UNIVERSITY OF PUERTO RICO
AGUADILLA CAMPUS
ENGLISH DEPARTMENT

ONLINE

Professor: Dr. Verenice Rodríguez Ruiz   Office Hours: Thursdays
Email: verenice.rodriguez@upr.edu   9:00 a.m. –10:30 a.m.
Alternate: verenice.rodriguez46@gmail.com   Section: T01

SYLLABUS

COURSE TITLE	Administration of Computer Laboratories
COURSE CODE	TEED 4045
CREDITS	Three (3)
PRE-REQUISITES	TEED 4018
CONTACT HOURS	Three hours a week (45 hours)
SEMESTER AND ACADEMIC YEAR	First Semester, 2021-2022

COURSE DESCRIPTION

Development of the administrative competencies necessary in order to carry out the common activities of a school computer laboratory: prepare inventories, buy equipment and materials, plan and organize seminars, prepare budgets, and evaluate and integrate materials to the curriculum of elementary and secondary schools. This course is offered online.

LEARNING OBJECTIVES:

Upon completion of the course the student will:

1. Know how to set up an educational computer laboratory: TESOL 3.c.; CAPE 1
2. Know how to set up a budget for a computer laboratory: TESOL 3.c.; CAPE 1 3.
3. Know how to set up a room for a computer laboratory: TESOL 3.c.; CAPE 1 4.
4. Know the curriculum needed for an instructional technology laboratory: TESOL 3.c.; CAPE 1
5. Assess to better improve instructional technology laboratory: 3.c.; CAPE 1

Content Outline and Time Distribution:

TOPIC	CONTENT OUTLINE*	TIME DISTRIBUTION
Module 1	Orientation Meeting • Introduction • Read and discuss the course syllabus • Preview course assignments and/or projects • Personal introduction	2 hours

Module 2	Introduction • An Envolving Leadership Position • Wearing Many Hats	2 hours
Module 3	Chapter 1: Qualifications and Expectations • Major Responsibilities • Position Description • The Technology Coordinator Issue Model • Tech Leader Profiles • Hiring a Technology Coordinator	6 hours
Module 4	Chapter 2: Teaching and Learning with Technology • ISTE Standards for Students • Instructional Delivery Modes • Professional Development • Selecting Digital Learning Tools and Resources • Selecting and Evaluating Software • Selecting and Evaluating Hardware and Other Devices • Purchasing Process • Digital Safety and Citizenship • Theories and Frameworks	7 hours
TEST	**Partial I (Chapters 1&2)**	**1 hour**
Module 5	Chapter 3: Supporting Teaching, Learning, and Computing • Technology Life-Cycle Management • Security and Protection • Systems Support • Technology Supported Teaching and Learning Initiatives • Pedagogical Support	6 hours
Module 6	Chapter 4: Network Operations • Network Infrastructure • Wireless Network (Wi-Fi) and Voice over IP (VoIP) Technologies • User Account Management • Email System Management • Email Archiving • Backup Procedures and Disaster Recovery • Remote Management • Intranet Management and Website Development	7 hours
TEST	**Partial II (Chapters 3&4)**	**1 hour**

Module 7	Chapter 5: Administrative Computing • Processing Grades and Student Records • Student Information Systems • Data-Driven Decision Making • Human Resources • Business Operations • Document Imaging and Management	6 hours
Module 8	Chapter 6: Planning and Budgeting • Technology Planning • Budgeting • Evaluation • Software Licensing and Installation • Bring You Own Device (BYOD) • Equipment Maintenance and Upgrades • Equipment Recycling and Disposal • Meeting IT Staffing Needs • Grants • E-Rate Application	6 hours
TEST	**Partial III (Chapters 5&6)**	**1 hour**
		45 hours
NOTE: Contents and/or evaluation strategies can be modified based on individual or group needs.		

LEARNING STRATEGIES:
- Lectures
- Pair/Teamwork
- Discussion forums
- On-line discussions with Big Blue Button (BBB) or Google Meet
- Reading/Writing Tasks
- Research Project (Computer and Library Research)
- Video recorded Group presentations
- Individual/Team-Writing Activities
- Reflections

LEARNING RESOURCES:

Frazier, M. (2017). *The Technology Coordinator's Handbook*. Washington DC: ISTE.

upr.edu e-mail address (needs to be checked daily)
Computer with indicated software & internet connection
Google Drive/One Drive/Pen drive
Headphones with microphone for online meetings

EVALUATION STRATEGIES:

1.	Tests	300	**60%**
2.	Assignments and Quizzes	100	**20%**
3.	Discussion Forums	100	**10%**
4.	Attendance and Participation	100	**10%**
	Total	**600**	**100%**

Note: Adjusted evaluation will be available for students who have requested reasonable accommodation.

GRADING SYSTEM: STANDARD CURVE

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

REASONABLE ACCOMODATION:
Certification 2018-19-24 (Academic Senate)

"The University of Puerto Rico (UPR) recognizes the rights of students with disabilities to enjoy an inclusive and equal post-secondary education. In accordance with its policy for students with disabilities and/or functional diversity, which is based on federal and state laws, every student identified with a disability and/or functional diversity has the right to equal participation in programs, activities, and/or services. Therefore, reasonable accommodation shall be made available in the identified format so as not to affect or impede full participation in all aspects of a postsecondary education.

If you require reasonable accommodation in this course, the professor should be informed of the student's need without divulging a condition or diagnostic. Consequently, the student should apply as soon as possible to the Office of Services to Students with Disabilities, better known as OSEI for its Spanish acronym. This office is part of the Student Affairs Office at the University of Puerto Rico in Aguadilla."

Students who qualify to receive the benefits of Vocational Rehabilitation should speak with the professor at the start of the semester to plan the reasonable accommodations needed and request any necessary equipment.

ACADEMIC HONESTY:
According to Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010)

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations, copying the

whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

DISCRIMINATION BASED ON SEX, SEXUAL ORIENTATION, AND GENDER IDENTITY AS SEXUAL VIOLENCE
Certification 2018-19-25 (Academic Senate)
Certification 36-2018-2019 (University Board)

"The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification Num. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment, may turn to the Office of the Student Ombudsperson, the Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for an orientation and/or formal complaint".

USE OF TECHNOLOGY AND MOBILE ELECTRONIC DEVICES
Certification 2019-20-08 (Academic Senate)

General Rules to Regulate the Use of Technology and mobile electronic devices at the University of Puerto Rico in Aguadilla

- Technology and mobile electronic devices should remain on silent mode during classes, meetings, or activities that could be inappropriately interrupted thus affecting the teaching-learning process or academic events.
- The professor will determine how and when the use of technology and mobile electronic devices is allowed as part of the teaching-learning process or as a necessary tool in the classroom.
- In accordance with federal and state laws, students with functional diversity will be allowed the use of the prescribed devices they may require.

PARTICIPATION IN PERFORMING ARTS PROGRAM OR ATHLETIC ACTIVITIES
Certification 2006-2007-10 (Academic Senate)

University athletes or Performing Arts Program students with official permission should discuss with the professor a reasonable way to be excused from classes to participate in university approved events or competitions. Before missing classes, the student must submit to the professor an official permission letter signed by the Director of the program and the Dean of Student Affairs.

MISSION, VISION, AND INSTITUTIONAL VALUES OF UPR AGUADILLA
Certification 2018-19-67 (Academic Board)

Mission

The Mission of the University of Puerto Rico in Aguadilla is to educate our students and foster in each one of them the skills and abilities of learning, leadership and service that prepares them for a successful career in arts, natural sciences, business disciplines, technologies, and aeronautics and aerospace.

The mission is accomplished by serving a diverse student community and responding to the educational, economical, and social needs of the Northwest region and of the country. It also provides personalized educational services and a close student-faculty interaction. Our traditional and non-traditional alternatives and academic offerings promote research, community work, and the search for results to the country's economic and social problems.

Vision

The University of Puerto Rico in Aguadilla will continue to be recognized for its academic and organizational excellence, for its campus that invites the creative and collective development of ideas and the success of its graduates. Its focus will be based on its academic programs, creating an environment of teaching, learning, and success where students develop their critical thinking, entrepreneurship, social responsibility, communication, and leadership skills. Students will experience a family and safety environment where they will be appreciated and involved with the institution.

Institutional Values

Our values direct us towards an organizational culture where the university community feels valued, respected, supported, and inspired to be successful. Institutional values are essential for achieving the goals and objectives outlined in the Strategic Plan:

- Academic excellence
- Social responsibility
- Transparency and accountability
- Integrity
- Innovation
- Respect and tolerance
- Resiliency
- Environmental consciousness

MISSION AND VISION OF THE PPM UPRAG TEACHER PREPARATION PROGRAM

Mission

The mission of PPM-UPRAg is in harmony with the commitment of the University of Puerto Rico at Aguadilla. The unit is committed to the preparation of elementary and secondary highly qualified teachers with sound knowledge in general education and in the principles, concepts, and processes of the discipline they plan to teach. Candidates will have opportunities to develop competencies in the use of appropriate instructional strategies integrating multimedia technology as a powerful, creative tool for effective learning.

Vision

In accordance with the vision of the University of Puerto Rico at Aguadilla, the PPM-UPRAg responds to the commitment of being a model of excellence. The teacher candidate will be distinguished as a knowledgeable, reflective, and transforming professional in continuous learning, with the capacity to modify educational processes within a global and democratic society, and who appreciates the Puerto Rican society. The teacher candidate, as a cognitive-humanistic, constructivist educator, will apply the pedagogical and professional knowledge, skills, and dispositions needed to help all students learn.

CONTINGENCY PLAN:

We will used Google Meets for all online meetings and classes. If we are connected in an online class or meeting and there is any electric power failure or an internet interruption, we will wait approximately 15 minutes to reconnect. If there is no possible reconnection you will be responsible to check the platform as soon as possible. The resources, lessons, complementary materials, activities, FAQ forum will be available for you in each module. I will contact you by email to schedule a new online meeting.

BIBLIOGRAPHY:

(2019). ISTE Standards for Education Leaders. Retrieved at: http://www.iste.org/standards/nets-for administrators

(2018). *COSN Leading Education Innovation*. Retrieved at: http://www.cosn.org/ Winkelman, R.

(2013). *An Educator's Guide to School Networks*. Retrieved at: http://fcit.coedu.usf.edu/network

RECOMMENDED WEBSITES:

APA Style Manual. Retrieved from: http://www.apastyle.org

World Wide Web Virtual Library. Retrieved from: http://www.vlib.org

Answers.com: *Wiki Q&A combined with free online dictionary, thesaurus, and encyclopedias. Ask Questions*, Get Answers. Retrieved from: http://www.answers.com/

Plagiarism: *What It Is and How to Recognize and Avoid It*. Retrieved from: https://warwick.ac.uk/fac/sci/psych/people/fsch/fsch/studentresources/plagiarism.pdf

Note: The Professor may reference other sites not included on the list during the semester. Additionally, you are encouraged to use the UPR Database references