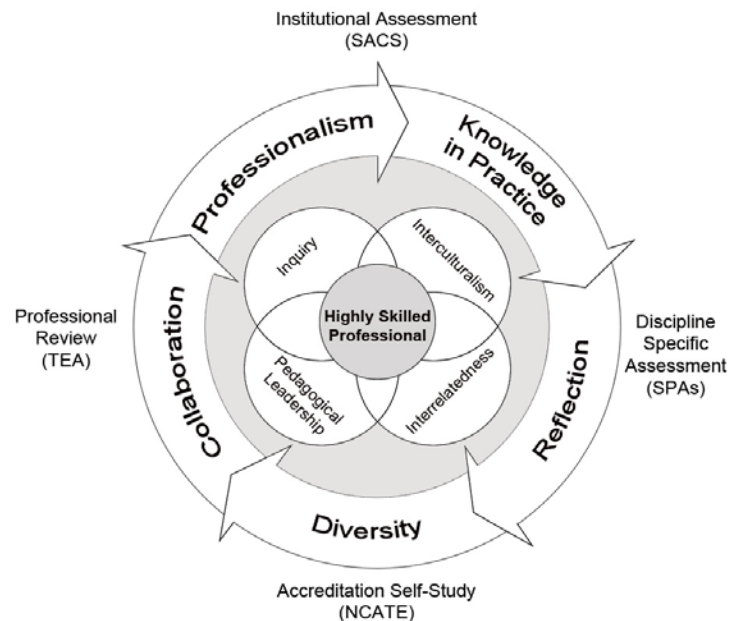




### COE Conceptual Development and Knowledge Base

The conceptual framework contains four core concepts, which are themes through which we organize and deliver our programs; hence they are central to our vision of professional educators and scholars. These include:

- Interculturalism
- Interrelatedness
- Inquiry
- Pedagogical Leadership



### College of Education (COE) Mission Statement

- To prepare highly skilled professionals to assume roles and positions in teaching, research, educational leadership, and human development.
- To provide undergraduate and graduate programs based on proven best practice, knowledge acquisition, reflective inquiry, critical thinking, and respect for the cultural and linguistically diverse learner.
- To continuously develop a dynamic local, state, national, and international, dimension that promotes innovations and contributes to scientific educational, economic, and social change.

### College of Education (COE) Vision Statement

The vision of the College of Education is to be consistently recognized as fully-accredited and as a nationally and internationally respected college in the areas of science, mathematics, educational technology and intercultural dimension (language, literacy, culture and interdisciplinary studies in regard to preparing teachers, counselors, administrators, educational researchers, and professional at all levels, not only for the school system but for other economical and service areas which require training, human resources, development and life-long learning.

Teacher preparation programs of the College of Education will be central to the mission of the University and will have national prominence. It will be at the forefront in programs for English Language Learners and, through teacher preparation, P-16 and life-long education initiatives will be a model for helping to close the student achievement gap.

All of these will require the COE to be noted for the quality of its graduates, the scholarship of its faculty, and the leadership and service they provide to the local, regional, and national educational communities in the previously mentioned areas.

Note: Be advised that the College of Education conducts ongoing research regarding the effectiveness of the programs. You will receive one survey in the final semester prior to graduation regarding the operations of the unit during your time here. A second survey will occur within one year following graduation from or completion of a program, and will be sent to your employer. This survey will focus on the preparation received at UTB/TSC. Your response to these surveys is critical to UTB/TSC excellence.

**Department of Teaching, Learning & Innovation**  
**EDTC 6343 MTT Practicum**  
**Fall 2012**

**College of Education**  
Department of Teaching, Learning and Innovation

**Instructor:** **Janice Butler, Ed. D.**  
Phone: 956-882-6713 | Email: Janice.butler@utb.edu

**Office hours:** Tentative: Tuesday 10:00 AM -12:00 Noon; 1:30-2:30 PM  
Wednesday 11:00 AM – 12:00 Noon  
Thursday 11:00 AM – 12:00 Noon; Afternoon – By Appt

**Class day/time:** Wednesdays, 8 pm CST (refer to the course calendar)

**Class location:** Online via Blackboard Collaborate (details below)

**Catalog description:** This is the capstone experience for the Master Teacher of Technology certification. Students will combine skills and concepts to generate a comprehensive solution to a campus wide, or district wide instructional issue whose solution centers upon exemplary uses of instructional technologies. Lec. 3, Cr. 3.

You should anticipate occasional technical problems. When technical problems arise, be patient; consider this an important part of your education. Be creative, be optimistic, and ask for help when you need it.

**Required Texts and Supplies**

**Textbook:** No textbook is required for this course.

**Hardware:** Your computer must meet the minimum requirements for [Blackboard Collaborate](#).

You must also have the following:

1. Headset with a microphone
2. High-speed Internet connection, preferably broadband.
3. Prior to the first class session, login to the [practice session](#) to test your system setup.

**Software:** Assorted Web 2.0 technologies

**Email account:** You must have an email account that allows incoming emails from the university. School district email accounts cause the most trouble. Instead, use a free email provider like Gmail or Yahoo!

**Library:** You need to access the [UTB Library](#).

### Course Description Expanded and Purpose of the Course

Welcome to EDTC 6343—MTT Practicum. This course provides the foundation that you will need for becoming an effective mentor teacher within your district. As you prepare for taking the certification test, you will be learning the mentoring framework for becoming an effective MTT in a variety of campus situations working with teachers across grade levels and subject areas. As an MTT, you will be expected to be a leader on the campus and as such, you may be called upon to find sources of funding. Thus, you will have the opportunity to search for alternative sources of funding through grants and will write a grant for your classroom or school. You will also be honing your skill in presenting virtually and preparing training for teachers. Throughout the course, you will be reinforcing your knowledge of Web 2.0 and social media as you use them in the coursework. The culmination of this course is the MTT certification test.

This class meets synchronously through Blackboard Collaborate and meets asynchronously through email and the class wiki. The synchronous meetings allow you to learn from peer interaction and ask questions about assignments; attendance is highly encouraged. If you are unable to attend, **you are required to listen to the entire archived meeting and write a reflection paper about your observations.** Post your reflection in your course wiki page *within one week of the meeting* to fulfill the class participation requirements.

### Modes of Communication

Throughout this course, you will communicate with your instructor and peers in a variety of ways:

**Phone conferences:** I am available for phone conferences or Collaborate conferences. Please email to set up time.

**Online discussions:** Class meets weekly in Blackboard Collaborate. Refer to the calendar.

**Email correspondence:** Email is the preferred method of contact. We'll send critical information via email, so check it daily. We try to respond to email within 24-hours (usually sooner), but sometimes glitches occur. If we don't respond within 24 hours, resend your message and/or call.

**Formatting emails:** **Include the course number and subject of your email in the subject line when using communication outside of the course email tool.** When you use the [Course Email tool](#) in Blackboard, Blackboard automatically includes the course number.

**Wiki:** Access the course wiki at <http://edtc6343.pbworks.com>

**Face-to-face:** While it's not mandatory, instructors will meet you face-to-face upon request. We will meet virtually unless we are in the same city. Contact us by email or phone to set up a time to meet.

### AECT Course Objectives (Competencies)

| Project/Activity | Competencies  |
|------------------|---|
| Projects         | <p><b>1.3</b> Demonstrates acquisition of new technological skills and demonstrates how the technology supports instruction.</p> <p><b>3.1</b> Demonstrates ability to develop instruction using a minimum of three different medias.</p> <p><b>3.3</b> Demonstrates ability to manage projects and</p> |

|  |  |
|--|--|
|  | <p>evaluate progress and improvement.</p> <p><b>6.1</b> Demonstrates the ability to team electronically with professionals to identify instructional problems or opportunities and devise appropriate solutions.</p> <p><b>6.3</b> Demonstrates effective utilization of tools necessary to implement distributed instruction.</p> |
| <p>*While not <i>required</i> for this class, you are <b>highly</b> encouraged to become involved in an educational technology professional organization early in your educational technology program.</p> |  |

### TOPICS, LEARNING PROCESSES AND DESIRED RESULTS

- Orientation
- MTT Mentoring process – Case Studies
- Skills Applications – Excel and PPT
- Diigo PLC
- Grant Writing
- Animation, Flipped Classroom and YouTube

#### Student Publishing

Your projects for this class will be posted in your personal wiki and linked to the course wiki portal page. The course wiki is available to the public. If you prefer, you have the option of restricting access to your projects to the instructor only. Your grades are managed securely within the Blackboard gradebook and will only be accessible to you. Contact us for more information.

#### Course Evaluation

Grade distribution will be based on the below table. Rubrics are found within the description of the projects.

| Activity                       | Points Possible |
|--------------------------------|-----------------|
| Week 1 Activities              | 100             |
| Collaborate Meetings           | 100             |
| Concept Map on Case Study      | 50              |
| Case Study A – Haddad, B, & C  | 100 each        |
| PowerPoint Skills App A, B & C | 100 each        |
| Excel Skills App A, B & C      | 100 each        |
| Competency Study Guide         | 200             |
| Collaborate Presentation       | 100             |
| Grant Idea Summary             | 50              |
| Grant Application Summary      | 100             |
| Grant Application              | 100             |
| DQ Hosting                     | 100             |
| Discussion Question Responses  | 100             |
| TV Station/Flipped Classroom   | 100             |
| <b>Total Points Possible</b>   | <b>2000</b>     |

## GRADING SYSTEM

**Late projects:** The instructor reserves the right to reject late assignments; contact your instructor **prior to the assignment due date** to request an extension. One letter grade is deducted from any assignment submitted after its due date (at midnight).

**Evaluation:** Grades are based on assignment instructions and rubrics provided in this course. The instructor may penalize any additional facets of unprofessional and irresponsible work dispositions or conduct, if the need arises.

## RESOURCES

UTB help desk: <https://team.utb.edu/sites/helpdesk/> or (956) 882-HELP (4357)  
Purdue OWL APA Guide: <http://owl.english.purdue.edu/owl/resource/560/1/>  
UTB library: <http://utb.edu/library/Pages/default.aspx>

## Course Policies

1. The instructor reserves the right to make changes in the syllabus as deemed necessary.
2. **Refer to the course calendar for important dates.** Dates are subject to change, however, you will be notified in advance should this occur.
3. Assignments are due Sundays by 11:59 PM CST (before midnight) of the week they are due.
4. **Maintain contact with your instructor if you have challenges or concerns about completing the coursework in a timely manner.**

## INSTITUTIONAL POLICIES

### SATISFACTORY ACADEMIC PROGRESS

UTB/TSC monitors academic progress every fall and spring semesters to identify those students who are experiencing difficulty with their courses. Satisfactory Academic Progress (Sap) is based upon two components: GPA of 2.0 or higher and successful course completion of at least 70% of course work attempted. Students remain in good standing with the university and Financial Aid when both criteria are met. Students who do not maintain these required minimum standards will be placed on probation or suspension as appropriate. The complete Satisfactory Academic Progress policy and the Undergraduate Satisfactory Academic Progress for Financial Aid policy can be found in the current Undergraduate catalog. For more information, visit <http://blue.utb.edu/vpaa/sap>.

### SCHOLASTIC DISHONESTY

Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to be unfair advantage to a student, or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, Policies on scholastic dishonesty will be strictly enforce. (Board of Regents Rules and Regulations)

### STUDENTS ACADEMIC RESPONSIBILITIES

Students are expected to be diligent in their studies and attend class regularly and on time. Students are responsible for all class work and assignments. On recommendation of the instructor concerned and with the approval of the Dean, students may, at anytime, be dropped from course. This may result in a "w" or "F" on the student's permanent record.

**EMERGENCY POLICY STATEMENT**

In compliance with the Emergency UTB/TSC Academic continuity Program, academic course, partially or entirely, will be made available on the MyUTBTSC Blackboard course management system. This allows faculty members and students to continue their teaching and learning via MyUTBTSC Blackboard <http://myutbtscblackboard.com>, in case the university shuts down as a result of a hurricane or any other natural disaster.

The university will use MyUTBTSC Blackboard to post announcements notifying faculty members and students of their responsibilities as a hurricane approaches our region. If the university is forced to shut down, faculty will notify their course(s). To receive credit for a course, it is the student's responsibility to complete all requirements for that course. Failure to access course materials once reasonably possible can result in a reduction of your overall grade in the class.

To facilitate the completion of class, most or all of the communication between students and the institution, the instructor, and fellow classmates will take place using the features in your MyUTBTSC Blackboard and UTB email system. Therefore, all students must use Scorpion Online to provide a current email address. Students may update their email address by following the link titled "Validate your e-Mail Account" in MyUTBTSC Blackboard Portal. In the event of a disaster, that disrupts normal operations, all students and faculty must make every effort to access an internet-enabled computer as often as possible to continue the learning process.

**AMERICANS WITH DISABILITIES ACT (ADA)**

Students with disabilities, including learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, visit Disability Services in the Lightner Center, call 956-882-7374, or e-mail [steve.wilder@utb.edu](mailto:steve.wilder@utb.edu).