



# Course Syllabus

## Intro to Technology for Teachers

EME2040 / CRN: 80042 / Fall C 2026

Fall C Session (10/12/2026 - 12/20/2026)

Credit Hours: 3

Pre-requisites: None

## Contact Information

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## Course Information

### Important Note

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

### Catalog Description:

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer, as well as data-driven decision-making processes. Identification of

appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards.



### Student Learning Outcomes:

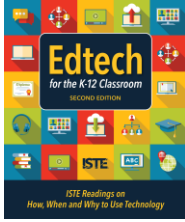
Upon successful completion of EME2040, students will be able to:

Demonstrate competence of the Florida Educator Accomplished Practices as well as the Course Objectives and Student Learning Outcomes required by the Florida Dept. of Education.

1. CLO1. Students will present examples showing the use of technology for classroom management, administration, teaching, and learning.
2. CLO2 Students will demonstrate the legal and ethical use of technology in the classroom.
3. CLO3 Students will research and present applicable national, state, and local resources for evidence-based data for use in appropriate instructional planning.
4. CLO4 Students will explain universal design principles and select appropriate technology tools that will link outcomes to instruction for students with special and/or diverse needs.
5. CLO5 Students will demonstrate research skills by using internet resources and appropriate software.

### Course Materials & Resources:

*EdTech for the K-12 Classroom, Second Edition: ISTE Readings on How, When, and Why to Use Technology in the K-12 Classroom*



Publication Date: 2022

ISBN Number: 1564849325

### Delivery Method:

This is a web-based course. All online courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates—at least every 48 hours.

**Remember:** This course is not one in which students may work at their own pace. Each week, there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within this syllabus and within Canvas for more information.

## Attendance and Make-Up Policies for this Course

### Attendance Policy:

Although physical class meetings are not part of this course, participation in all interactive learning activities is required. Students “attend” class by completing assignments, listening to each of the lectures as assigned, and taking thorough notes on each of them.

### Make-Up Work Policy:

Missing any part of this schedule may prevent completion of the course. If you foresee difficulty of any type (i.e., an illness, employment change, etc.) which may prevent completion of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course. If I have not heard from you by the deadline dates for assignments, exams, or forums, no make-up work will be allowed (unless extraordinary circumstances exist, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation. “Computer problems” is not an acceptable excuse.

## AI Policy for this Course

### Generative AI Use with Permission and Disclosure

Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

## Student Expectations

Communication and feedback within the course will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and/or instructor office hours.

Additionally, as a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the instructions within the course syllabus, along with any additional instructions provided by the instructor. Be certain you understand the course objectives, grading criteria, and academic policies.
- **Maintain Regular Contact:** Keep in touch with your instructor via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in the course and submit assignments on time. Your active participation is crucial for your academic success and contributes to a deeper learning experience.

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours, excluding weekends, unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Post Regular Announcements:** Announcements will be posted to keep you updated and help you manage your time. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I am available to set up Zoom meetings during the week by appointment. This is to ensure I'm available for any questions or concerns that may come up during the course.

## Course Requirements:

Students enrolled in this course will be required to:

- Read all of the textbook pages assigned with each Learning Module;
- Listen to and take thorough notes on the digital lectures/voice recordings assigned with each Learning Module—I cannot overstate the importance of the digital lectures and voice recordings
- Complete the quizzes embedded within each module;
- Complete all the course Artifacts to satisfaction (see the course schedule below).
- Contact the instructor via email at once with any problems or issues. I cannot handle problems unless you make me aware of them.

## Assignments/Assessment Instruments

### I. Artifact Assessments

Artifact assessments will be constructed by students in this course. These include: 1) Parent Communication - English; 2) Parent Communication - Second Language; 3) Electronic Presentation; 4) Electronic Grade Book; 5) AI Presentation; 6) LIVEBINDER Portfolio; 7) ASSURE Technology Lesson Plan; and 8) Shared Documents. For each artifact, students will submit completed assessments on time for formative assessment, and then use the feedback/guidance given to improve the components. Students failing to submit an artifact on time (by the due date) forfeit the opportunity for formative feedback on this component. Rubrics used to score each component.

### II. Quizzes

The online quizzes are factual in nature and are used to check comprehension of the course text and supplemental reading materials. Students should complete all assigned readings before attempting the quiz. Quizzes may be taken multiple times. However, since quizzes are drawn from a pool of questions, no two quizzes will be the same during the same week.

### III. Discussion Assignments

The discussion forums are meant to encourage discussions and dialogue among students. This means that conversations among students must occur. Therefore, students are to create their initial postings by Sunday at midnight in one week, and then reply to at least one other student's posting by Sunday at midnight during the following week, unless otherwise designated on the Weekly Schedule. The rubric for the Discussion Forums can be found attached to the assignment. Students should review this rubric before attempting this assignment. Students who fail to adhere to deadlines for initial postings and for replies should

expect to lose points on the assignment.

#### IV. Lab Assignments

Throughout this course, students will complete short essay responses or review exercises that will align technology integration with the classroom curriculum. Through these exercises students will become aware of useful technology integration tools, websites and resources that will help in instructional technology integration planning for a variety of curriculum areas. Lab assignments should be posted by Sunday at midnight in the week they are assigned. The rubric for the Lab Assignments can be found attached to the assignment. Students should review this rubric before attempting this assignment. Students who fail to adhere to deadlines for initial postings should expect to lose points on the assignment.

#### Method of Evaluation

Students will be evaluated in this course using multiple methods. Student assignments will be collected via Canvas and assembled to create a LIVEBINDER portfolio that documents the Florida Educator Accomplished Practices (FEAPs). All course assignments (except quizzes) will be assessed using posted scoring rubrics. These will include score conversion charts, demonstrating how the rubric scores will be converted to grades. Assignment Rubrics are attached to each assignment in Canvas.

Each artifact posted on time will be assessed formatively before an overall grade is taken.

Any assignment (Artifacts, Labs or Discussion Posts) submitted past the due dates listed on the weekly schedule will incur a 10% penalty EACH DAY the assignment and forfeit the right for formative feedback and corrections.

All FEAPS competencies and Student Learning Outcomes listed for the course must be successfully demonstrated. This will entail receiving a grade of D or better on all related artifacts/assignments in the course AND submission of an electronic copy of each FEAPS-related Artifact to achieve a passing grade for the course.

Scoring below 60% on any of the above (even just one!) FEAP's assignments mean that you cannot pass the course. Failing to complete ALL FEAP assignments means you will not pass the course.

**A Note About Assignment Revisions:** As you can see, the instructor is willing to allow revisions of your work on some assignments (Lab Assignments, Artifacts, Discussion Boards). Only one revision will be given. The time sequence is this: a) Turn in original work. b) Read formative feedback in the teacher's comments. c) Revise and resubmit work as directed (highlighting changes in red font). d) The teacher changes the grade, as warranted. Special Note: Revisions must be posted no later than 2 weeks after the original due date. Revisions posted later than this will not be assessed, and the original grade will stand.

## Course Schedule

Dates	Module	Module Assignments
10/12-10/18	1	Artifact: Parent Communication Letter Readings and Quizzes: Start Here, Orientation, Chapter 1 Discussion Board: Assistive Technologies Lab Assignment: Using an LMS in the K-12 Classroom
10/19-10/25	2	Artifact: Exploring AI Tools for the Modern K-12 Classroom Readings and Quizzes: Chapter 2 Discussion Board: Using AI in the K-12 Classroom Lab Assignment: Using AI in the K-12 Classroom Case Study
10/26-11/1	3	Artifact: Standards-Based Gradebook Spreadsheet Readings and Quizzes: Chapter 3 Discussion Board: Examining Data for Classroom Instruction Lab Assignment: K-12 Assessment Data
11/2-11/8	4	Artifact: Electronic Presentation: K-12 Digital Citizenship Readings and Quizzes: Chapter 4 Discussion Board: Digital Citizenship in the K-12 Classroom Lab Assignment: N/A
11/9-11/15	6	Artifact: Google Shared Presentation (part 1) Readings and Quizzes: Chapter 6 Discussion Board: Using Google Drive for Collaboration in K-12 Lab Assignment: Hardware for Educators
11/16-11/22	7	Artifact: Google Shared Presentation (part 2) Readings and Quizzes: Chapter 7 Discussion Board: Frameworking for Teaching Lab Assignment: Online Applications / Software Evaluation
11/23-12/8	8	<i>Thanksgiving Break</i> - 11/26-11/29 Artifact: LiveBinder Readings and Quizzes: Chapter 1-7 Quiz Discussion Board: EME2040 Takeaways Lab Assignment: N/A

## Grading

### Grading Scale

All grades will be posted in the student grade book in Canvas and will be assigned according to the following scale:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

### Calculation of Grades

Artifact Assessments	60%
Quizzes	15%
Discussion Assignments	15%
Lab Assignments	10%

### Incomplete Grades

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than sixty percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

**Important Note:** The Incomplete option provides 30 days from the date grades are due to make up any missing work; if all remaining work is not submitted during this period, the grade will automatically change to an "F."

## General GCSC Course Policies

### Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu) or call 850-747-3243.

## GCSC Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course, and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

## Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- **Student Withdrawal (W1)** - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- **Administrative Withdrawal (W2)** – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy, in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

## Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including

cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion in the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

**"Cheating"** includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

**"Plagiarism"** includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment, as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines on AI material.

**"Self-plagiarism"** occurs when a student submits the same or a considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion that they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

**"Generative Artificial Intelligence (AI)"** is technology that uses machine learning to create new content, such as text, images, or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

Sanctions for incidents of academic misconduct, depending on the severity of the incident and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

## Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member.

Failure to obtain permission to publish could lead to the students having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

### Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

### Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

## Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

### Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- Computer: Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- Internet Speed: Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.

- Office 365 software: Available for free download through GCSC Information Technology Services (ITS).
- If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.