Syllabus

Course Information:
EDTECH 524: Field Experience in Online Teaching
Spring 2014, Section 4201 Online (2 credits)
January 21 - May 9 (The field experience component of this class comprises a total of 8 continuous weeks during the semester)

Instructor Information:
Kerry Rice
Boise State University
Phone: 208-426-2050
Office: E311
Email: krice@boisestate.edu
Websites: http://edteki.wordpress.com/
Office Hours:
Tuesday: 2:00 -3:00
Wednesday: 1:00 - 2:00
Thursday: 10:00 - 12:00
or by appointment. Feel free to IM me through Google Chat when I'm online anytime before 5 pm Monday through Friday.

Course Description

Online teaching internship in a Pre-K-12 online school or program. Students will participate in a hands-on field experience for the purpose of observing the effective management and instruction of learning in a fully online environment for a total of 8 weeks, which can start at the beginning, middle or toward the second part of a semester. Permission of Instructor required to enroll in this course. Graded pass/fail (P/F) only.

We will try to place you in one of the virtual schools that have a partnership with the BSU EdTech Department for your field experience. This semester, the Idaho Digital Learning Academy (IDLA) will be the host K-12 online school. You also have the option to work with another virtual school of your choice. However, you must discuss your choice of school with the instructor prior to the start of the semester to facilitate preparation. Be aware that time and effort may vary depending on the agreement between the host school and BSU.

Special Note: If you plan to take this course, please contact the instructor as soon as possible for fingerprints and background checking. It takes at least 4-6 weeks to complete a background check and you must be cleared before you start to work with students. Also be aware that the State of Idaho requires every student teacher to be cleared in Idaho and Idaho does not accept digital fingerprints. You will receive a print package with instructions for your fingerprints and you will be asked to mail the fingerprint card back to the Office of Teacher Education at Boise State University.

Course Goal: Hands-on participation and teaching practice in a fully online PreK-12 online classroom setting.
This Course is Aligned with the Following Idaho Standards for Online Teachers:

- **Standard #1: Knowledge of Online Education:** The online teacher understands the central concepts, tools of inquiry, and structures in online instruction and creates learning experiences that take advantage of the transformative potential in online learning environments.
- **Standard #5: Classroom Motivation and Management Skills:** The teacher understands individual and group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
- **Standard #6: Communication Skills, Networking, and Community Building:** The online teacher uses a variety of communication techniques including verbal, nonverbal, and media to foster inquiry, collaboration, and supportive interaction in and beyond the classroom.
- **Standard #7: Instructional Planning Skills:** The online teacher plans and prepares instruction based upon knowledge of subject matter, students, the community, and curriculum goals.
- **Standard #10: Partnerships:** The online teacher interacts in a professional, effective manner with colleagues, parents, and other members of the community to support students' learning and well being.

_AECT Standards Addressed_ Source: AECT Accreditation Standards for Programs in Educational Communications and Instructional Technology (ECIT) [http://www.aect-members.org/standards/](http://www.aect-members.org/standards/)


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**Course Materials**

- Edtech 524 course syllabus.
- Instructions for major phases of the course (Preparation and Orientation; Entering the Field; Working with Mentor Teachers and K-12 Students; and Wrapping Up).
- K-12 Online Teaching Endorsement Online Field Experience Guide.
- K-12 Online Teaching Endorsement Competency Checklist.
- Idaho Standards for Online Teachers.
- Webcam or other digital video cameras for web-based conferences. A headset with microphone is highly recommended.
- Supplementary reading materials (such as information security and assurance in K-12 classrooms).

All reading materials and other online resources are available in the Moodle course site.

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**Equipment:**

This is an online course and field experience requiring a computer with speakers and an Internet connection. Minimum hardware requirements for the EDTECH
Online courses may be located at:
http://edtech.boisestate.edu/EquipmentNeeded.htm

**Software for This Course:** No special software is required for this course.

**Hardware for This Course:** A webcam and microphone (preferably a headset) are required to conduct live web-conferences.

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**Course Policies**

**Instructor EMAIL Response Time**
I typically respond frequently to email Monday through Friday during the semester. Exceptions to this rule occur when there is a holiday, BSU break, or during other unavoidable situations that sometimes come up (e.g. power failure, out of town presenting a paper, etc.). If you send an email during the week you should typically have a reply within 24 hours. If you do not receive a reply to your email within a reasonable period of time please send it again. Sometimes email is captured by SPAM filters, is addressed incorrectly, or just simply does not make it through. Also, check your own email filters that screen out junk mail. In the past, my replies to students have sometimes been filtered out and were later located in the junk email or SPAM folder.

**Late Work**
Late work must be negotiated with course instructor or your mentor teacher(s) otherwise due dates are firm.

**Technical Difficulties**
On occasion, you may experience problems accessing Moodle or class files located within Moodle, Internet service connection problems, and/or other computer related problems. Do make the instructor aware if a technical problem prevents you from completing coursework.

**Time Management:** An online course can take a considerable amount of time. For this reason, I would strongly suggest beginning each assignment early. Work on it regularly over the week rather than waiting until the last day or two. This will allow you to have the chance to work out problems or get help if needed.

**Participation:** Depending on the class activities, you are responsible for completing weekly assignments, participating in discussion groups, and checking in to the course site on a consistent basis.

**Assignments:** You will always be given explicit instructions on where to send your assignments.

**Backing up your files:** You will be offered several ways to save your work online. However . . . and this is important, you should always save your work on another storage device on your own computer. I cannot stress this enough . . .
**Faculty Initiated Drop:** Please be advised that if you do not “attend” class at least once during the first week, I will drop you from class. Since this is an online course, this requirement means that you MUST be present in our Moodle course site during the first week and participate in the introductions.

**Incompletes:** Please be advised that I strictly follow the rules for incompletes. In order for me to give you an incomplete in this course, the following two criteria MUST be met.

- Your work has been satisfactory up to the last three weeks of the semester.
- Extenuating circumstances make it impossible for you to complete the course before the end of the semester

In order to receive an incomplete, we must create a contract stipulating the work you must do and the time in which it must be completed for you to receive a grade in the class. The contract time may not exceed one year. If no grade other than incomplete has been assigned one year after the original incomplete, the grade of ‘F’ will automatically be assigned. The grade of ‘F’ may not be changed without the approval of the University Appeals Committee. You may not remove the incomplete from your transcript by re-enrolling in the class during another semester. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course. If I assign a grade of incomplete you will received an email notification that you have "Registrar To Do Items" on BroncoWeb.

**Student Code of Conduct:** It is expected that students in this class will create original works for each assignment. We will follow the BSU Student Code of Conduct. In the event of academic dishonesty a complaint is filed with the BSU Student Conduct Office with supporting documentation. This complaint remains on file and actions may be taken against the student (e.g., loss or credit, grade reduction, expulsion, etc.).

We will also observe U.S. copyright laws in this course. Several great links to copyright information are available on the BSU Academic Technologies site at [http://itc.boisestate.edu/resource.htm](http://itc.boisestate.edu/resource.htm)

In addition to the above, please respect the following guidelines:

Please submit original work for each project. Projects that were created for other classes may not be submitted for credit in EDTECH 521. Each project may only be submitted for credit one time by the person who created it. The BSU Student

**Code of Conduct states:** "Academic dishonesty also includes submitting substantial portions of the same academic course work to more than one course for credit without prior permission of the instructor[s]."

All project text should be original text written by the student who is creating the project. The exception to this is the use of small amounts of quoted material that is properly cited. Copying and pasting from other Web sites or projects (including the instructor's examples) is not allowed.
Images and sound clips used in projects should be original, or used with permission of the owner, or come from the public domain. Please check “terms of use” on sites containing these items.

Please cite the source(s) for materials that are obtained for your projects unless they are created by you. If permission is granted for use of copyrighted materials please post a statement explaining that near those materials.

I occasionally use Blackboard “Safe Assignment” and other plagiarism detection utilities to test random assignments. Contact me if you have any questions regarding this issue.

Thank you for abiding by the Course Policies.

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**Boise State University Conceptual Framework**

Boise State University’s conceptual framework, “The Professional Educator,” establishes our shared vision in preparing educators to work effectively in P-12 schools. It provides direction for programs, courses, teaching, candidate performance, scholarship, service, and accountability.

**The Professional Educator**

Boise State University strives to develop knowledgeable educators who integrate complex roles and dispositions in the service of diverse communities of learners. Believing that all children, adolescents, and adults can learn, educators dedicate themselves to supporting that learning. Using effective approaches that promote high levels of student achievement, educators create environments that prepare learners to be citizens who contribute to a complex world. Educators serve learners as reflective practitioners, scholars and artists, problem solvers, and partners.

The Department of Educational Technology contributes to this vision by emphasizing the following:

The Department of Educational Technology supports the study and practice of facilitating and improving learning of a diverse population by creating, using, and managing appropriate technological processes and resources. Believing technology is a tool that enhances and expands the educational environment, we promote the use of current and emergent technologies for teaching and learning in a dynamic global society. Educational technologists are leaders and innovators, serving in institutions of higher education, public or private school settings, federal, state or local educational agencies, community organizations, and the private sector.
**Grading**

This is a pass/fail course. Teacher candidates must pass EDTECH 524 in order to apply this course towards the K-12 Online Teaching Endorsement. The final P or F will be assigned by the course instructor, Dr. Kerry Rice, based on the mid-term report and final report submitted by the teacher candidate.

**BSU Academic Calendar**

Please refer to the BSU Academic Calendar for University dates and deadlines: [http://registrar.boisestate.edu/academic-calendar.shtml](http://registrar.boisestate.edu/academic-calendar.shtml)

**Course Schedule**

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<th>Weeks</th>
<th>Start</th>
<th>End</th>
<th>Activities</th>
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<td>0 - 2</td>
<td>1/21</td>
<td>2/4</td>
<td><strong>Part 1: Preparation and Orientation (This only accounts as one of the 8 required weeks)</strong></td>
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<td>In the first several weeks of the semester you will prepare to enter a K-12 online classroom. Please be aware that Idaho requires all teacher candidates receive clearance in the state of Idaho. If you live or reside in another state and have been cleared in other states, you are still required to do so in Idaho if you are to be placed in an Idaho virtual school. Idaho does not accept digital fingerprints, so you will be required to return fingerprint cards via mail. This complicates things and requires a longer time period for clearance. It is recommended that you start your fingerprint process as soon as possible</td>
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<td>3 - 4</td>
<td>2/5</td>
<td>2/19</td>
<td><strong>Part 2: Entering the Field</strong></td>
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<td>Conduct interviews with mentor teacher(s) and design/develop your field experience plan. During these activities, you may be required to attend orientation and informational sessions to familiarize yourself with school or program policies and the learning management system.</td>
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<td>Weeks</td>
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| 5 - 13  | 2/20   | 4/22  | **Part 3: Working with K-12 students and mentor teachers**  
Full immersion and hands on experience working with K-12 students, communicating with their parents or guardians, conducting live sessions, developing online curriculum, etc. During this part of the experience, you submit a mid-term report/self-evaluation to Dr. Kerry Rice. Support in the form of resources and additional activities maybe provided by the course supervisor to facilitate your field experience. |
A final report will need to be submitted to Dr. Kerry Rice documenting your satisfactory performance during the required 8 weeks' online field experience. Final report requires your signature as well as the signature of your mentor teacher(s). |

**Modification of the Syllabus and Schedule**

I reserve the right to modify the syllabus and schedule at any time. Notice of any change will be emailed and posted as an announcement.

**How to Get Help**

If you have questions or need help please contact your instructor by phone, email, or by posting a note on the class discussion board. I will do my best to respond within 24 hours on weekdays. Weekend messages will be answered on Mondays by the end of the day.