Course Syllabus: ETEC 4003
College of Education
ETEC 4003
Fall 2023

Contact Information
Instructor: Alexandra McClung
Office Hours: By appointment only
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Instructor Response Policy
All communication will be conducted via the Google Classroom found at https://classroom.google.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. Please email if you have any concerns. I will respond within 48 hours with the exception of weekends and holidays.

Textbook & Instructional Materials
No required texts.

Course Description
This course prepares undergraduate students to use suites of digital media and communication tools that support the development of technological pedagogical content knowledge. Students will develop learning experiences that incorporate new technologies that are developed in collaboration with methods courses instructors, or other instructors between the courses.

Course Objectives/Learning Outcomes/Course Competencies
• Students demonstrate a basic level of technological pedagogical content knowledge through creating student-centered, technology-rich lessons, assessments, and parent communication (CAEP Standard 1)
• Students design, implement, create and participate in digital learning and teaching experiences in the classroom and for professional development (CAEP Standard 2)
• Students demonstrate knowledge and can model through their teaching content decisions the legal and ethical implications of digital citizenship • ISTE

Roadmap- https://www.iste.org/standards/iste-standards-for-teachers

Student Handbook
Refer to: Student Handbook-2022-23

Academic Misconduct Policy & Procedures
Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using

source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

AI: Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. *Therefore, AI-generated submissions **are not** permitted and will be treated as plagiarism.*

Grading/Assessment

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%

Important Dates

Last day for term schedule changes: Check date on [Academic Calendar](#).
Deadline to file for graduation: Check date on [Academic Calendar](#). Last
Day to drop with a grade of "W:" Check date on [Academic Calendar](#).
Refer to: [Drops, Withdrawals & Void](#)

Attendance

Since this is a virtual class, you will work through the course at your own pace. It is encouraged that you check your email, Google Classroom, and D2L every day to see if anything new has been posted. You are responsible for your learning. Should you have any questions during the course, reach out to the instructor via email. Asking your classmates is also a great strategy.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a

student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L**.**

Instructor Class Policies
Social networking media such as wikis, facebook, twitter, and other such media were created with the idea that the people using them want to share information and ideas. It is also true that there are real problems when sharing information in social networking media and these include crossing over between your social life, your academic life, and your professional life. Be proactive, and make sure you only share information that you feel is appropriate for an academic setting. The Google Classroom is private, and it is the responsibility of the entire class to keep it that way. Do not share your username or password for GAFE, just as you do not share your username and password for D2L, WebWorld, or your email.

All course grades are kept in Google Classroom, and can be seen by the student and instructor only. No course grades will be sent by email, or posted anywhere other than Google Classroom.

Do not respond to emails that ask for your user name, password or other private information. The instructor, the College of Education, and the University will not ask for such information by email.

If you are participating in Facebook, Twitter, or other such media, you are welcome to include that information in your Digital Portfolio that you will complete as part of your coursework. However, you should check your privacy settings beforehand, and make sure that you use the grouping and privacy tools to share only the information you want to share with the class.

Change of Schedule
A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy
A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities
In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational

programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies
Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy
College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy
To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University sponsored activities.

Campus Carry
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter
The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: [*"Run. Hide. Fight."*](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice
Changes in the course syllabus, procedure, assignments, and schedule may be

made at the discretion of the instructor.