**AUBURN UNIVERSITY**

**COURSE SYLLABUS**

**Course Number:** CTMU 7970/7976

**Course Title:** Multimedia for World Language

**Credit Hours:** 3 hours

**Prerequisites:** Admission to Graduate School

**Date Syllabus Prepared:** Updated August 2017

**Instructor:** Dr. Jane M. Kuehne – kuehnjm@auburn.edu – 334-844-6852 (office)  
If you are having trouble logging in for class, you can call/text me at 334-332-7228 (cell).

**JUSTIFICATION FOR GRADUATE CREDIT**

Students will transfer their operational knowledge gained in this course to the design of educationally sound multimedia products. They will gain experience with different design paradigms so that they may choose the best paradigm for their educational goals. Advanced knowledge into device control structures and software protocols deepen understanding of how multimedia systems work.

**Resources**

* National and State Standards for your content area(s).
* *Required Software as indicated on Canvas including Microsoft Office, Working Web Browser, Google Drive Account (for Website Forms), Access to reliable internet and ability to log in for class using Zoom.*

**STUDENT LEARNING OUTCOMES**

**Students will demonstrate…**

1. Knowledge of
   1. computer assisted/online learning resources for students in their content area.
   2. electronic/online resources and how to find them to support learning in their content area.
   3. classroom computer setup and management including costs for initial setup and maintenance.
   4. ethics and copyright in using online and electronic software and content.
   5. legal consequences for violating copyright.
2. Ability to…
   1. create multimedia content in Microsoft Applications.
   2. manage and calculate data in Microsoft Excel.
   3. write effective lesson plans for their content area.
   4. create and edit digital audio content.
   5. create and edit digital video content.
   6. effectively integrate assessment in their content area.
   7. effectively distribute materials in an online/web environment.

**ASSIGNMENT DETAILS**

**10% Attendance**

1. Attend live class or view “class archives” (recordings of class).

NOTE: Much of the “how to do” will be included in the class archives, so it is imperative that you watch (or listen to) these if you miss a class time so you can see how to complete certain assignments. In the past, I required students to watch/listen and post detailed notes that demonstrate they watched/listened to the recorded classes. If necessary, I will require this, or will ask you to review the recordings if questions are asked that were clearly covered in the recordings.

**20% Online Learning, Lab Management, Legal, Ethics, Responsible Use**

1. Computer/Online Assisted Instruction Reviews
   1. Seek and Find Search Terms and Resources – Create a list of 10 resources and what search terms you used to find those resources.
   2. Online Resource Reviews of Free Downloadable Software Reviews (shareware or freeware)
2. Classroom/Computer Setup and Management
   1. Software – What software will you use?
   2. Costs for initial setup and maintenance
3. Legal, Ethics, Responsible Use
   1. Lesson Plans – Copyright and Fair Use
   2. Lesson Plans – Ethics and Digital Materials

**20% Microsoft Applications**

1. Word: Mail Merge Letters (Word + Excel), Multimedia Worksheet (Word), Accompanying Lesson Plans
2. PowerPoint: Multimedia Presentation 1 and 2, Accompanying Lesson Plans
3. Excel: Data, Grade Book, Statistics (Excel)

**25% Digital Audio and Video**

1. Digital Audio – Audio Snapshot “Podcast” (3-5-minute episode)
   1. Create an audio podcast session (i.e. like radio news spot, etc.) on a topic related to your Amazing Music Race.
      1. Include your “rough draft” script(s).
      2. Include student assessments
2. Digital Video – Interactive Video Lesson
   1. Create a video tutorial designed for students to watch independently.
      1. Include your “rough draft” script(s).
      2. Include student assessments

**25 % Website, Using a Web for Teaching**

You may use online creators like WIX or WEEBLY, or you may create directly on a server using MUSE, DREAMWEAVER, MS SHAREPOINT, etc. Post your website link that includes the following information.

1. Home Page
   1. Welcomes visitors and Introduces the Site, its purpose, what is on the site.
2. About Me or Biography Page
   1. Post your resume (not as a link but as text on the page) OR
   2. Post a short textual biography and a link to your existing resume (can be a link to a PDF) OR
   3. Post a longer textual biography with NO link to a resume document.
3. Class Projects Page(s)
   1. Post class assignments that are not linked on any other page(s) here.
   2. You may have an overall page and then subpages for each project, or you may put the links all on one page
   3. Must include "purpose of the files" textual information for each file.
      1. For example: "This PowerPoint file and accompanying lesson plan is designed to help students learn more about melodic contour and overall form of Aquarium by Saint-Saens. Included is the PowerPoint, an audio file (midi), and a suggested lesson plan."
   4. You may wish to "embed" your files (depending on the website designer site/program you use).
4. Amazing Music Race Pages and Answer Collection
   1. Required: 5 countries or 5 different cities/areas within one country
   2. You may want to include a page that talks about copyright as the first page – it would not count as one of the “countries or cities.”
   3. This should/could include some of the materials you create as part of this class.
   4. This should include a “quest” for students; they can complete this on their own linked to Google Docs Forms.
5. Contact Form
   1. A page that includes your contact information and a form for visitors to email you.
6. An Accessibility Page with documents that have all of the information on your pages.

**TENTATIVE COURSE SCHEDULE AND ASSIGNMENTS**

**(THIS WILL PROBABLY CHANGE.)**

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| **Weeks** | **Topics** | **Assignments** |
| 1 | Course Introduction; Overview of Assignments; Digital Versus Analog Background; Online Storage and Linking; Website Setup, Amazing Music Race Start; Google Forms; Lab Day Purposes | * Creating Public Folders in Google Drive, Drop box, AU Server (P and H drives), One Drive for large file storage. * Website (start Amazing Race Setup) |
| 2-4 | Online Learning – What is available online for teachers and students to use? Using computers in school, finding resources, managing equipment, software. | * Computer/Online Assisted Instruction Reviews, Accompanying Lesson Plans * Classroom/Computer “Lab” (including Mobile Lab) Setup and Management |
| Copyright, Ethics, Responsible Use Students and the Internet, Basic Digital Video  (Week 4 is Lab Day – I will be online to answer questions) | * Lesson Plans – Copyright and Fair Use (Part of Lesson Plan Unit); Ethics and Digital Materials (Part of Lesson Plan Unit) * Students and the Internet – Create a Public Service Announcement (PSA) Video (with assessment for students) |

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| 5 | Lab Day for Idea and Integration Development | * Looking at upcoming assignments, discuss your ideas for content linking each of the assignments together with Dr. Kuehne and your peers. |
| 6-7 | Microsoft Word  Microsoft Excel  Microsoft PowerPoint | * Word: Mail Merge Letters (Word + Excel), Multimedia Worksheet (Word), Accompanying Lesson Plans * Excel: Grade Book, Statistics (Excel), Schedule Creation (Excel) * PowerPoint: Multimedia Presentation 1, Accompanying Lesson Plans |
| 8 | Digital Audio | Digital Audio – Audio Snapshot Lesson/Radio Spot (3-4-minute episode) |
| 9-10 | Digital Video | Digital Video – Interactive Video Lesson |
| 11 | Lab Day for Working on Assignments | Lab Time, designed for you to work on your assignments. Dr. Kuehne will log in on Zoom and be available during normal class time to answer questions and provide support. |
| 12-14 | Putting it All Together on the Web  This will include one (or more) Lab Day(s) – I will be online to answer questions. | Website and other assignments |
| *15* | *Thanksgiving Break* |  |
| 16 | Finish Up and “Show and Tell” | Present your Website and Teaching Materials Created in Class or by recorded video. |

**GRADING PROCEDURES**

A total of 100 points is available. Each Assignment will be worth 100 points. Assignments are weighted as indicated on the Assignments section of this syllabus. The grading scale is: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Less than 60.

**CLASS POLICY STATEMENTS**

*Please see the Student Policy eHandbook for important information:* [*http://www.auburn.edu/student\_info/student\_policies/*](http://www.auburn.edu/student_info/student_policies/)

1. Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.
2. Excused absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.
3. Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absences(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins.
4. Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
5. Disability Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
6. Course contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, and addendum to your syllabus and/or course assignments will replace the original materials.
7. Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions: (a) Engage in responsible and ethical professional practices; (b) Contribute to collaborative learning communities; (c) Demonstrate a commitment to diversity; and (d) Model and nurture intellectual vitality.
8. The instructor reserves the right to modify this syllabus to best fit the needs of the students.