# EDMD 3300 -- INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS

Date Syllabus Prepared: **Jan 5, 2024**

**Credit Hours**

**2 semester hours (lecture/lab)**

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| --- |
| **Class Location and Time:**  **Monday/Wednesday Haley 3420 10:00-11:20**  **(This lab is in the LRC, 3400 quad of the Haley Center)** |

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# Professor

Sid Harden

[sfh0007@auburn.edu](mailto:sfh0007@auburn.edu)

Office Hours: I am available as needed via ZOOM or 15 minutes before or after Face-to-Face sessions.

**Contact me via email to setup an appointment.**

# Mode of Instruction

**This course is a hybrid course**. It will be taught both face to face and online using recorded ZOOM sessions. The current plan is;

17 – Required Face to Face sessions

1 – Optional Face to Face session

2 - Recorded Zoom Sessions.

8 - Lab Sessions (Independent Work on Projects)

**28 – TOTAL**

**Attendance is required for ALL Face-to-Face lecture sessions** **unless specified. Some lecture sessions will be recorded and may be viewed independently via ZOOM.**

**Face to Face sessions are not recorded. Students who miss a class session should contact the instructor for assistance as needed. Many of the units include a PowerPoint presentation which is available in Canvas.**

**Some sessions are required attendance and some sessions are lab sessions and may be used to complete required projects and assessments.**

**There are 17 Required Face to Face sessions with required attendance. Each required session is worth 1 attendance points.** **ALL students start with 17 attendance points.** **Unexcused absences will result in a deduction of these points.** ***PLEASE NOTE: If adjustments are made in the number of required sessions there will be an adjustment in the attendance points also.***

# In addition, students may be required to complete supporting explorative activities in the LRC. Haley Center 3400 quad. Students should follow all required safety measures and follow LRC procedures.

# COVID Safety Restrictions

**Current university guidelines as required.**

# Text(s):

Cennamo, K., Ross, J., Ertmer, P. (2019). *Technology integration for meaningful classroom use: A standards-based approach 3rd Edition* Belmont, CA: Wadworth.

*\*****note: textbook will be available in Canvas via All Access text****. Students who wish a print version should contact Rusty Weldon (*[*books@auburn.edu*](mailto:books@auburn.edu)*) at the AU bookstore.*

Other readings as assigned by the instructor

# Other Materials:

## Required:

*Electronic Storage media*

Canvas

Gmail Account

Google Classroom

## Recommended:

*Software*. Students will be using a variety of software packages throughout the semester. Some of the pieces of software are available to students on the AU campus. Students should ensure that they have the skills and ability to permit trial versions of software to be loaded onto their personal devices (if appropriate).

# Course Description:

Basics of current and emerging instructional and communication technologies with primary emphasis on curricular integration. Location, selection, and application of technology resources (Internet, commercially authored software, etc.) for curricular needs with emphasis on developmental stages, learning styles and learning taxonomies.

# Course Objectives:

In addition to the items listed below, course objectives include a subset of key indicators from the Alabama Quality Teaching Standards. Indicators taught within this course for are in bold font in this list. These indicators pertain to “Content Knowledge,” “Teaching & Learning,” “Literacy,” and “Professionalism.”

# Content Knowledge

* + Designs instructional activities based on state content standards
  + Provides instructional accommodations, modifications, and adaptations to meet the needs of each individual learner

# Teaching & Learning

* + Designs coherent lessons that integrate a variety of instructional strategies
  + Uses formative assessments to adjust instruction
  + Uses summative assessments to measure learner attainment of specified learning targets

# Literacy

* + Demonstrates standard oral and written communications
  + Identifies and integrates available emerging technologies into the teaching of all content areas
  + Facilitates learners' individual and collaborative use of technology

# Professionalism

* + Exhibits professional ethics and integrity
  + Complies with local, state, and federal regulations and policies

# Course Requirements:

* Successfully complete all mini-projects and final project.
* Successfully complete all reflection activities.
* Successfully master quizzes covering concepts from the textbooks & online lectures/discussions.
* Attend each scheduled lab meeting as well as participate in activities and discussions in an active and collegial fashion.

***Note:*** ([https://sites.auburn.edu/admin/universitypolicies/](https://sites.auburn.edu/admin/universitypolicies/Policies/CreditHourPolicy.pdf) [Policies/CreditHourPolicy.pdf](https://sites.auburn.edu/admin/universitypolicies/Policies/CreditHourPolicy.pdf)) Please be aware that the university has the expectation that for each credit hour a course is worth, students should spend between **3 and 3½** total hours per week on that course. So, for EDMD 3300 (a 2 credit hour course) students should expect to spend **6-7 hrs** per week working on assignments, studying for quizzes

and completing other activities for the class. These numbers are true for a regular semester-long class that does not include a lab component. For classes that have lab components, such as EDMD 3300, the lab work is in addition to the in-class work. As a rule, the 6-7 hr expectation is an “average” expectation. Some weeks, the time required will be lighter than others. Some weeks, it will be heavier. Also, some students may require a fewer number of hours spent in class preparation.

*PLEASE NOTE: This calendar may change during the semester. If there is a significant change you will be notified via email and or a class announcement in Canvas.*

# Course Content

Date Activities / Readings Assignments

|  |  |  |
| --- | --- | --- |
| **January 10th**  **FACE TO FACE #1**  **Attendance REQUIRED** | **Introduction Chapter 1 – Part 1**   * **Welcome** * **Class Syllabus** * **Overview of Final Project** * **History of Technology** * **Phases of Computer Development** | **TO DO:**   * **READ Chapter 1 by next class.** * **Review notes** |
| **January 17th**  **FACE TO FACE #2**  **Attendance REQUIRED** | **Chpt 1 continued – Technology Integration**   * **Technology Survey – Google Forms** * **The impact of COVID 19 on technology utilization** * **Integration Continuum Activity** * **Google Classroom Introduction and Final Project Overview** | **TO DO:**   * **READ Chapter 2 by next class.** * **Review notes** * **Complete Chapter 1 Quiz** |
| **January 22nd**  **FACE TO FACE #3**  **Attendance REQUIRED** | **Chapter 2 Teacher as Learner**   * **TECHNOLOGY STANDARDS** * **ISTE Standards for Teachers** * **Set 3 Personal Tech Goals based on Self-Assessment & ISTE Standards** * **INSTRUCTIONAL STANDARDS** * **ALEX Identifying a Lesson Focus/Standard for FINAL PROJECT** | **TO DO:**   * **Complete Self-Assessment using Google Forms before next class** * **Complete REFLECTION #1 based on your SELF ASSESSMENT results** * **Complete Mini-Project #1 e-Portfolio / Wiki using Google Sites** * **PLN BONUS ACTIVITY** * **Complete Chapter 2 Quiz** * **READ Chapter 3 by next class.** * **Review notes** |
| **January 24th**  **Lab Session #1** | Independent work on projects | **Work on Mini-project #1 and Reflection #1. Complete Chapter 2 Quiz** |
| **January 29th**  **FACE TO FACE #4**  **Attendance REQUIRED** | **Chapter 3 Authentic Instruction**   * **Critical Thinking** * **Bloom’s Taxonomy** * **Deeper Learning** * **Instructional Objectives** * **Virtual Fieldtrips** * **Google Earth** * **Simulations** | **TO DO:**   * **Mini-Project #2 Authentic Resources with Objectives** * **READ Chapter 4** * **Review notes** * **Complete Chapter 3 Quiz** |
| **January 31st**  **Lab Session #2** | Independent work on projects | **Work on Mini-project #2 and complete Chapter 3 Quiz** |
| **February 5th**  **FACE TO FACE #5**  **Attendance REQUIRED** | **Chapter 4 Personalized Learning**   * **Merrill’s First Principles of Instruction** * ***Setting Goals – page 86*** * ***Provide Learning Activities – pages 86 & 87*** * ***Monitor Student Progress – pages 87 & 88*** * ***Evaluating Instructional Effectiveness – pages 88 & 89*** * ***Differentiation – Stories from Practice page 95*** * ***Gardner’s Multiple Intelligences – Figure 4-3*** * ***UDL Principles Figure 4-4*** * ***Appendix D Assistive Technologies*** | **TO DO:**   * **Mini-Project #3: Personalized Learning**   **KWHL Chart /Accommodations**  **Scenarios**   * **Complete Chapter 4 Quiz** * **READ Chapter 5** * **Review notes** |
| **February 7th**  **Lab Session #3** | Independent work on projects | **Work on mini-project #3 and complete Chapter 4 quiz** |
| **February 12th**  **FACE TO FACE #6**  **Attendance REQUIRED** | **Chapter 5 Supportive Classroom Culture**  **How to ask good questions Figure 5-2**  **Strategies for Effective Class Discussion Table 5-1**  **Productive Student Groups**  **Anchor Charts**  **Interactive Displays – Tech Tools & Tips pages 123 & 124**  **Variations in Interactive Boards/ Minimum requirements**  **SMART software**  **Teacher Tools** | **TO DO:**   * **Mini-Project #4 Interactive Boards** * **Chapter 5 Hands on Quiz** |
| **February 14th**  **FACE TO FACE #7**  **Attendance REQUIRED** | **Creating lessons using SMART Notebook**  **Class Work Session** | **Work on Mini-project #4 and Chapter 5 Hands on Quiz** |
| **February 19th**  **FACE TO FACE #8**  **Attendance REQUIRED** | **EXPLORE VR AND AR**  **OCCULUS VR**  **GOOGLE CARDBOARD**  **AR CUBES** |  |
| **February 21st**  **FACE TO FACE #9**  **Attendance REQUIRED** | **Chapter 6 Technology Enriched Learning**   * **Common Applications – Table 6-2 Table 6.3** * **Selecting & Evaluating Apps – page 137** * **Apps Evaluation Form**   **Using Streaming Media Sites** | **TO DO:**   * **Mini-Project #5**   **Effective Use of Streaming Media**   * **Chapter 6 Quiz** * **STUDY for MIDTERM** |
| **February 26th**  **Lab Session #4** | Independent work on projects | **Work on Mini-project #5 and Chapter 6 quiz**  **STUDY for MIDTERM** |
| **February 28th**  **FACE TO FACE #10**  **Attendance REQUIRED** | **Midterm (Chapters 1-6)** | **Midterm (Chapters 1-6)**  **There is no quiz for Chapter 6…but questions for Chapter 6 are included on the midterm.** |
| **March 11th**  **REC**  **ZOOM #1** | **Chapter 8 Creative Expression**   * **Digital Storytelling** * **Wikis** * **Blogs** * **Shared Productivity – Google Docs** * **Digital Curation** * **Authority, Value & Validity of Information** | **TO DO:**   * **Mini-Project # 6 Creativity& Curation using Pixton** * **Chapter 8 Quiz** |
| **March 13th**  **Lab Session #5** | Independent work on projects | **Work on Mini-Project #6**  **Complete Chapter 8 quiz** |
| **March 18th**  **FACE TO FACE #11**  **Attendance REQUIRED** | **Chapter 7 Facilitating Problem Solving**   * STEM * MAKERSPACE * CODING * BRAIN STORMING * DESIGN MODELS * AR * VR | **TO DO:**  **Group Prep for Mini-Project #7 STEM/Makerspace in class** |
| **March 20th**  **FACE TO FACE #12**  **Attendance REQUIRED** | **Group Exploration and Demonstration** | **TO DO:**   * **Mini-Project #7**   **STEM/Makerspace Exploration & Report completed in class.**   * **Complete Chapter 7 Quiz** |
| **March 25th**  **FACE TO FACE #13**  **Attendance REQUIRED** | **Chapter 9 Teacher as Analyst**   * **Summative** * **Formative** * **Varied Formats** * **Rubrics** * **Student Management Systems** | **TO DO:**   * **Mini-Project 8 Assessments** * **Complete Chapter 9 Quiz** |
| **March 27th**  **Lab Session #6** | Independent work on projects | **Work on Mini-project #8 and complete Chapter 9 Quiz** |
| **April 1st**  **FACE TO FACE #14**  **Attendance REQUIRED** | **Chapter 10 Teacher as Collaborator**   * **BYOD Forsyth County GA** * **BYOD Initiatives – page 213** * **Equitable Access** * **Digital Divide**   **Discussion Digital Divide & BYOD** | **TO DO:**   * **Mini-Project #9** * **QR Codes & Digital Divide** * **Chapter 10 Quiz** |
| **April 3rd**  **Lab Session #7** | * Independent work on projects | **Work on Mini-project #9 and complete Chapter 10 Quiz** |
| **April 8th**  **FACE TO FACE #15**  **Attendance REQUIRED** | **Chapter 11 Digital Citizenship**   * **AUPS for Teachers & Students** * **Stories from Practice page 244** * **Acceptable Use Table 10.1** * **Copyright Table 10.2** * **Fair Use page 248** * **Creative Commons** * **Protecting Student Rights/Safety** | **TO DO:**   * **Mini-Project # 10 Common Sense Media – search for Digital Citizenship lesson**   **Use Lesson Plan template**  **Create Google Classroom**  **& Assignment**   * **Chapter 11 Quiz** |
| **April 10th**  **Lab Session #8** | Independent work on projects | **Work on Mini-project #10 and complete Chapter 11 Quiz** |
| **April 15th**  **REC**  **ZOOM #2** | Chapter 12 Leadership | **To Do:**   * **REFLECTION # 2**   **SELF ASSESSMENT REVISIT**   * **Leadership Bonus Activity** * **Chapter 12 BONUS QUIZ** |
| **April 17th**  **FACE TO FACE #16**  **Attendance REQUIRED** | FINAL PROJECT INTRODUCTION | **REFLECTION # 2**  **SELF ASSESSMENT REVISIT due** |
| **April 22nd**  **FACE TO FACE #17**  **Attendance REQUIRED** | FINAL PROJECT WORKSESSION | **To Do:**  **Work on Final Project** |
| **April 24th**  **FACE TO FACE**  **#18**  **Attendance OPTIONAL but STRONGLY ENCOURAGED** | FINAL PROJECT  WORK SESSION | **To Do:**   * **Work on Final Project** |
| **May 1st**  **12:00 NOON** | FINAL PROJECT DEADLINE | * **Projects must be submitted no later than at 12:00 NOON CENTRAL TIME. Projects submitted after that date/time WILL NOT BE ACCEPTED or GRADED.** |
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**Assessment:**

Students will receive points for assignments based on the following scale.

Points Available

(10) Mini-Projects 15 points each………………………..150

(2) Self Assessments / Reflections 10 points each.………..20

1 Midterm……………………………………………….…60

(11) Quizzes 10 points each……………………………...110

Final Project………………………...………………….….75

**(The Final Project = Your Final Exam)**

Attendance……………………………………………..…17

# Total ............................................................................... 432 pts

# Your TOTAL GRADE in Canvas will show up as a percentage not points. The grade shown in Canvas is the grade you have earned.

***Note:***

***Mini-projects are extremely important because they serve as the foundation for your Final Project. Failure to consistently complete the Mini-projects will have a major impact on your Final Project and your final grade in the course.***

***Extra Credit points are not available. Students should not expect to rely on extra credit points in order to earn any particular desired letter grade. Bonus point activities may be available at the instructor’s discretion but these points will be available to ALL students.***

([https://sites.auburn.edu/admin/universitypolicies/](https://sites.auburn.edu/admin/universitypolicies/Policies/FacultyPolicyonAssigningGradesofIncomplete.pdf) [Policies/FacultyPolicyonAssigningGradesofIncomplete.pdf](https://sites.auburn.edu/admin/universitypolicies/Policies/FacultyPolicyonAssigningGradesofIncomplete.pdf)) From time to time, students request a grade of IN (Incomplete) be assigned for the course. The University has a policy that describes the requirements for the assignment of IN grades. This policy will be followed when IN grades are requested.

**\*\*\*\*Any assignment presented or submitted after the due date (without prior permission from the professor) for an unexcused reason will be penalized. The assignment will be accepted for 1 class period beyond the due date but the maximum score possible will equal 70% of the original maximum score. For example, a maximum of 10 points becomes a maximum of 7 points. Unexcused late assignments presented or turned in after 2 class days will not be accepted and will receive a grade of zero (0).**

**If an assignment is not completed by the due date a grade of zero will be assigned BUT if the assignment is currently open you may still complete it for partial credit.**

**Quizzes MUST be completed by the due date. They will close automatically on the due date.**

**Make-ups for quizzes will be given only for University approved excuses as outlined in the Student Policy eHandbook. For example: Caring for a sick pet is NOT EXCUSED. Arrangements to take a make-up quiz must be made in advance. Students who miss a quiz or an exam because of illness need a doctor’s statement of verification of sickness and should clear the absence with the instructor the day they return to class. See above for specific information regarding the documentation of pre-scheduled absences from class.**

***Extra Credit is not available. Bonus point activities may be provided at the discretion of the instructor but they will be available to ALL students.***

# Class Policy Statements:

## Special notes:

* Students should make sure that any technological problems encountered while using public computers in the LRC, or while in class are *immediately* reported to the instructor, and to the LRC staff in writing. Students should write the number of the computer (found either on the monitor or on the CPU), the time the problem occurred, the specific tasks being attempted when the problem occurred, name & email of the student discovering the problem, and a detailed description of the problem. This will provide the LRC staff with the necessary information to quickly address and correct the problem.
* Students are also *strongly* encouraged to contact the instructor regularly during class, office hours or via e-mail for assistance; clarification, if needed, on assignment requirements; and for periodic review of class progress.
* Auburn University has provided each student with an email account. These accounts are used as the official communication medium between the university and the student. For this reason, students should communicate with the instructor using *only* their official university (TigerMail) accounts or via the Canvas messaging options. Email originating from Hotmail, AOL, or other non-Auburn sources will *not* be opened by the instructor.

## Evacuation Policy:

In case of fire or other building evacuation alarm being sounded in an Auburn University building, students and instructors are expected to **immediately leave the building**. In the event of a severe weather alert (e.g. tornado), students and instructors are expected to **immediately leave the classroom and proceed to the nearest safe destination** (to be identified by the instructor during the first week of class) **This is to ensure the safety of all class members.** In case an alarm is sounded during the class meeting period, the following locations will be designated meeting areas for members of EDMD 3300.

Student who may require special assistance in the event of a needed evacuation are asked to speak with the instructor after class. Arrangements will be made to ensure the safe evacuation of ALL students in the class.

# Building Re-entry (All Sections)

1. If the evacuation alarm sounds within the last 30 minutes of a class meeting period, class will be dismissed once all students have checked in with the instructor at the designated meeting area.
2. If the alarm sounds with more than 30 minutes of class time remaining, the instructor will notify the students regarding class dismissal once the entire class has checked in at the designated meeting area.
3. Bottom Line: Get out of the building safely and then the instructor will tell you what to do from there.

## Professionalism:

*The College of Education Statement on 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 are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

*EDMD 3300 Policies related to Professionalism:*

* An important skill for teachers is the ability to communicate effectively with a wide variety of people. Parents, administrators, students and peers all participate in the communication process with teachers. As such, future teachers should begin to master the art of effective and appropriate communication skills. The instructors are aware that many students utilize shorthand methods of communication with peers that are associated with text message software and hardware. However, this type of communication is *not appropriate* in a professional setting, such as with instructors and professors. Therefore, the instructors expect students to use standard forms of grammar, punctuation and spelling when using email to inquire about course-related activities or problems. Some examples of inappropriate written communication habits that have been used by past students include:
  + Addressing the instructor using inappropriately familiar language
  + Use of “Hey…” to begin written communication
  + Use of all capital letters in a message
  + Failure to punctuate and spell properly
  + Formatting written communication as if it were an instant message or text message between peers (particularly the use of text message shorthand)

This list is not exhaustive; however, it does provide a good starting point for proof- reading and editing of written communication.

* In addition to professional written communication, EDMD 3300 students are expected to comport themselves in a professional manner during class meeting times as well as conferences with the instructors. Accessing non-class related websites during class (i.e. Face Book, wedding planning sites, etc.) demonstrates a lack of professionalism and respect for the instructor and others enrolled in the class. This type of web use during class should not occur.
* At times there will be guest speakers or guest lecturers invited to present to the class. When guests are present students should ensure that they comport themselves with the utmost professionalism. To do otherwise reflects poorly on Auburn University, the College of Education and themselves.

## Assignment Submission:

1. Assignments are due on the due date assigned. The assignment may be available for a longer period, but this does not change the original due date.
2. **\*\*\*\*Any assignment presented or submitted after the due date (without prior permission from the professor) for an unexcused reason will be penalized. The assignment will be accepted for 1 class period beyond the due date but the maximum score possible will equal 70% of the original maximum score. For example, a maximum of 10 points becomes a maximum of 7 points. Unexcused late assignments presented or turned in after 2 class days will not be accepted and will receive a grade of zero (0).**

**If an assignment is not completed by the due date a grade of zero will be assigned BUT if the assignment is currently open you may still complete it for partial credit.**

**Quizzes MUST be completed by the due date. They will close automatically on the due date.**

1. EDMD 3300 instructors will utilize the Canvas and/or Google Classroom for the submission of most work.

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## Data Maintenance:

* It is the *student's responsibility* to maintain backup copies of disks and assignments and to complete the work in the time available. Students are *strongly encouraged* to utilize their One Drive space provided by Auburn University as one of their back-up options. However, this should **not** be the **only** option used by students. Cloud storage, backup removable media and multiple copies of files should also be used to guard against data loss. Failure to submit assignments due to data loss is not an acceptable excuse.
* Students are *strongly encouraged* to make regular time in their schedules for the completion of computer-based projects. Typically *more time* is needed than is available in the class meeting schedule for the successful completion of these projects.
* The instructor may request to see a student's backup copies of electronic files at any time during the semester in order to assess progress.

## Personal Electronic Device(s) Policy (based on the AU Classroom Behavior Policy)

(https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf)

* As a future professional educator it is important that you are able to demonstrate an appropriate level of attentiveness during professional meetings such as faculty meetings, parent/teacher conferences, and staff development workshops. The parallel to those activities is demonstrated in your attentiveness during class sessions. This includes instructional presentations by your instructor, your classmates and guest speakers as well as your ability to attend to activities or projects that you are directed to complete during class sessions. **As such students are reminded that laptops, cell phones, Blackberries, iPods, iPhones, text messaging, E-mail devices or any forms of technology or technology related activities (i.e. “surfing” the Web) that are not pertinent to the lesson being conducted during class should not be used.** If you are using one of these during an unapproved time, I will request that you put it away. If I have to mention it again at any point during the semester, you will be asked to leave that class session, and that will count as an unexcused absence.
* Obviously, this is a technology utilization course, and there will be times when the use of such devices MAY be warranted (such as if you need to use your personal laptop to complete a project due to software that you have loaded on to it but might not be on the classroom computer.
* Some examples of activities that you should not engage in during class time (unless specifically directed to do so by your instructor) include (but are not limited to):
  + Visiting Social Network sites such as My Space or Facebook
  + Online shopping/ordering
  + Wedding Planning
  + Online gaming
  + Completing or working on assignments or projects for classes other than this one
* Some examples of activities that you should feel free and are encouraged to engage in during class time include (but are not limited to):
  + Following along with skills lessons
  + Asking your instructor for technical help for projects of any sort (time permitting). We want you to ask questions, that’s how you learn. If you have a technology problem with a project or assignment for another class, we’re happy to help to the extent possible.
  + Demonstrate to your instructor how you’ve implemented skills or concepts learned in one class session to projects/assignments for another class session.
  + Submit to the instructor resources that may apply to skills, topics, or lessons that have been completed in class. If they’re good, we’ll include them on the class Canvas site.
  + Use the technology resources available to you in the classroom in order to organize your own learning activities for class.
  + During appropriate times, explore, try, learn, … put your hands on the software or other equipment and “get your hands dirty.” That’s also how you learn.
* Cell phones should be set to silent or vibrate and be kept in your bag or pocket during class time. Your instructor will not have a cell phone on, neither should you. If you have a compelling reason to have your phone visible and in a potentially distracting situation, you must receive permission from the instructor first. Otherwise, you will be asked to put the phone away as indicated in the first bullet point.

## Attendance Policy

(https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassAttendance.pdf)

* As future professionals, it is incumbent upon you to demonstrate that you are ready to begin meeting the demands of the teaching profession. When you are employed as a full-time teacher, you will be expected to be present in your classroom each of the days of your contract (typically 150-180 teaching days
* per year plus additional staff-only days, depending on the district). ***You cannot teach if you are not present! Students are required to attend all Face to Face Sessions. There may be a few work sessions where attendance is optional but STRONGLY ENCOURAGED.***
* If you are absent on a day that work is due, you must make sure that it was submitted ON TIME via Canvas or Google Classroom. Then, when you return to class, you should bring your documentation for absence to me. **Students who are absent for “excused” reasons (please see the Student Policy eHandbook for specific information regarding excused absences) must provide the instructor with appropriate documentation within one (1) week from the date of the absence.** For classes that meet once per week, that means that the documentation must be provided to the instructor **no later than the end of the class session following the date of the absence.** If the reason for the absence is such that this is not possible, it is the student’s responsibility to communicate with the instructor and make other arrangements.
* Other unavoidable absences (e.g. pre-scheduled medical appointments, travel for university sponsored events/organizations, etc.) from campus must be documented and cleared with the instructor in advance. ***Please note:*** Simply informing the instructor of an absence does not automatically cause that absence to be considered “excused.” It is the student’s responsibility to provide appropriate documentation of excused absences for make-up purposes. In the case of travel for University sponsored events, you will need to provide documentation from the sponsor/faculty member in charge on University letterhead to authenticate the reason for the absence. Failure to provide documentation within 1 week of return to class will result in a 0 being entered in the gradebook for any missed work or examinations.
* “Excused” absences are defined as absences that have been documented as occurring for University approved reasons. **ALL absences will be considered to be “Unexcused” until and unless the instructor is in possession of the appropriate documentation for that absence.** Please be aware that the instructor will verify any or all medical or other documentation that is presented for absence verification purposes. *The falsification or forgery of medical documentation or other documentation for absence verification is considered to be an act of Academic Dishonesty, subject to sanctions as spelled out in the Student Policy eHandbook by the Academic Dishonesty Committee.* Additionally, some physicians have been known to file separate civil charges against those who have committed this type of forgery.
* ***Sending an email notifying me of an absence DOES NOT MEAN your absence is excused.***

## Make-up quizzes:

Make-ups for quizzes will be given **only** for University approved excuses as outlined in the Student Policy eHandbook. For example: Caring for a sick pet is NOT EXCUSED. Arrangements to take a make-up quiz must be made in advance. Students who miss a quiz or an exam because of illness need a doctor’s statement of verification of sickness and should clear the absence with the instructor the day they return to class. See above for specific information regarding the documentation of pre-scheduled absences from class.

## Make-up assignments:

Students who miss class on days when assignments are due have two responsibilities. First, they must submit the work that is due *prior* to the start of class using the appropriate online submission procedure(s) (i.e. Assignment drop box, posting a discussion, or other as communicated by the instructor). Second, they must be sure to bring university approved documentation in cases where the absence should be considered “excused.” If students have questions regarding the submission procedures, they should email the appropriate instructor for clarification *prior* to the absence.

Situations of “extenuating” circumstances (ie. Extended stays in the hospital) should be communicated to the instructor as soon as is possible. Students should make every effort to resolve any missing work upon their return to class(es). Appropriate documentation **will** be required in order to make arrangements for special scheduling needs in these circumstances.

## Academic Misconduct:

*The College of Education’s Honesty statement:* The University Academic Honesty Code Rules and Regulations pertaining to Cheating will apply to this class.

*EDMD 3300 Honesty statement:* All acts of dishonesty (including, but not limited to: giving or receiving assistance on exams or quizzes, acts of

plagiarism, submitting work completed by another individual) in any work constitute academic misconduct. The University Academic Honesty Code will be followed in the event of academic misconduct. Acts of dishonesty in any work will result in a grade of "Pending" (PE) for the affected assignment for all parties involved until such time as the matter is resolved as per university policy. See the Student Policy eHandbook for more specific information. ([https://sites.auburn.edu/admin/universitypolicies/Policies/](https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf)

[AcademicHonestyCode.pdf](https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf)) Each instructor will provide specific information regarding what constitutes acceptable and unacceptable practice regarding use of the work from others to the students of each class. Students who have questions regarding the acceptability of any action dealing with class-related work should contact the instructor prior to submitting the work for credit. Once the work has been submitted for evaluation and/or credit to the instructor, academic honesty standards will be applied to the work and the student.

## Computer Security:

Printers in the LRC are networked so that students do not have to pay as they print. However, students should remember that each print job that is executed under their userid will be charged to their bursar bill.

Only students in the College of Education, or those students enrolled in College of Education courses are permitted to use the computers in the LRC computing center and the LRC classrooms. Under ***no*** circumstances should students share userids and/or passwords with roommates, classmates, or other Auburn University students. The sharing of userids and passwords is considered to be in violation of the Auburn University computing terms of use, and may result in a revocation of computing privileges.

Students are *strongly encouraged* to change their passwords on a regular basis to ensure against unauthorized use by others.

## Accommodations:

Students who need accommodations are asked to arrange a private ZOOM meeting the first week of classes, or as soon as possible if accommodations are needed immediately. To set up this meeting, please contact me by e-mail. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Accessibility Office at 1244 Haley Center, 844-2096 (V/TT). I CANNOT provide or modify accommodations until I have received official notification from the Accessibility Office.

## Other Class Policy Statements:

***The instructor reserves the right to alter the schedule and content of this syllabus in order to accommodate the needs of the students and/or in light of university and academic schedule changes.***

***Sending an email notifying me of an absence DOES NOT MEAN your absence is excused. All absences are only excused if you provide me with a valid medical excuse.***