ETEC 674 Instructional Technology Management Syllabus

Summer 2011 Extension

Course Dates
June 20, 2011 to August 12, 2011

Course Description
Applying theory of management in instructional technology support services and delivery systems.

Prerequisite
ETEC major or consent.

Course Objectives
The ETEC 674 student will be able to:
• Use course websites to participate in online course activities;
• Develop a professional knowledge base of management theory and practice, relating such to educational technology services;
• Demonstrate understanding and ability to carry out major managerial roles: interpersonal, informational and decisional;
• Develop and implement effective management plans for educational technology projects;
• Reflect constructively on their managerial skills & abilities;
• Understand and demonstrate ethical behavior in managerial work settings;
• Effectively identify and use software for managerial tasks.

Course Format
This is an online course with most contacts occurring in the class website at times convenient to the individuals in the class. This is primarily an ASYNCHRONOUS course with learning occurring independent of place and time. While there are no face to face class meetings, students must attend periodic lectures by industry experts; the schedule will be provided before the start of the term so that students can make arrangements to attend online.

Content will be presented through:
• readings from the textbooks and course websites
• narrated lectures
• application exercises
• guided online activities including discussions
• case studies

Required Textbooks & Related Material
- Developing Management Skills Premium Content Online Access Website, Students must purchase access to this online site by clicking on the link above, cost: $15.00 for the semester.
- The Premium Content Online Access site requires Adobe Shockwave Player.
- Some readings will be in pdf which requires Acrobat Reader.

Instructor
Mary Therese Perez Hattori, Assistant Professor and Coordinator of the Center for Excellence in Learning, Teaching and Technology
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Telephone: (808)734-9840
Office: Naio building, room 201 at Kapi‘olani Community College
Office Hours: By appointment either face to face or in my virtual office at http://bit.ly/HattoriVOffice.
Assignments

Your grade will be based only on the following assignments and there will be NO extra credit assignments. A total of 100 points can be earned in the class. A detailed list of all assignments with due dates and point values will be provided in the first week of class. Since this is a summer course, it is critical that you meet all assignment deadlines. The following list shows the general categories of assignments that will be required:

<table>
<thead>
<tr>
<th>Assignment Type and Total Point Value</th>
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<tbody>
<tr>
<td>• Scavenger Hunt, 5 points</td>
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<tr>
<td>• Discussions about oneself, the readings, case studies, and peers’ posts, 11 discussion posts, 45 points</td>
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<tr>
<td>• Reports/Reflection, 5 reports &amp; personal reflection exercises, 50 points</td>
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Grading Scale

A standard grading scale will be used and NO extra credit work is possible for this course. This is the grading scale:

<table>
<thead>
<tr>
<th>Numeric Total</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>100</td>
<td>A+</td>
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<tr>
<td>95</td>
<td>A</td>
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<tr>
<td>90</td>
<td>A-</td>
</tr>
<tr>
<td>87</td>
<td>B+</td>
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<tr>
<td>83</td>
<td>B</td>
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<tr>
<td>80</td>
<td>B-</td>
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<td>D+</td>
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<tr>
<td>63</td>
<td>D</td>
</tr>
<tr>
<td>60</td>
<td>D-</td>
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<tr>
<td>0</td>
<td>F</td>
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</table>
What I Expect of You
I am pleased you are a member of this class and want you to succeed.
Success is based in part on understanding and meeting the following expectations:

• As a student in this course, you are a part of a community of learners. One responsibility as a member of this community is to ‘talk’ to other members through our discussion board. You are an important part of my class and you have ideas, experiences, and knowledge that can enrich our online classroom. We need to ‘hear’ your voice and ‘see’ you in the classroom through comments, questions, and responses to the discussion topics.
• Practice good netiquette.
• Follow the Student Conduct Code, which spells out appropriate behavior for students at the institution.
• Read and adhere to all grading and assignment policies.

Internet Requirements

Internet Service Provider
You'll need a reliable, high speed broadband Internet connection for this class, e.g., DSL or cable. Wireless mobile internet service providers, e.g., ClearWire, AT&T Wireless, or Verizon Wireless, are NOT recommended for this course due to connectivity problems with Laulima. If you choose to use a wireless mobile provider when taking this course, you may jeopardize your chances of completing online assignments and activities. Accommodations will NOT be made if you experience technical difficulties due to use of a wireless Internet service provider.

Internet Browser
UH recommends the Firefox web browser for Laulima, our primary course website. If you choose to use another browser, you may experience problems with viewing course content and posting material to the class.

Instructor Availability
• I am most responsive to email since I am online more than I am near my office phone, so please use private messages or email as the first means of contact.
• I take Sundays & holidays off for myself and family. Therefore, if you send me email or post questions on the discussion board on a Saturday night or on Sunday, I may not respond until Monday.
• Except as stated above, you may expect a response from me within 24 hours of a posting or email message.

Special Accommodations
Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in my course. KOKUA can be reached at (808) 956-7511 or (808) 956-7612 (voice/text) in room 013 of the Queen Lili'uokalani Center for Student Services.

Important Registration and Withdrawal Deadline Information
06/24/2011: Last day to register
06/24/2011: Last day to receive 100% tuition refund
06/29/2011: Last day to receive 50% tuition refund
06/29/2011: Last day to drop (No "W" on transcript)
07/21/2011: Last day to withdraw from class ("W" on transcript)