



Course Syllabus: Digital Literacy  
West College of Education  
IDT 4103

Contact Information

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Course Description

This course explores skills, trends, ethics, and societal issues related to digital literacy for the purpose of using technology to find, use, and share information. The course provides basic skills in using and assessing online tools such as Google Apps, social media, and multimedia in an instructional setting including online instruction, professional development, or training in a variety of contexts (e.g., education, corporate, or health sciences).

Course Objectives

Student will demonstrate proficiency in using online tools such as Google Apps, social media, and multimedia in a variety of contexts and settings.

Student will demonstrate proficiency in using digital tools and resources for the purpose of online instruction, professional development, and training in a variety of contexts.

Student will understand how to equip learners with the knowledge, skills, and dispositions to use digital tools and resources to access learning opportunities and optimize professional and personal life choices.

Student will learn and demonstrate the safe and ethical use of digital resources in a variety of contexts.

Student will analyze and evaluate the quality and credibility of digital resources.

Textbook & Instructional Materials

Social Media Tools for Learning:  
Activating Collaboration Strategies for Success  
Kathryn Wozniak

Daniel R Tomal  
ISBN: 978-1-4758-3963-0 (paperback)

### Student Handbook

#### 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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

#### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

#### Classroom Expectations

Written work: *All* written work should be completed in a professional style. Using correct spelling and grammar are important writing skills you must know well because your students will learn from you. Therefore, all written assignments will have 10% -20% of the grade based on spelling and grammar. Expectations are for quality work.

Adhering to professional ethics: When using professional sources in your writing, please cite sources you have used or ideas you have adapted when completing assignments. Use of copyrighted materials must adhere to legal and ethical guidelines. NO plagiarism.

#### Late Work

Assignments are expected to be turned in by the due date. 20 percent will be deducted per day late, and any assignment submitted more than 5 days late will not be accepted. Arrangements must be made at least two days in advance for any exceptions to be given

#### 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 which 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](#).

#### 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

##### [Student Handbook-2021-22](#)

#### Campus Carry Rules/Policies

Midwestern State University (MSU) is committed to providing a safe and secure learning, working and living environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on MSU's campus premises except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place on MSU's campus premises.

#### Grade Appeal Process

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

#### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.