	COURSE CHANGE REQUEST **Graduate Programs**	UGPC Approval _____
		UFS Approval _____
FLORIDA		SCNS Submittal _____
ATLANTIC	**Department**	Confirmed _____
UNIVERSITY	**College**	Banner _____ Catalog _____

Current Course **Prefix and Number**	*Current* Course Title

*Syllabus must be attached for **ANY** changes to current course details. See Guidelines. Please consult and list departments that may be affected by the changes; attach documentation.*

Change title to:	**Change description to:**
Change prefix	
From: **To:**	**Change prerequisites/minimum grades to:**
Change course number	
From: **To:**	
Change credits*	**Change corequisites to:**
From: **To:**	
Change grading	**Change registration controls to:**
From: **To:**	
Academic Service Learning (ASL) **	
Add **Remove**	
* Review Provost Memorandum ** Academic Service Learning statement must be indicated in syllabus and approval attached to this form.	Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.

Effective Term/Year **for Changes:**	**Terminate course? Effective Term/Year** **for Termination:**

Faculty Contact/Email/Phone

Approved by		*Date*
Department Chair	*Paul R. Peluso*	10/30/20
College Curriculum Chair	*Paul R. Peluso*	12/2/20
College Dean	_____	12/3/2020
UGPC Chair	_____	_____
UGC Chair	_____	_____
Graduate College Dean	_____	_____
UFS President	_____	_____
Provost	_____	_____

Email this form and syllabus to UGPC@fau.edu 10 days before the UGPC meeting.

FAUchangecourseGR, revised Fall 2019

Digital Literacy for Global Educators

(3credits)

PREREQUISITES/COREQUISITES
None
LOGISTICS
CRN#   Term #
ONLINE

Instructor:
Email:
Office location:
Office hours:
Telephone:

CATALOG DESCRIPTION:
~~A survey of the fundamental application of technology to educational Administration including basic knowledge of hardware and software for word processing, database management, telecommunications and electronic spreadsheets.~~

NEW CATALOG DESCRIPTION
A survey of the fundamental applications of technology for instructional delivery, digital citizenship, current technology issues and trends.

SUPPLEMENTAL DESCRIPTION
Today's technology revolution promises ever greater computing power and functionality, and yet its quickly changing nature can make it difficult to stay abreast of exactly what today's technology offers. Simultaneously, some "older" (in relative terms) technologies remain in current use due to their powerful affordances to collect and represent data. In this course, we will investigate and apply a number of both "new" and "older" technologies to basic tasks, with the goal of understanding how these technologies can be used in both administrative and classroom settings. We will also discuss in more general terms the nature and impact of today's technology revolution, and think about its issues and implications.

COURSE OBJECTIVES
1. Describe technology standards for leaders
2. Create an accessible presentation on Digital Citizenship
3. Use FAU's Libraries online software to create an annotated bibliography on One-to-One classroom computing
4. Discuss pedagogically sound ways to integrate technology into teaching that don't electronically duplicate tradition teaching tools

5. Explore the Technology Integration Matrix and create a tool kit to help teacher integrating technology into teaching

6. Explore Learning Management Systems (LMS)

7. Explore and Join Communities of Practice

8. Describe the nature and type of today's technology revolution and the impact such changes are having on communication.

GUIDELINES USED FOR DEVELOPING COURSE OBJECTIVES
International Society of Technology in Education Leadership Standards
Florida Department of Education Instructional Technology

ASSESSMENT PROCEDURES/COURSE EVALUATION METHODS
Grades will be assigned in this course using the following assignment/points plan:

Course Evaluation Method (minimum grade of "C" required to pass course):
ASSIGNMENT SCORING

Assignment	Possible Points	Percentage of Grade
Student Introduction	25	3%
Digital Citizenship - Assignment	100	13%
Information Literacy - Discussion	50	6%
Annotated Bibliography - Assignment	100	13%
Pedagogy before Technology -Discussion	50	6%
Intellectual Property and Copyright	100	13%
Discussion	50	6%
Learning Management Systems - Assignment	100	13%
Communities of Practice - Discussion	50	6%
Cloud Computing & Social Media - Assignment	100	13%
Discussion - Social Media	50	6%
Total	**775**	**100%**

FAU GRADING SCALE

Letter	Percent	Grade Points		Letter	Percent	Grade Points
A	95-100	= 4.0		C	75-78	= 2.0
A-	92-94	= 3.67		C-	72-74	= 1.67
B+	89-91	= 3.33		D+	68-71	= 1.33
B	85-88	= 3.00		D	65-67	= 1.00
B-	82-84	= 2.67		D-	62-64	= 0.67
C+	79-81	= 2.33		F	Below 62	= 0.00

POLICY ON MAKEUP TESTS, LATE WORK, AND INCOMPLETES
Late work is accepted only under circumstances not under control of the student. Late work will be accepted no later than a week after the original due date and can typically earn no more than 50% of

the points available. It is the student's responsibility to stay aware of all assignment due dates and to successfully submit all required work in a timely manner. Please note that any unavailability of Canvas immediately prior to an assigned due date is not an acceptable reason for late submission. Please ensure that all work is submitted in a timely manner, and it is STRONGLY recommended that you submit work *in advance* of due dates/times so as to limit any potential difficulties with system downtime (for maintenance, etc.).

SPECIAL COURSE REQUIREMENTS: (LiveText, field work, etc.)

Each College of Education student is required to have a functional LiveText account per COE policy. Assignments for this course will be submitted in Canvas, but your instructor may also ask you to submit one or more assignments in LiveText. Please check the course web site for information regarding any requirements regarding LiveText for the class. LiveText information

CLASSROOM ETIQUETTE POLICY

Etiquette is an important factor in any classroom setting. In an online class, etiquette may actually be a greater consideration due to the fact that much communication is enabled through written e-mails, blog postings, and so on. Written words carry all types of connotations (both intended and unintended) and therefore it is essential that you craft all written communication in a manner that is professional, polite, and clearly and accurately worded. Here are some basic ground rules for written communication: Core Rules of Netiquette

ATTENDANCE POLICY

This class is completely online with strong support in our learning management system. It will require most learners at least 8- 12 hours a week. Please log into the learning management system several times every week

DISABILITIES POLICY STATEMENT

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) CENTER

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

CODE OF ACADEMIC INTEGRITY POLICY

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty 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 University Regulation 4.001.

STUDENT ACADEMIC GRIEVANCE PROCEDURES FOR GRADE REVIEWS (4.002)

The grade review procedures, which were once included in the old Honor Code, are now in a separate University Regulation (4.002) and can be found at:

http://www.fau.edu/regulations/chapter4/4.002_Student_Academic_Grievance_Procedures_for_Grade_Reviews.pdf

REQUIRED TEXT - MATERIALS

No printed textbook is required for this course. Online resources will be used in support of assignment completion. Please see the course web site for both required readings and supplemental resources. In addition to an active FAU Canvas, you will also need a free Google account and a free online Microsoft account. You will also need access to specific software, all of are available as a FAU student.
Download Office 365 here https://www.fau.edu/oit/getoffice365/

SUPPLEMENTAL/RECOMMEDED READINGS

None

SUGGESTED RESOURCES

Please see the Canvas course shell for an update list of suggested resources.

ONLINE COURSE REQUIREMENTS

This is an online course that requires significant time management and self-paced learning skills. The instructor will provide assistance and insight into assignments as part of the overall course experience, but you will be required to manage your own time, carefully read all announcements and instructor postings, listen to support screencasts, attend all required online activities/meetings, and participate in ongoing synchronous and asynchronous communication with the instructor and other class members. It is essential that you have a working computer with a microphone, reliable Internet access, the software to read and complete assignments (primarily Microsoft Office and Acrobat Reader), and use a browser that is compatible with the current version of the FAU Canvas system.

ONLINE LEARNING HELP

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. Should a problem occur, it is essential you take immediate action to document the issue so your instructors can verify and take appropriate action regarding a resolution. Please take the following steps should a problem occur:
1. If you can, make a Print Screen of the monitor when the problem occurred. Save the Print Screen as a .jpg file.
2. Complete a Help Desk ticket at **http://www.fau.edu/helpdesk** or **Call 561-297-3999**. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
o Select "Canvas (Student)" for the Ticket Type.
o Input the Course ID.
o In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
o Attach the Print Screen file, if available.
3. Send an email within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).

4. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).

5. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.

6. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

TEACHING METHODOLOGIES
- Online Synchronous and Asynchronous Lecture (as needed)
- Online Discussion, canvas e-mail
- Course facilitated through the FAU Canvas system

COURSE TOPIC OUTLINE* (this schedule subject to change as determined by instructor)

Module	Topic	Readings/Activities	Assignment / Due Date
Start Here	Course Orientation	• Syllabus • Post to "About Yourself" Discussion Board • Post questions you have about the course to "Questions, Comments & Concern" discussion board	
1	ISTE Technology Standards Educational Leaders	• ISTE standards for Educational Leaders • Leadership Standard 1 Equity and Citizenship Advocate Leaders use technology to increase equity, inclusion, and digital citizenship practices. • Assignment – Digital Citizenship • Discussion – Information Literacy	
2	ISTE Leadership Standard 2	Leadership Standard 2 – Visionary Planner Leaders engage others in establishing a vision, strategic plan and ongoing evaluation cycle for transforming learning with technology. • Assignment – Annotated Bibliography • Discussion – Pedagogy before Technology	
3	ISTE Leadership Standard 3	Leadership Standard 3 – Empowering Leader Leaders create a culture where teachers and learners are empowered to use technology in innovative ways to enrich teaching and learning. • Intellectual Property and Copyright • Discussion	
4	ISTE Leadership Standard 4	Leadership Standard 4 – Systems Designer Leaders build teams and systems to implement, sustain and continually improve the use of technology to support learning. • Assignment – Learning Management Systems (LMS) • Discussion – Communities of Practice (CoP)	

| 5 | ISTE Leadership Standard 5 | Leadership Standard 5 – Connected Learner
• Cloud Computing & Social Media
• Discussion Social Media | |

COMPLETING COURSE REQUIREMENTS – CAREFULLY READ AND FOLLOW

1. The course is divided into five sections. Assignments, readings, and activities are associated with each section, and have specific due dates. You may work at your own pace in each section, but you are required to complete each section and its activities/assignments no later than the specified due date.

2. The major assignments have details describing assignment requirements. Assignments will also often have a screencasts that provides additional assignment information. Before attempting to complete a deliverable, you should first carefully read and reflect on all these materials so that you have a clear understanding of the requirements for each Assignment.

3. A Discussion Board for assignment questions is provided called "Questions, Comments and Concerns "should be used to ask questions regarding assignments. The instructor will attempt to reply to all posts within one business day of the original posting whenever possible. You should check the board regularly and also sign yourself up to automatically receive e-mail notification anytime a posting is made to the Discussion Board.

4. You are required to complete/interact with a variety of discussion boards, surveys, or similar endeavors as part of your participation grade in this course.

5. Assignments are due by the end of the day and should be submitted ONLY through Canvas.

6. Although every effort is made to avoid mistakes, errors do occur, and sometimes a course schedule requires adjustment. The instructor reserves the right to revise this schedule as needed, posting any changes on the course Canvas site. It is the student's responsibility to keep apprised of any schedule revisions.

7. In case of unintended discrepancy, the most current version of the course Syllabus is the authoritative source of information on assignment due dates.