**Department of Exceptional Student Education**

**College of Education**

**Florida Atlantic University**

**Instructor:**

**Office**:

**Phone:**

**E-mail**:

**Office Hours**:

**Class Day/Time:**

Insert instructor picture:

Course Number: SLS 1570

**Course Title: Learning with Technology 1**

**Catalog Description:** An introductory course on today’s technology basics to include cellphones, tablets, and other types of common technology tools to help students become more skilled in their use in college and on the job. Students will also learn skills and techniques in using productivity tools and applications.

INSTRUCTOR INTRODUCTION TO THE COURSE: This course is about how to use the most common technology tools available today. You will learn how to use smart phones, tablets, laptops, and computers to learn new things on. We will help all our students to become better at the skills they already have, and learn many new things. You will also learn how to use the Blackboard program for classes at FAU, and you’ll also learn how to use the FAU digital tools that all college students use to find about classes, events, and opportunities.

**PREREQUISITE or CO-REQUISITE:**

SLS 1200 and SLS 1304 are co-requisites for this course

**Note:** This class may be repeated to ensure mastery of the skills presented in the course objectives. If class is repeated, the co-requisite classes do not need to be repeated.

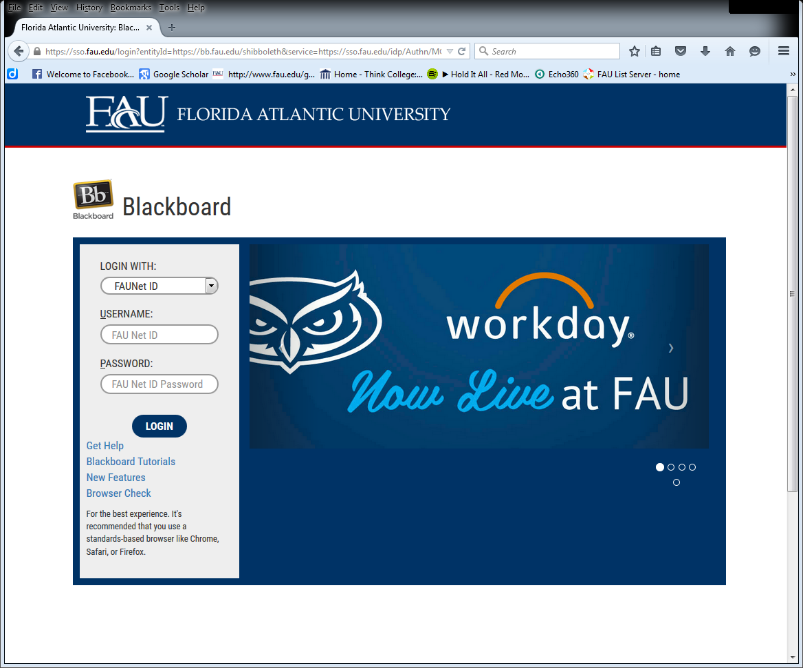
**REQUIRED TEXTS or MATERIALS:**

Students will be required to use a “2-in-1” tablet/laptop for this course. Information on 2-in-1 tablet/laptops can be obtained by contacting the instructor.

All printed and video materials will be provided by instructor in class or on Blackboard. Materials will be provided in multiple formats as appropriate. Materials will be made available digitally via FAU’s Blackboard site. During weeks 2 and 3 of this class, students will be shown how to access and use Blackboard.

**TECHNOLOGY:**

E-mail: Your FAU email address will be used.

Computer: This course will be web assisted through FAU Blackboard site. Some handouts, forms, handbook and resources may be available on the website. Go to the website: <http://blackboard.fau.edu> (Do not type www).

Videos: This course will use some videos from YouTube and from Common Craft. The instructor will provide them to the students and show them how to use the website.

**COURSE OBJECTIVES:**

Upon completion of this course, the successful student will demonstrate:

1. The use of mobile phones for calling and texting and will know when and why they should use phones for safety.
2. How to access the FAU website and important pages of it including: Blackboard, Library, Athletics, and the Jupiter campus.
3. How to send and read email appropriate for both business and friend situations.
4. How to use the Outlook feature of Office to keep a calendar for assignment and appointments.
5. Their ability to create a Word document that has been spellchecked.
6. How to use the library search tools to find materials in the FAU library, and use a general search tool like Google to find information on the web.
7. Their ability to create a PowerPoint presentation that includes their strengths, challenges, goals, and preferences as a guide for their Student Planning Meeting.

**Content Outline:**

COURSE REQUIREMENTS:

This course has a MASTERY ASSIGNMENT.

The Mastery Assignment for this course is: PowerPoint Presentation for Student Planning Meeting

1. PowerPoint Presentation

Student will demonstrate their ability to create a PowerPoint presentation that they can use to lead their *Student Planning Meeting*. Each PowerPoint will contain the following sections:

* My Goals
* My Strengths
* My Interests
* My Preferences
* My Needs/Challenges

[www.imdetermined.org](http://www.imdetermined.org) (one-pager)

Because this is the Mastery Assignment, students must obtain a grade of 85% to move on to the next phase of the Academy programming. See Student handbook for clarification of the Mastery Assignment Rules. A scoring rubric is included on page 8 of this syllabus to help you understand how your PowerPoint will be graded. This Mastery Assignment earns up to 40 points.

2) In-class and Homework Assignments

Each class session will have either an in-class or homework assignment that will allow you to practice the skills presented in class. You are responsible for completing the assignments within the given time frame stated by the faculty instructor. Assignments can include:

* Texting to class faculty, faculty/staff mentor, peer mentor
* Logging into Blackboard and MyFau
* Using Google Calendar/Outlook
* Sending and responding to an email
* Including an attachment on an email
* Searching for and opening webpages; conducting research on the internet
* Searching for book/movies in the library
* Using Google to find information

3) Final Exam

In this class you will learn many skills that are necessary for other classes that you will take here at FAU. Your final exam will help you review all that you have learned. For your final exam you will be asked to demonstrate many of the things that you did over the course of the semester your instructor will help you prepare for the exam so you will do your best.

**ASSESSMENT PROCEDURES:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points Possible** | **Points I Earned** |
| Mastery Assignment: Create PowerPoint | **40** |  |
| Present PowerPoint to Class | **20** |  |
| In class-Homework Assignments   * Texting * Blackboard/MyFAU * Emailing * Searching internet * Searching Library * Using Google | **60** |  |
| Final exam | **30** |  |
| **Total points** | **150** |  |

**GRADING (FAU GRADING SCALE):**

Activity scores are cumulative and the grade scale represents percentage of total points earned.

A = 93-100 A- = 90-92 B+= 87-89 B = 83-86

B- = 80-82 C+= 77-79 C = 73-76 C-= 70-72

D+= 67-69 D = 63-66 D-= 60-62 F = Below 60

**POLICIES AND PROCEDURES:**

**ATTENDANCE:**

According to University policy, “Students are expected to attend all of their scheduled University Classes and to satisfy all academic objectives as outlined by the instructor.” Attendance includes meaningful, active involvement in all class sessions, class discussions, and class activities as well as professional, ethical, conduct in class. Reasonable accommodations are made for religious observances.

**STUDENTS WITH DISABILITIES:**

In compliance with the Americans with Disabilities Act (ADA) and FAU policy, students with disabilities who require special accommodations to properly execute course work must register with the Office for Students with Disabilities (OSD) and provide the instructor of this course with a letter from OSD which indicates the reasonable accommodations that would be appropriate for this course. OSD offices are located on Boca, Davie and Jupiter campuses. Information regarding OSD services and locations can be found on the FAU website.

**CODE OF INTEGRITY:**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see <http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf>.

**BIBLIOGRAPHY**

Grigal, M., & Hart, D. (2010). *Think College: Post-secondary options for students with intellectual disabilities.* Baltimore, MD: Paul H Brookes Publishing Co.

McDonnell, J., & Hardman, M.L. (2010). *Successful transition programs: Pathways for students with intellectual and developmental disabilities (2nd Ed.)*. Thousand Oaks, CA: Sage Publications, Inc.

Moore, M., McNaught, J., & Randall, A. (2015) *I’m Determined: One pager Implementation Guide.* Richmond, VA: Virginia Department of Education. Retrieved from: <http://www.imdetermined.org/quick_links/one_pager/>

Shaw, S.F., Madaus, J.W., & Dukes, III, L.L. (2010). *Preparing students with disabilities for college success: A practical guide to transition planning.* Baltimore, MD: Paul H. Brookes Publishing Co.

Thoma, C.A., Bartholomew, C. C., & Scott, L.A. (2009).*Universal design for transition: A roadmap for planning and instruction*. Baltimore, MD: Paul H. Brookes Publishing Co.

***COURSE SCHEDULE FOR SEMESTER***

|  |  |  |
| --- | --- | --- |
| **Week/Date** | **Topics** | **Assignments** |
| **1** | Cell phones and texting | Bring your cell phone; Collect class materials  Hmwk: Texting practice |
| **2** | Computers: MyFau and Blackboard | Bring tablet to class  Hmwk: Log into BB and download, print and begin work on class checklist |
| **3** | ---computers continued | Completed computer checklist due on Thursday |
| **4** | Emailing | Bring email addresses of 4 friends  Hmwk: email mentors |
| **5** | Personal Schedules and Calendars | Bring daily schedule worksheet to class completed; View: <https://www.youtube.com/watch?v=gP7gKvxujIA> |
| **6** | ---schedules continued | Hmwk: add classes and events to your calendar |
| **7** | Using Word to create documents | Hmwk: complete info sheet |
| **8** | ---Word continued | Read: How to use Microsoft Word  <http://digitalunite.com/guides/creating-documents/microsoft-word> |
| **9** | Searching the Web | Hmwk: internet research project using Google |
| **10** | ---web searching continued | Read: Searching the Internet  <http://www.wikihow.com/Search-the-Internet> |
| **11** | PowerPoint presentations | Bring Draft copy of 1-pager to class completed |
| **12** | ---PowerPoint continued | Read: <http://www.wikihow.com/Use-Microsoft-Office-PowerPoint> |
| **13** | ---PowerPoint continued | Individual project completion in computer lab |
| **14** | Presenting to the class | PowerPoint presentation due |
| **15** | Final Exam |  |

**Rubric for Grading the Mastery Assignment for SLS1570**

**PowerPoint presentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Novice  1 Point | Emergent  2 Points | Skilled  3 Points | Expert  4 Points |
| Text | Text is difficult to read. Too much text. Inappropriate fonts.  Small font size. | Overall readability is difficult.  Too much text. Too many different fonts. | Fonts are generally easy to read. Font size varies appropriately.  Too much text. | Easy to read. Font size varies appropriately.  Text is appropriate length. |
| Graphics | Most of the graphics are unrelated to content. Too many graphics on one page.  Most of the graphics distract from the text. Images are poor quality. Too large or too small. | Some of the graphics are unrelated to content. Too many graphics on one page.  Some of the graphics distract from the text. Images are poor quality. Too large or too small. | All graphics are related to content. All graphics are appropriate size and good quality.  Graphics help audience understand the flow of content. | All graphics are related to content. All graphics are appropriate size and good quality. Graphics create an overall theme and make connections that helps the audience understand the concepts. |
| Back-  ground | Background makes text difficult to read. | Text is readable, but background is very distracting | Text is readable, but background is slightly distracting. | Background makes text easy to read. |
| Layout | Layout is cluttered, confusing. Poor use of spacing, headings and sub headings.  Hard to read. | Layout shows some structure. Cluttered, distracts from readability.  Large gaps of space. | Uses horizontal and vertical space appropriately. | Pleasing to the eye.  Appropriate use of headings and sub-headings. Appropriate use of white space. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Novice  2 Point | Emergent  4 Points | Skilled  6 Points | Expert  8 Points |
| Writing  Mechanics | Errors in grammar, capitalization, punctuation or spelling distract from readability. | Many errors in grammar, capitalization, punctuation or spelling. | 1 or 2 errors in grammar, capitalization, punctuation or spelling. | No errors in grammar, capitalization, punctuation or spelling. |
| Content | Many pieces are missing from the presentation. | Most of the required info (3/5) is present. | Covers most of the required info (4/5) is included. | Completely covers all required info (5/5) is included. |
| TOTAL POINTS  (40) |  |  |  |  |