

University of Louisiana at Lafayette
College of Education
CLASS SYLLABUS

Course Description

KNES 205: Computer Technology in Kinesiology (3, 0, 3)

The study of technology as related to kinesiology.

Course: KNES 205	Semester: FALL 2006
Schedule: MW or TR	Location: Lab – Room 152
Instructor: Connie Hunter Lavergne	Office Hours:
Telephone: 337-482-6560	MWF: 7:30-8:30, 9:30-10:30, 11:30-12:30 TR: 7:30-9:00 AM
Email address: swim@louisiana.edu	Office: 135A Bourg. HALL

Required Materials:

- 1 ream of copy paper
- USB Drive (flash or pen drive)
- UL - e-mail account (Help desk in Stevens Hall)

HOMEWORK ASSIGNMENTS	Points
10 pts each distance learning assignment	70
Class work & Participation	45
PROJECTS	
PowerPoint presentation autobiography project	100
Excel Project	100
Resume & Cover letter – MS Word	30
Website Project	30
Flyer and Business Card	30
*Pass-Port Folio	25
EXAMS	
Technology Competency quizzes (0-50 pts)	?
Comprehensive Final Exam ***** <i>GIVEN IN CLASSROOM ONLY</i> *****	100
EXTRA POINTS	
Extra Points Club membership worth 5 extra points. ***** Extra Points are added to the total number of points accumulated and then divided by the possible points.	?

Conceptual Framework: The Responsive Professional

The conceptual framework of the UL Lafayette College of Education is designed to expand upon the institution’s commitment to be a responsive university. Teacher candidates are expected to demonstrate knowledge, skills, and dispositions associated with the four elements of a *Responsive Professional*. Responsive Professionals

demonstrate expertise in knowledge and practice. They are reflective practitioners who respect diversity and demonstrate a commitment to professionalism.

Course Objectives and Corresponding Unit Outcomes

1. Understands the benefits/advantages of technology. (CF-K2) (Disp 3)
2. Recognizes the history of computer technology. (CF-K2) (Disp 4)
3. Is aware of the basic components of a computer. (CF-K2) (Disp 4)
4. Demonstrates the effective use of technology. (CF-K7) (Disp 4)
5. Is aware of how to incorporate technology into their chosen profession as an exercise scientist, athletic trainer, health & physical education teacher, or health promotion specialist. (CF-K7) (Disp 1)
6. Implements various productivity tools that can be used in their future professions as exercise scientists, athletic trainers, health & physical education teachers, or health promotion specialists (word processing, spreadsheet, PowerPoint). (CF-K7) (Disp 7)
7. Is able to recognize online journals & perform Internet research searches pertaining to their emphasis area of exercise science, athletic training, health & physical education teacher or health promotion specialist. (CF-K7) (Disp 8)
8. Participates in professional organizations, meetings or conferences pertaining to their emphasis area (exercise scientist, athletic trainer, health & physical education teacher, or health promotion specialist). (CF-P7) (Disp 1)
9. Demonstrate basic technology skills as measured by the use of productivity tools for word processing, database management, and spreadsheet applications. (CF-K7, CF-R1) (Disp. 2, 4,8)
10. Demonstrate proficiency in the use of PASS-PORT, as measured by the use of the system to input required documents in the portfolio. (CF-K7) (Disp. 2, 7)
11. Demonstrate basic communication skills, as measured by the use of UL Lafayette web mail and Moodle. (CF-P1) (Disp. 1, 5, 6)
12. Demonstrate knowledge of equity, ethics, legal, and human issues concerning use of computers and technology as measured by documents posted on the online systems. (CF-K9, CF-D2, CF-D4, CF-D5, CF-P3) (Disp.1, 2,3, 5, 6,8)
13. Use terminology related to computers and technology appropriately in written and oral communication. (CF-K2, CF-K7) (Disp.1,2,7)
14. Operate a multimedia computer system with related peripheral devices to successfully utilize a variety of software packages. (CF-K2, CF-K7, CF-R1) (Disp.1, 2,4,7,8)
15. Engage in professional development activities as measured by documents posted on the online systems. (CF-P3, CF-P5, CF-P7) (Disp.1,3)

Course Requirements

E-mail account- Students are required to set up an email account for this class. It will take the help desk 24 hours to activate your account, so please keep this in mind. Go to Stephen's Hall Help Desk and register for an account.

Homework - *seven assignments* worth 10 points each for a total of **70 points. These may be Tutorials, Internet assignments, excel, flyers, calendars, PASS-PORT Tutorials and Activities or Discussion Board assignments. The assignments with the directions to the assignment can be found in the Assignment link. Due dates are posted on the Calendar.**

On the due date by 6 a.m. your homework files should be copied into appropriate Moodle folder. Back up your work—if you lose it you will have to do over.

******* Assignments will NOT be accepted late for points however, they must be complete even if late to pass the class. *******

Follow all directions for maximum points. When you post an assignment to Moodle correctly titled - points will be deducted if this is not done. Homework is marked as done or not done. Homework will receive a grade of A if it is turned in on time, labeled, and in order. Homework turned in late, not in order, or not labeled will receive a grade of F. *Incomplete homework may result in a failing grade for this class.* All homework must be turned in if you wish to pass this class. Even if your homework is late and you already have an F for the homework day, you still must complete the homework. Any student missing more than **15%** of assigned homework will not pass, regardless of grades on test or graded project assignments. Your daily homework grade is strictly for timeliness and orderliness.

Class work & Participation - daily attendance and helping fellow students will determine your participation grade.

HOMEWORK ASSIGNMENTS	Point Total
10 pts each distance learning assignment	70
Class work & Participation	45

Projects - Directions and requirements for each project is posted in the Course Document link on Moodle. Follow all directions for maximum points. You must include your name, class number & section number on all submissions for maximum points. Due dates are posted on the Calendar.

******* All projects are due on the due date by 6am.
***** Projects will NOT be accepted late.**

PROJECTS	
PowerPoint presentation autobiography	100
Excel Project	100
Resume & Cover letter - MS Word	30
Website project	30
Flyer and Business Card	30
*Pass-Port Folio	25

Exam - the final exam is worth 100 points. Materials will come from readings (websites), assignments, and any notes from topic areas covered. Exam will be taken online. On quiz day, the quizzes are posted from 6:00am - 6:00pm. When you go online and begin taking the exam, you will have 1 hour to complete the exam. If your browser kicks you off while you are taking your exam, you must email me (include name, class & section) for me to be able to reset your exam. You must email me the day of the exam; not the day after. Be sure to email me - not telephone.

EXAMS	
Technology Competency quizzes (0-50 pts)	*****
Comprehensive Final Exam ***** <u>GIVEN IN CLASSROOM ONLY</u> *****	100

Club membership - worth *5 extra points*. All students may join either the KNES Club or the Athletic Training Club (see faculty club advisor for joining). The due date for joining the club is posted on your course calendar.

EXTRA POINTS	
Extra Points Club membership worth <i>5 extra points</i> . *****	*****
Extra Points are added to the total number of points accumulated and then divided by the possible points.	

Attendance - Good attendance is expected. Please make every effort to be on time for class. If you are absent, it is your responsibility to obtain notes from another student.

Make-up test are given at the convenience of the instructor. You must have an acceptable excuse in order to make up a test.

- a. Illness that can be verified by a doctor
- b. Death of a family member
- c. University sponsored trip
- d. Court appearance
- e. Other as accepted by the instructor.

Your excuse must be presented at the time of your return to class.

- a. Attendance will be taken every class session. **You are required to sign the attendance report.** Attendance is required. If you do not sign the attendance report, you will be marked absent.
- b. The University allows each faculty member to determine what constitutes excessive absences (excused or unexcused) as long as they are not less than 10% of the total number of class meetings. Students enrolled in classes that meet twice a **week will be allowed three absences only.**

Excused absences are defined as:

- (1) illness: documented by a health professional,
- (2) serious accident: documented by police report or injury report,
- (3) required attendance at an authorized university sponsored event- documentation required,
- (4) or permission from the Instructor **PRIOR** to the class that is to be missed.

Make up is not allowed for any other unexcused absences.

Students will not be penalized if they exceed the maximum number of absences indicated if **ALL absences meet the above criteria for an excused absence.** Any Student, however, who has even **ONE unexcused absence** and who also exceeds the maximum number of **(Three Absences)** allowed will receive an **F for the course.** If this should occur before the last scheduled date to

withdraw (see this semester published date), it may be in the student's best interest to officially withdraw from the course and receive a grade of W. If the excessive absence occurs after the last date to withdraw, a failing (F) grade will be awarded. If you do not understand this policy or anticipate problems in adhering to it, request immediate clarification from the Instructor.

All students are expected to attend class on a regular basis and actively participate in order to successfully complete this course.

- c. Students are responsible for all missed work! Homework or online quizzes will sometimes be given. Follow all directions for maximum points. When you post an assignment to the Discussion Board or email an assignment to me, be sure to include your name, class number & section number on all submissions for maximum points - points will be deducted if this is not done. Homework is marked as done or not done. Homework will receive a grade of A if it is turned in on time, labeled, and in order. Homework turned in late, not in order, or not labeled will receive a **grade of F**. *Incomplete homework may result in a failing grade for this class*. All homework must be turned in if you wish to pass this class. Even if your homework is late and you already have an F for the homework day, you still must complete the homework. **Any student missing more than 15% of assigned homework will not pass, regardless of grades on test or graded project assignments.** Your daily homework grade is strictly for timeliness and orderliness.
- d. Students with unexcused absences will be given a zero for missed work.
- e. Tardiness or leaving class early is counted as attending one-half of the class and one-half of an absence. If you come to class late, it is your responsibility to make sure that you are counted as attending one-half of the class by signing the attendance report.

******* (Late constitutes (15) minutes unless prior notice given to instructor. *******

Make-Up Policy

- a. Make-up tests will only be given in the event of a documented excused absence.
- b. Students are responsible for obtaining notes and handouts from other students and making up all work missed.
- c. Students are advised to identify partners for sharing information and collecting handouts in case of unexpected absences.

2. Announcements & Emails - You are responsible for going on to the course site on Moodle & checking the Announcements and your email at least 2 times a week for

any posted information or any emailed information pertaining to the course. If you send me an email, always include your name, class & section number.

3. **Posting of Grades** - Grades will be posted in your Moodle course site within a few days after an assignment or project is due, barring any unforeseen circumstances.
4. **Due Dates** - All assignments & projects are due on the due date by 6:00am. Assignments & projects will NOT be accepted late for a grade.

*******All work that is not in on time must still be completed to pass the course.*******

This is a reminder that it is your responsibility to submit your assignments & projects in on time - that includes posting them on time. It is your responsibility to find a computer that works to do this. You are given the course calendar with due dates posted for assignments & projects on the first day of class. This is YOUR responsibility. Not being able to post something or send it in on time will NOT be accepted as an excuse.

Course Evaluation

1. Final grades will be determined on the basis of the total number of points earned.
2. Grades will be lowered for tardy assignments, projects and proposed work. Grammatical usage and spelling will be considered in the grading process.

Grading Procedures for Undergraduate Students	
90% - 100%	A
80% - 89.9%	B
70% - 79.9%	C
60% - 69.9%	D
Below 60%	F

Pass-port Artifacts and Paper Folder Artifacts

PowerPoint Presentation	Autobiography	Other Projects and work
Website		Excel project
Resume and Cover Letter		Business Card and Flyer

Technology Integration

The course itself uses Moodle as the delivery system for the syllabus, calendar, assignments, and projects. Since this is a technology course, many varieties of technology are integrated into the course;

Windows	Web Browser	Moodle
Discussion Boards	Online research	Electronic Journals
Email and	Microsoft Word,	Microsoft PowerPoint
Microsoft Excel	Microsoft Publisher	PASS-PORT Folio
Video images	File Management	Basic Web Design

Course Student/Student Interaction Expectations

Students may confer with each other while working on any assignment. Students should understand that a cooperative learning environment does not mean that two or more

students may turn in the same work. Each student is required to turn in work assignments that he/she completed independently.

Academic Honesty

Academic honesty is expected of all students by the University and by the instructor of this class. Cheating in any form will not be tolerated. The academic honesty policy for this class is based upon the University policy as stated in the Undergraduate Bulletin (2003-2005, p. 427).

Cheating will not be tolerated in any way. Any student(s) caught cheating will receive a failing grade for the course and will be reported to the university committee. There will be no distinction made as to whether you are the giver or the receiver. Please guard your work carefully. There are instances of cheating where the giver did not know he had given!

Lab Hours

Lab hours are posted on the outside of the lab.

Lab Information

The lab will have lab assistant to help you with logging on and off the network and with any other mechanical problems. The Lab assistant will not help you with your assignments. Class instructor will answer questions concerning the work during class and during instructor's office hours or during an office appointment (if you regularly attend class or have extenuating circumstances.)

Resources

Professional Associations

Association for Computing Association for Computing Machinery (ACM)
EDUCAUSE IEEE Computing Society

National and International Associations

International Society of Technology in Education

State and Local Associations

Student Louisiana Association of Education

Louisiana Association of Computer Using Educators <http://www.lacue.org/>

Professional Journals

<http://www.thejournal.com/>

If you are familiar with a journal that you think your classmates would be interested in viewing or reading please email me the link or the name of the journal.

judo@louisiana.edu

Related Materials and Resources

Windows Tutorial (<http://www.baycongroup.com/tutorials.htm>)

Microsoft Word (<http://www.baycongroup.com/tutorials.htm>)

Microsoft Publisher Tutorial: <http://www.bcschools.net/staff/PublisherHelp.htm>

Microsoft PowerPoint (www.fgcu.edu/support/office2000/ppt/index.htm)

MS Office Excel (<http://www.baycongroup.com/tutorials.htm>)
PASSPORT TRAINING MANUAL (www.pass-port.org)
UL, Lafayette Passport (<http://ull.pass-port.org>)

Selected Bibliography:

University of Louisiana at Lafayette. (2001). *Undergraduate Bulletin 2001-2003*. Lafayette, LA: Author.
Fewell, P. J., & Gibbs, W. J. (2003). *Microsoft Office for teachers*. Upper Saddle River, NJ: Merrill-Prentice Hall.

Selected Internet resources:

Louisiana State Department of Education

<http://www.doe.state.la.us>
<http://www.lcet.doe.state.la.us>

References

Daniel, E. (97/98) Jump Start with Web Links. Morton Publishing Company.

Geisert, P. & Futrell, M. (2000). Teachers, Computers, and Curriculum. Allyn and Bacon Publishing Company. 3rd edition.

Grauer. *Microsoft Office 2003*, Volume I, Prentice Hall

Emergency Evacuation Procedures

A map of this floor is posted near the elevator marking the evacuation route and the Designated Route Area. This is an area where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Student who may need assistance should identify themselves to the teaching faculty.

Students Requiring Special Accommodations

Students requiring special accommodations must register with the Office of Services for Students with Disabilities and provide official documentation to the instructor in a timely manner.

Class Rules

- 1. NO FOOD OR DRINK IS ALLOWED IN COMPUTER LABS. Food and drink can damage computer equipment. You will be asked to leave the classroom if**

you choose to break this rule. DO NOT BRING FOOD OR DRINK IN THE COMPUTER LABS.

- 2. The class time is dedicated to completing projects. If you choose to surf the net, chat, IM, or participate in any other activities that are not related to the completion of class activities, you will lose participation points.**
- 3. Ringing cell phones is a disturbance and distraction to everyone. Cell phones must be turned OFF during class. If some emergency or situation requires that your phone be available during class, it should be placed on vibrate only. **Notify the instructor of the circumstances.** Do not answer the phone in class; wait until you have exited the classroom to answer the phone. Absolutely **NO** “Text Messaging”!**
- 4. Do not bring children to class.** Only individuals enrolled in the class may attend.
- 5. Talking during direct instruction is disturbing to other students.** Please be courteous to your classmates and refrain from talking during instruction. Talking or whispering to a neighbor, sending document to the printer, typing/clicking mouse or continuing to work when the instructor ask for attention will not be permitted.
- 6. Behaviors that are never acceptable:** Surfing the net, checking and/or answering your email, playing computer games, studying for a test for another class, sleeping, or coming to class late in a indiscrete manner.
- 7. All work will be graded on grammar, spelling, composition,** etc. Work turned in should be neat and word-processed. Mistakes should be neatly corrected not simply marked out.
- 8. No hats.** Hats are to be removed before entering the classroom.
- 9. Breaking any of the class rules will result in you being asked to leave class.**

