

W200: Kurt Richter (Instructor)...Home Page for W200

Welcome to the **W200: Technology in Education** website for Kurt Richter's W200 classes at **Indiana University Bloomington**. This site is normally reached through the **Oncourse** system at IUB. All grades, reports, student work, and in-class announcements are available *only* through Oncourse.

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I welcome your comments and your questions by emailing me at kurichte@indiana.edu.

See you on the 'Net!

-Kurt Richter-

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(Archived: January 3,
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W200: Kurt Richter (Instructor)...Syllabus

W200: Using Computers in Education
Spring 2002 ED2025
Section 5666 M-W-F 1:25 – 2:15 pm

Instructor: Kurt Richter
Assistant (kurichte@indiana.edu)
Instructor: Ji-Yeon Lee
(leej@indiana.edu)

Office W 4:00-6:00 PM ED2054
Hours: (or by appointment)

Description/Goals

Course Description

This course is designed to develop proficiency in computer applications and classroom software; teach principles and specific ideas for appropriate, responsible, and ethical computer use to make teaching and learning more effective; promote critical abilities, skills, and self-confidence for on-going professional development. It is assumed that students have no computer experience, thus no prerequisites are required.

Course Goals

There are five core goals of the course. The first four, comprising essential knowledge and "mindsets," are interwoven with the fifth, skill-oriented, goal:

Attitudes and Perspectives: Promote "fearlessness" and a sense of "learning to learn" in the students-- the belief that they can learn new computer applications and their uses without anxiety or excessive amounts of time or energy.

Ethics: Develop information about and commitment to act on principles of responsible technology use in education, including areas of classroom gender equity, privacy, censorship, copyright, and school acceptable use policies.

Appropriate Use: Develop good judgment about teachers' use of technology, a critical eye for hyperbole, and practice in adapting specific ideas to one's own curriculum and instruction.

Professionalism: Promote students' creating an image of themselves as teachers, especially how they might use computers to make teaching and learning more productive for themselves as professionals and for their students. Students will create a framework for continual professional development.

Computer Literacy: Students will be proficient in using a number of computer applications that are relevant for education professionals. (Topics are listed below)

- Word processing
- Electronic mail
- Accessing information on the Internet
- Accessing information from bibliographic databases like ERIC and knowing a range of technology related education journals
- Data management using spreadsheets and databases
- Creating hyper documents with web and hypermedia authoring tools
- Graphics
- Classroom software evaluation
- Working across two or more applications
- Consumer level of hardware knowledge
- Knowledge of and skill with menus, files, operating systems, and networks

Expectations

- Students in this class expect to be employed as teaching professionals in the future. For that reason, professionalism is a key factor in this class. You are expected to:
- Complete all assignments on time with professional quality. Professional quality is defined as material that is error-free and in a publishable condition.
- Be well prepared for class.
- Participate in class discussions and activities.

Policies

Attendance/Lateness: Class attendance and punctuality are extremely important and expected. If missing class is unavoidable, you should **notify me in advance** by e-mail or in person. You will be given two personal days this semester to use at your disposal. After using your personal days (two unexcused absences), you will lose one percent off your final score for each additional unexcused absence. Excused absences must be accompanied by documentation and are at the instructor's discretion. **Should you miss a class session, it is your responsibility to catch up with the content that you missed** by contacting the instructor (s) or your colleagues immediately thereafter.

Attendance will be taken on a sign-in sheet passed around the classroom. You must sign your own name to the attendance sheet. If you forget, you will be assessed one unexcused absence for each failure to sign the attendance sheet.

Computer Lab Policy: Food and drink are **NOT permitted** in the computer labs.

Resources

Supplies: By the second class period, you will need to purchase the following items:

- IUWare CD-Rom
- Notebook
- Stereo Headphones (or borrow your roommate's)

- 3.5" Floppy Disk (IBM or Mac Formatted)
- Zip disk (100 MB) labeled as follows on the exterior:

**LastName,
FirstName
UserID
W200-Section
5666**

Texts

Readings will be made available through the class web site at <http://www.indiana.edu/~educw200/kurichte/> . Readings may also be placed on reserve in the Educational Library. These additions will be announced in class or by e-mail.

Network Accounts: It is your responsibility to obtain the following network accounts by the **end** of the second class period.

- e-mail account
- Steel account
- CFS account

These accounts can be generated at <https://iuacct.ucs.indiana.edu/>. If you do not have a "Network ID" yet, you should visit the Support Center at IMU M084 (855-6789) and acquire these accounts by the **second class period**.

Assignments/Projects

Course assignments and projects are designed to help you build a professional portfolio and gain practical experience.

Completing assignments: Assignments will be done in class **and** on your own time. Expect to spend an average of **four to six hours** outside of class time each week to practice your skills and work on computer hands-on assignments. You will need to have access to a Macintosh (either your own or by visiting a cluster) and the programs we will be using in class. Please note that *not all campus computer clusters have the same programs*. You may have to come to the Education clusters to complete some assignments.

Collaboration

Your fellow students can serve as a valuable resource for you throughout this course. However, other than work on the team project, the work you submit must be your own. If a student is found submitting work other than his or her own, that student will receive a score of zero for that assignment and may receive an F for the course. IU requires instructors to report these incidents.

Extra credit is available for students who act as tutors outside of the classroom for students who are having difficulty with concepts. If you feel that you would be able to assist another student, and you are currently working at or close to the "A" level as evidenced by the Oncourse Gradebook, you will earn points for tutoring. Please submit your name to the instructors if you are willing to act in this capacity, and we will post your name on the website.

Due dates

Assignments are due at the start of class unless otherwise indicated.

Assignments turned in **after** the beginning of class without a valid reason are penalized 10% for each day late. This is intended to maintain fairness in evaluating work. Remember that the computer clusters will become crowded as the semester progresses and are sometimes used for workshops, so make arrangements accordingly.

Submitting assignments

You must write your full name and section number on the top left-hand corner or the header of the printouts you hand in. Multiple page assignments **MUST** be stapled together and your name must be included on each page in the header. Make sure you keep all assignments returned to you after they have been graded. If there is any discrepancy between grades received and recorded, these assignments will be used to resolve any disputes. Please, start your assignments early!

Most assignments will be submitted with an electronic file as well as hard copy. These must have the same information on them.

Most assignments will be accompanied by a learning diary. These must have the same information on them.

Grading

Grading Scale

94 - 100%	A	Extraordinarily high achievement and professional quality of work; shows unusually complete command of the subject matter; represents an exceptionally high degree of originality and creativity. Without error.
90 - 93%	A-	Exceptionally thorough knowledge of the subject matter; outstanding performance and professional quality of work. Without error.
87 - 89%	B+	Significantly above average understanding of material and professional quality of work
83 - 86%	B	Signifies mastery and fulfillment of all course requirements; very good professional quality work.
80 - 82%	B-	Good, acceptable work.

77 - 79%	C+	Satisfactory quality of work.
73 - 76%	C	Minimally acceptable performance and quality of work; partial mastery.
70 - 72%	C-	Unacceptable work; does not demonstrate mastery.
67 - 69%	D+	Unacceptable work; does not demonstrate mastery.
63 - 66%	D	Unacceptable work; does not demonstrate mastery.
63 - 66%	D-	Unacceptable work; does not demonstrate mastery.
Below 60%	F	Completely unacceptable work; does not demonstrate mastery.

Class Participation will be graded by the following criteria:

- Student actively participates in class activities and promotes a constructive learning environment.
- Is attentive and does not engage in distracting or disruptive activities.
- Asks good questions in class.
- Communicates in professional manner with instructor and colleagues.
- Does not bring food and drinks to the computer lab.
- Comes to class on time and is prepared.

Note An incomplete will be given *only under the conditions spelled out in the Academic Guide*: "The grade of Incomplete may be given 1) only when the completed work for the course is of passing quality, and 2) only upon showing of such hardship to a student as would render it unjust to hold the student to the normal time limits. A student's desire to avoid a low grade is not a legitimate reason to award an incomplete."

Click on this link to download a [hard copy of the Spring 2002 written syllabus](#) (Written in Word 2000).

[Return to W200 Launch Page](#)

URL: <http://www.indiana.edu/~w200/kurichte/>
 Last updated: January 6, 2002
 Comments: kurichte@indiana.edu

W200: Kurt Richter (Instructor)... Schedule of Assignments (Spring 2002)

Note: All dates are subject to change. Changes will be made **only** to give students additional time to complete assigned work at **Instructor's Discretion**.

January					
	Monday	T	Wednesday	R	Friday
Week 1	<p>7 1st day of class</p> <ul style="list-style-type: none"> • <u>Syllabus</u> • <u>Expectations</u> • <u>Account information</u> • <u>Printer Audit</u> <p>Set up the following accounts (or verify that you have them already):</p> <ul style="list-style-type: none"> • <u>Email</u> • <u>CFS</u> • <u>Steel</u> <p>If you have any trouble with your accounts, you must call 855-6789 and ask for help from UITS. This may require a trip to Indiana Memorial Union to talk directly with UITS to iron out problems. It is time worth spending at the beginning of the semester rather than at the end of the semester!</p>	8	<p>9 Topics:</p> <ul style="list-style-type: none"> • <u>IU Webmail (E-mail SITE)</u> (This link now takes you to IUB Webmail) • <u>IU Webmail Assignment</u> (This link takes you to the Webmail Assignment) • <u>Account information</u> • <u>Website Information</u> • <u>OnCourse</u> (Direct Link: DO NOT USE from inside OnCourse!) • <u>Paste Photos into Profile on OnCourse:</u> <p>Download Notes:</p> <ul style="list-style-type: none"> • <u>IUB Webmail</u> • <u>OnCourse</u> <p>Due:</p> <ul style="list-style-type: none"> • <u>Account Information</u> (Bring your IUB Thumbprint Pamphlet to class) 	10	<p>11 Topics:</p> <ul style="list-style-type: none"> • <u>E-mail</u> • <u>Accounts</u> • <u>Website Information</u> (Check back here for answers after your assignment has been completed...and submitted!) • <u>Oncourse</u> <p>Assignment:</p> <p><u>Webhunt</u> (Paper Version OR Electronic version submitted through OnCourse). Please note: Electronic version preferred but not mandatory. Assignment Due: Wednesday, January 16</p> <p>Due:</p> <ul style="list-style-type: none"> • <u>Complete Student Data Information Profile</u>
Week 2	<p>14 Topic: Word Project, including:</p>	15	<p>16 Topic: Word Project, including:</p>	17	<p>18 Topic: Word Project, including:</p>

	<ul style="list-style-type: none"> • IU Webmail Assignment • Memo • Resume • Newsletter & Reflection <p>Available as learning aids: NetG Tutorials!</p> <p>Download Notes:</p> <ul style="list-style-type: none"> • Microsoft Word <p>Due:</p> <p>Note: Need to access your CFS account from home? It is located at this URL in WEB format... http://cfs.indiana.edu While you cannot use it exactly like it is used at school, it is available for uploading or downloading one file at a time. If you are accessing a word processing file by PC when you have created the file on the MAC, it helps to specify the type of document (.doc indicates that the file is a word-processing file to the PC) when it is saved originally.</p>		<ul style="list-style-type: none"> • Memo • Resume • Resume 2 • Newsletter & Reflection <p>Due:</p> <ul style="list-style-type: none"> • IU Webmail Assignment • Webhunt (Paper Version OR Electronic version submitted through OnCourse). Please note: Electronic version preferred but not mandatory. • If you are submitting your notes electronically, bring the file to class and we will demonstrate how to load them up to Oncourse as an attachment. 		<ul style="list-style-type: none"> • Memo • Resume • Newsletter & Reflection <p>Due: Class notes due for following subjects:</p> <ul style="list-style-type: none"> • IUB Webmail • OnCourse <p>Click here for Notes requirements...</p> <p>Click here for answers to Webhunt</p>
<p>Week 3</p>	<p>21 Topic: Martin Luther King Day (National Holiday)</p> <p>No Class Today</p>	<p>22</p>	<p>23 Topic: Word Project, including:</p> <ul style="list-style-type: none"> • Memo • Resume • Newsletter & Reflection <p>Need assistance with writing papers? Check out The Writing Tutorial Service.</p> <p>Due: Memo</p>	<p>24</p>	<p>25 Topic: Word Project, including:</p> <ul style="list-style-type: none"> • Memo • Resume • Newsletter & Reflection <p>Note: This day will be a workday for completing Microsoft Word Projects</p> <p>Due: Resume</p>

Week 4	<p>28 Topic: To be announced</p> <p>Please note: If you are unsure about how to proceed with the Newsletter & Microsoft Word Reflection, now is the time to get that information. Make an appointment to get assistance, or talk to a classmate to get the information you need. DON'T wait until the last minute....</p> <p>Note2: There will be three projects graded throughout the semester, and they will make up 50% of your grade. Because the Newsletter is one of those projects, it is important that you put your best efforts into this project assignment</p>	29	<p>30 Topic: <u>Adobe Photoshop</u></p> <ul style="list-style-type: none"> • <u>Scanning</u> • Photo Manipulation <p>Download Notes:</p> <ul style="list-style-type: none"> • <u>Adobe Photoshop Notes</u> 	31	<p>February 1:</p> <p>Topic: Adobe Photoshop</p> <ul style="list-style-type: none"> • Scanning • Photo Manipulation <p>Due: <u>Newsletter & Reflection</u> (From Microsoft Word Projects) and <u>Microsoft Word Notes</u>.</p> <p>Click on this link to see general writing assignment specifications.</p>
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February					
	Monday	T	Wednesday	R	Friday
Week 5	<p>4 Topic: <u>Adobe Photoshop</u></p> <ul style="list-style-type: none"> • Digital Photography • <u>Scanning</u> 	5	<p>6 Topic: Adobe Photoshop.</p> <ul style="list-style-type: none"> • Digital Photograph 	7	<p>8: Topic: Adobe Photoshop</p>
Week 6	<p>11 Topic: Presentations</p> <ul style="list-style-type: none"> • <u>PowerPoint</u> • <u>Library Searches</u> <p>Download: <u>PowerPoint Notes</u></p>	12	<p>13 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint • Library Searches 	14	<p>15 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint • <u>Search Engines</u> <p>Group Assignments:</p> <p><u>Section 5666</u></p>

					<p>Due:</p> <ul style="list-style-type: none"> • Adobe Photoshop Assignment & Reflection Paper. Click on this link to see general writing assignment specifications. • Adobe Photoshop Notes
Week 7	<p>18 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint 	19	<p>20 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint 	21	<p>22 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint
Week 8	<p>25 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint Groupwork <p>Due:</p> <ul style="list-style-type: none"> • Evaluation of presenting group members due by noon Tuesday. 	26	<p>27 Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint Groupwork <p>Due:</p> <ul style="list-style-type: none"> • Evaluation of presenting group members due by noon Thursday 	28	<p>March 1: Topic: Presentations</p> <ul style="list-style-type: none"> • PowerPoint Groupwork <p>Note: Mid-Term Evaluations of W200. Select the hot link to go to the evaluation form.</p> <p>Due:</p> <p>Evaluation of presenting group members due by noon Saturday</p>

March					
	Monday	T	Wednesday	R	Friday
Week 9	<p>4 Topic: Presentations</p>	5	<p>6 Topic: Databases & Spreadsheets</p>	7	<p>8 Topic: Databases & Spreadsheets</p>

	<ul style="list-style-type: none"> PowerPoint Groupwork <p>Due:</p> <p><u>Evaluation</u> of presenting group members due by noon Tuesday</p>		<p>Download Notes:</p> <ul style="list-style-type: none"> <u>FileMaker Pro 4.0 & Excel Notes</u> <p>Emphasis will be on Survey Construction</p>		<p>Emphasis will be on Survey Construction completion and administration of the survey to class members.</p> <p>As noted on the assignment, up to 10 of the respondents may be from this class. The remaining 10 respondents must be from outside of the class members.</p>
Week 10	11 Spring Break	12	13 Spring Break	14	15 Spring Break
Week 11	<p>18 Topic: <u>Databases & Spreadsheets</u></p> <p>Download Notes:</p> <ul style="list-style-type: none"> <u>FileMaker Pro 4.0 & Excel Notes</u> <p>Emphasis will be on Survey Construction</p>	19	<p>20 Topic: Databases & Spreadsheets</p> <p>Emphasis will be on Database Construction using answers from Monday's survey.</p> <p>Due:</p> <ul style="list-style-type: none"> <u>Individual Reflection</u> of the PowerPoint experience (Note that this is different than the evaluation of group members) Submit as Word Document and Oncourse Attachment <p>Click on this link to see general writing assignment specifications.</p>	21	<p>22 Topic:</p> <p>Topic: Databases & Spreadsheets</p> <p>Emphasis will be on <u>Microsoft Excel Data Manipulation</u></p> <p>Due:</p> <ul style="list-style-type: none"> <u>PowerPoint Notes</u>
Week 12	25 Topic: <u>Databases and</u>	26	27 Topic: Open (We will answer questions on Databases and	28	29 Topic: <u>Web Project</u> (in working

