

# UNIVERSITY OF DALLAS

*The Catholic University for Independent Thinkers*

University of Dallas  
Edu 5350  
Computer Problem Solving  
Summer 2009

Mrs. Barbara Khirallah  
(972) 721-5334 (office)  
Email: [bkhirall@udallas.edu](mailto:bkhirall@udallas.edu)  
Course URL: <http://dante.udallas.edu/edu5350s>

## What This Course Is About

This course explores the use of the computer as a tool for learning. Students both experience and reflect on the computer as a "guide" to communication and research, an "organizer" for the presentation of knowledge, as a "mediator" in the construction of knowledge, as an "assessor" in the collection and sorting of constructed knowledge, and as a "problem solver" in the carrying out of multiple procedures to choose the best solution. Students explore the internet, evaluate web sites, create PowerPoint presentations, construct web pages, and author interactive materials. While developing skills in a "hands-on" project-based environment, students reflect on the educational implications of the emerging human-computer interactions. Exceptional projects will be featured online as part of DANTE (Dallas Area Network for Teaching and Education). This course meets and/or exceeds the educational technology foundations for teachers as defined by NCATE and ISTE.

- Computer as "guide"
  - Searching v. Surfing
  - Bookmarks
  - Interactive Assistance
  - "Good" Sites
  - Excel Project
- Computer as tool for "organizing"
  - Organizing/Presenting Information
  - Multimedia Design
  - PowerPoint Project
- Computer as tool for "mediating"
  - Computer-assisted instruction
  - Electronic Talk
  - "Author"ity
  - WebPage/Hyperstudio Project
- Computer as tool for "assessing"
  - Authentic Performance
  - Ongoing Feedback
  - Student Understanding
  - Electronic Portfolio Project
- Computer as tool for "problem solving" and "decision making"
  - Identifying the issue
  - Researching the problem
  - Formulating the problem
  - Finding alternatives
  - Choosing the solution

**REQUIRED TECHNOLOGY FEE:** The Department of Education is charging each student enrolled in any EDU course a technology fee of \$25.00. The \$25.00 fee covers all handouts, use and checkout of equipment, software updates, and computer resources in the Media Center. Paper and printing for Education course projects/assignments are also covered by the fee. All other printing (either for personal use and/or for assignments/papers from other departments) is strictly prohibited. A student who violates this policy will be severely penalized and lose Media Center privileges. The \$25.00 fee is to be paid to Mrs. Randall, administrative assistant to the Department of Education. Only checks or cash can be accepted -- no credit/debit cards. **The fee must be paid by the end of the course.**

### **Required Course Hardware and Software:**

There is no required textbook for this course; however, students are required to purchase a removable USB flash drive (jump drive) with a minimum of 512 MB of storage capacity in order to transport course work. Students who expect to create a website with extensive graphics, photos, or video clips should consider a larger flash drive storage capacity (1 GB or more). For accessing the course website, students must have access to an Internet-ready computer that has required software. While it is not absolutely essential, it is recommended that students have access to a high-speed Internet connection rather than access through a phone line and modem. Students who have all required software on personal computers at home are encouraged to work at home – coming to UD only as needed for personal assistance – and then using the USB flash drive to bring completed course work to the university at the end of the course for presentation to the course instructor. Students who have some but not all of the required software on personal computers at home must be willing to spend enough time on campus in the computer labs or in the Media Center to develop adequate skill with course software applications and to complete required course assignments. Those who do not have necessary computers and/or software must be willing to spend significant amounts of time on campus in the computer labs where all required software is installed.

### **Required Hardware**

Computer with Internet access (high speed recommended)  
USB Flash Drive (minimum 256 MB storage capacity)

### **Required Software**

- Microsoft Word (2000 or higher)
- Microsoft Excel (2000 or higher)
- Microsoft PowerPoint (2000 or higher)
- Microsoft Internet Explorer (Version 5 or higher)
- Microsoft FrontPage (2000 or higher)
- Adobe Acrobat (Adobe Reader 5.0 or higher) - free at <http://www.adobe.com/products/acrobat/readstep2.html>
- Inspiration - free 30-day trial at <http://www.inspiration.com/freetrial/index.cfm>

### **Course Assistance / Lab Support**

Beginning the second week of the course and continuing throughout the entire course, the instructor will be available during scheduled non-class times to assist students as needed. The instructor will post on the course website the hours and the location(s) where help will be offered. In addition, students may contact the instructor personally to set up an individual help session, but please remember that the course instructor cannot be available at all times. The best times to set up individual help sessions are Mondays, Wednesdays, and Fridays.

## Access to Computer Labs / Media Center

Computer Lab facilities will be available where students may complete and/or practice skills and assignments for the class. Students may contact the instructor for information regarding both general and assisted lab hours on campus. Students who would like to use resources in the Department of Education Mediacenter during times when the Department of Education is closed may request access from Campus Safety. Students who use the Mediacenter after hours must follow Media Center Guidelines. [See Media Center Access Guidelines at the end of the syllabus\\*\\*.](#)

## General Expectations for Students

1. Students are expected to work regularly and systematically over time to complete course objectives. While much of the work during regular class times may be self-paced and independent, students are expected to come to class and contribute to the learning environment.
2. Students are expected to contribute generously to the online Technology Forum because they are serious in their commitment to learn...whether using computers as guides, organizers, mediators, or assessors
3. [Students are expected to complete assignments carefully.](#) (see policy below)
4. Students are expected to achieve [course objectives](#).
5. \*Students are encouraged to work "Vygotsky style."
6. Students are expected to seek help from the course instructor as needed to complete assignments.
7. Students are expected to construct a coherent, publishable website that achieves articulated project goals and course expectations.
8. Students will be expected to publicly present work completed during the course during specified times.

## Evaluation and Grading Policies

The course grade will be determined by the accumulation of points earned on ten (10) course modules. The modules have been designed to assist a student in constructing a coherent website. The ten modules and their point values out of the possible 200 course points include

1. Project Goals - 15/200
2. Excel Project - 27/200 points
3. Technology Forum - 18/200 points
4. Skills Checks - 18/200 points
5. PowerPoint Project - 21/200 points
6. Interactive Project - 14/200 points
7. E-Diary - 16/200 points
8. ASK\*\* (Assessing Student Knowledge) data - 29/200 points
9. Final Exam - 15/200 points
10. Webfolio - 27/200 points

**Grading (Points):**

Points for major course projects/elements will be assigned according to the following scheme. Rubrics for some projects will provide more detail regarding the distribution/awarding of points listed. A sample course gradesheet is available at [http://dante.udallas.edu/edu5350s/Sample\\_endcourse\\_gradesheet.xls](http://dante.udallas.edu/edu5350s/Sample_endcourse_gradesheet.xls)

<b>Student Product/Performance</b>	<b>Elements</b>	<b>Maximum Points</b>
<b>Project Goals</b>	.	<b>15 TOTAL</b>
.	<b>Clearly developed goals with "authentic" purpose</b>	<b>(6)</b>
.	<b>Goals in a table format</b>	<b>(3)</b>
.	<b>Goals physically linked to evidence of goal achievement</b>	<b>(6)</b>
<b>Excel Project</b>	.	<b>27 TOTAL</b>
<b>See Excel Rubric</b>	<b>Rubric for Website Evaluation</b>	<b>(6)</b>
.	<b>Websites</b>	<b>(6)</b>
.	<b>Narrative Reviews</b>	<b>(6)</b>
.	<b>Elements Appropriately Linked</b>	<b>(3)</b>
.	<b>Formulas to calculate scores</b>	<b>(3)</b>
.	<b>Format/Appearance</b>	<b>(3)</b>
<b>Technology Readings</b>	.	<b>18 TOTAL</b>
	<b>Integrating Technology Into Teaching (2 readings – 1 required, 1 personal choice)</b>	<b>(6)</b>
	<b>Legal, Ethical, Diversity (2 readings – 1 required, 1 personal choice)</b>	<b>(6)</b>
	<b>Adaptive Technology plus Health and Safety (2 readings – 1 required, 1 personal choice)</b>	<b>(6)</b>
<b>Skills Checks</b>	.	<b>18 TOTAL</b>
.	<b>Skills Check I</b>	<b>(9)</b>
.	<b>Skills Check II</b>	<b>(9)</b>
<b>PowerPoint Project</b>	.	<b>21 TOTAL</b>

<b>Student Product/Performance</b>	<b>Elements</b>	<b>Maximum Points</b>
See PowerPoint Rubric	Inspiration Chart/Concept Map	(3)
.	Research/Script (2 forms)	(6)
.	PowerPoint Components	(6)
.	Format/Appearance	(3)
.	Connection to Project Goals	(3)
.	Presentation	(points included in points for webfolio presentation)
<b>Interactive Project</b>	.	<b>14 TOTAL</b>
	Part I: See online information	(3)
.	Part II: See online information	(3)
.	Part III: See online information	(6)
.	Connection to Project Goals	(2)
<b>E-Diary</b>	.	<b>16 TOTAL</b>
.	E-Diary through Entry 5	(10)
.	E-Diary from Entry 6 - Entry 8	(6)
.	Each Entry	(Up to 2 points)
<b>ASK**</b>	.	<b>29 TOTAL</b>
.	Introductory email message received and posted	(2)
.	Online Website Quiz submitted	(2)
.	Scavenger Hunt Favorites exported and saved as webpage (in webfolio)	(2)
.	Scavenger Hunt both electronically submitted and in webfolio	(2)
	Webfolio Home page (index and/or default) with at least your name, one self-selected image from the Internet, and link to either mid-course or final Table of Course Contents	(4)

<b>Student Product/Performance</b>	<b>Elements</b>	<b>Maximum Points</b>
.	Midcourse Or Final Table of Contents (depending on time in semester) – with working links	(6)
.	Mixed_Media web page with inserted graphic (B.Khirallah), sound clip (God_Bless_America), and video clip (Taco_Bell_dog)	(6)
	At least one WebQuest Template -- saved to "Interactive_Project" folder	(2)
.	Presentation of Webfolio for feedback scheduled and date and time appear online	(3)
<b>Final Exam</b>	.	<b>15 TOTAL</b>
.	Table of Course Objectives and Performance Indicators with structure for adding artifact links and narrative links	(3)
.	Performance Indicators linked to well-selected artifacts	(3)
.	Justification of selected artifacts (narrative) as Performance Indicators - functionally linked	(6)
.	Personal Statement of Growth regarding use of technology.	(3)
<b>Webfolio</b>	.	<b>27 TOTAL</b>
	Home Page which offers an introduction and direct access to all major course elements.	(3)
.	Table of Contents (with working links to all elements on this gradesheet)	(9)
.	"Coherent" web containing major course elements that are connected to each other through the Project Goals...see instructions.	(6)
<b>A student cannot make an A in the course unless he/she completes this element.</b>	Face-to-Face presentation of Webfolio to Course Instructor -- July 20-23	(9)
.	<b>GRAND TOTAL COURSE</b>	<b>200</b>

The final course grade will be determined using the following formula.

A	185-200 + webfolio presentation		B-	160-164		D+	134-139
A-	180-184		C+	154-159		D	125-133
B+	174-179		C	145-153		D-	120-124
B	165-173		C-	140-144		F	Below 120

**\*\*For an explanation of ASK, go to [http://dante.udallas.edu/edu5350s/Course\\_Information/ask.htm](http://dante.udallas.edu/edu5350s/Course_Information/ask.htm)**

**Due Dates:**

At midterm, course grades will be calculated and reported to the registrar's office. Midcourse progress can be determined by points earned on items listed on the Mid-course Checklist. **It is recommended (but not required) that students submit work to the course instructor no later than the Midterm Turn-In Date (June 30) for feedback on course progress.** The final grade will be determined by total points earned on course components. A completed webfolio (containing all course components) must be presented in a live, face-to-face session before the course instructor on campus at the University of Dallas between July 20-23. Instructions for completing and presenting the Webfolio will be available online. **\* For tentative due dates for each course module to help you maintain a good pace for completing the course, go to <http://dante.udallas.edu/edu5350s>**

**Getting Help:** Course Assistance, General Information, Teacher Certification, Access to Campus Resources, Printing

**Your course instructor, Barbara Khirallah,** is available to provide email and/or face-to-face, on campus help with course assignments. You may reach her at [bkhirall@udallas.edu](mailto:bkhirall@udallas.edu)

**Ms. Terri Randall, Department of Education Administrative Assistant,** is available Monday-Thursday from 8:00 a.m. to 4:00 p.m. On Fridays, she is available until 1:00 p.m. Call her at 972-721-5389, or email her at [randall@udallas.edu](mailto:randall@udallas.edu) . Mrs. Randall can help students who have questions regarding tuition, registration, access to campus resources, etc.

**Mrs. Kay Haaser, Certification Officer,** is also available in the Department of Education Monday-Thursday from 8:00 a.m. to 4:00 p.m. and on Fridays until 1:00 p.m. Contact Mrs. Haaser if you have questions regarding teacher certification programs available at the University of Dallas. Call her at 972-721-5184, or email her a [khaaser@udallas.edu](mailto:khaaser@udallas.edu)

**Ms. Jan Burk, Registrar,** is available in the Registrar’s office located on the first floor of the Braniff Building Monday-Thursday from 8:00 a.m. to 4:00 p.m. and on Fridays until 1:00 p.m. **Students who decide to add or drop classes from their schedule after the first day of class MUST fill out required paperwork in the Registrar’s Office.** Contact the Registrar by calling 972-721-5221 or email her at [jburk@udallas.edu](mailto:jburk@udallas.edu)

Disabilities: The Department of Education at the University of Dallas seeks to provide appropriate academic adjustments for all individuals with disabilities. The department will comply with all applicable federal, state, and local laws, regulations, and guidelines, specifically Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) in making reasonable accommodations to afford equal educational opportunities for qualified students with disabilities. It is the responsibility of the student to register with and provide medical verification and academic schedules to the ADA Coordinator prior to the fourth day of class.

## Summer 2009 Media Center Access Guidelines

All students enrolled in EDU courses are welcome to use the resources in the Media Center during the course of the semester. There are computers, a scanner, a printer, and various other electronic and print resources available for use. Please read carefully the following Media Center Access Guidelines as sent to Campus Safety.

<b><u>ACCESS FOR:</u></b>	<b>Education Department Media Center</b>
<b>REQUEST FROM:</b>	<b>Barbara Khirallah, Tel. 972-721-5334 – Email: <a href="mailto:bkhirall@udallas.edu">bkhirall@udallas.edu</a></b>
<b>ACCESS TIMES PERMITTED:</b>	<b>From 6 a.m. until 12:00 midnight seven days per week</b>
<b>STUDENTS ON ACCESS LIST:</b>	<b>All Students enrolled in Edu courses</b>

Dear Campus Safety....

Students have permission to work in the Media Center in the Education Department after hours during the Spring 2009 semester. They understand that they will come to the Campus Safety Office to request access. Students must show a current University of Dallas ID, driver's license, or other form of legitimate identification in order to verify their identification against the list in the Campus Safety Office. When students are finished, they will use the telephone in the Media Center to call Campus Safety at 5305 and **WAIT until Security comes to lock up the Media Center**. Campus Safety will keep a record of all students who access the Media Center, including the dates and times of access. It is not unusual for Campus Safety to open and check activity in the Media Center during regular campus rounds.

Students who request access to the Media Center from Campus Safety understand that they can request access only for themselves. Students not on the list who wish to use the Media Center after hours must see Mrs. Khirallah personally to request that they be added to this list. Students who use the Media Center are expected to be conscientious and respectful of all property. Those who are not will lose Media Center privileges.

Thank You,

Barbara Khirallah  
Office Ext. 5334  
Email: [bkhirall@udallas.edu](mailto:bkhirall@udallas.edu)