

EDU 508 Course Title: 21 Things for the 21st Century Administrator (21things4administrators) (3 Credit Hours)

Course Description – CENTRAL MICHIGAN UNIVERSITY

The purpose of the 21things for the 21st Century Administrator course is to provide "Just in Time" training through an online interface for K-12 administrators based on the National Educational Technology Standards for Administrators (NETS-A). These standards are the basic technology skills every administrator should possess. School leaders will have the opportunity to develop their own skills, obtain SBCEUs or Graduate Credit, and discover student skills needed to meet Michigan Educational Technology Standards (METS) and Michigan Merit Curriculum Online Experience requirements.

Instructors:

The 21things for the 21st Century Administrator (21things4administrators.net) web site was created through a collaborative effort between the instructional technologists at Clinton RESA, Macomb ISD, Ingham ISD and Shiawassee RESD. The co-creators, or Project Partners, are as follows:

- Carolyn McCarthy, Clinton RESA and Shiawassee RESD
- Jennifer Parker-Moore, Ed. D., Macomb ISD
- Melissa White, Ingham ISD
- Janice Harding, Macomb ISD

Local Instructors: On file with the University, working through an approved Agency/Agency Coordinator.

Course Goals

- Michigan Technology Planning and Reporting:
 - Use of the 21things project supports the Michigan Technology plan and MEGS reporting required of districts. The course allows for assessment of professional standards for Michigan teachers' in Personnel Skilled In Technology as reported on MEGS using the NETS-A rubrics. Educators participate virtually in an online technology course based on curriculum, assessment, and instructional models aligned to the NETS and METS.
- Collaboration to Meet Educator Needs:
 - The 21things for the 21st Century Administrator (21things4administrators.net) site is a collaborative project designed under a Creative Commons license to fill the needs of educators for web 2.0 technology applications and training. This project helps districts' bridge the widening gap between student and educator technology skills. It also provides cost-effective ways to provide professional development with the flexibility of any-time (just-in-time) training, and FREE web tools aligned to state and national standards.
- Assist
 - In meeting the National Educational Technology Standards for Administrators
 - School districts in determining "Personnel Skilled in Technology" as required for state reporting
 - In building skill levels to bridge the digital divide
- Exposure to an online course as required of Michigan high school students by the Michigan Merit Curriculum online requirement
- Develop proficiency and instructional leadership in overseeing the integration of Michigan Educational Technology Standards for Students into classroom instruction
- Allow for assessment, critical evaluation, and self-reflection of technology skills as determined by state and national standards
- Provide differentiated strategies in the area of instructional technology

Required Text/Readings:

Participants are expected to complete the readings and activities associated with the 21 online lessons to learn basic technology skills using a variety of web tools. Each lesson, or “thing”, includes a “how to” video, hands-on activities, ties to the National Educational Technology Standards (NETS-A) standards, and an overview of how this tool can be used in instructional leadership. Participants demonstrate proficiency in each of the 21things by creating an end-product, or a Digital Portfolio. Additional readings may be added to the enrich content.

National Educational Technology Standards for Administrators:

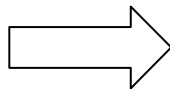
<http://www.iste.org/standards/nets-for-administrators/nets-for-administrators-standards.aspx>

Effective teaching and learning strategies, based on the work by Marzano <http://gets.gc.k12.va.us/VSTE/2008> and within the 21 Responsibilities of School Leaders with correlations to Student Achievement model found in *School Leadership that Works* (Marzano, Waters, McNulty, 2005).

Participants will be expected to complete all of the readings associated with each “Thing”, found at the following sites:

<http://www.21things4teachers.net>. On each page of the web site, there are required readings for each of the 21 things elements.

1. Assessment/Evaluation
2. Basics
3. Collaboration Tools
4. Content Area Tools
5. Differentiated Instruction
6. Digital Citizenship
7. Digital images
8. Face of the Building
9. Instructional Leadership
10. Online Interactive Learning
11. Online Learning
12. Personal Learning Network
13. Portable Mobile Administration
14. Research & Reference Tools
15. RSS/Staying Informed
16. School Improvement Tools
17. Staying Organized
18. Video/Podcasting
19. Video Resources
20. Virtual Communication Tools
21. Visual Learning



5 Capstone Activities/NETS-A Standards

1. Visionary Leadership
2. Digital Age Learning Culture
3. Excellence in Professional Practice
4. Systemic Improvement
5. Digital Citizenship

Content Standards

Each of the 21Things meets different National Educational Technology Standards for Teachers (NETS-T). Below is a list of the NETS-T that will be met upon completion of all the required activities within each Thing.

1. Assessment/Evaluation

Rubistar, Google Forms and online survey/polling tools

Aligned to the NETS-A: 1.a, 1.b, 2.a, 2.d

2. Basics

Microsoft/PC/MAC Shortcuts, Zoomit, Zamzar

Aligned to NETS-A: 1.a, 2.a, 2.b

3. Collaboration Tools

Google Docs/Drive

Aligned to NETS-A: 1.a, 1.b, 2.a, 2.b, 2.c, 2.e, 3.c, 4.a, 5.a, 5.c, 5.d

4. Content Area Tools

Thinkfinity, M.O.R.E.

Aligned to NETS-A: 1.a, 2.a, 2.b, 2.d

5. Differentiated Instruction

Learnport, Nettekker, UDL, CAST, Vozme

Aligned to NETS-A: 1.a, 1.b, 2.a, 2.b, 2.c, 2.d, 2.e, 5.a

6. Digital Citizenship

Digital Citizenship, Acceptable Use, CyberSafety, Creative Commons

Aligned to NETS-A: 1.a, 1.b, 1.c, 2.b, 2.d, 5.b, 5.c

7. Digital Images

FotoFlexr, Picasa Web, Voki Avatars

Aligned to the NETS-A: 5.a, 5.b

8. Face of the Building

Blogs/Wikis, district systems, classroom management/learning systems, web page creators (Weebly/GSites)

Aligned to NETS-A: 1.a, 2.b, 2.c, 2.d, 3.c

9. Instructional Leadership

Leadership Theory (Transformational), Organizational Culture (Schein) & Change (Black & Gregersen), Common Core, MEL, Data Gathering (Great Schools, School Matters, NCES), Grants (Grant Wrangler), Tools for Educators, Purchasing (REMCbidlist), Standards (ISTE Standards, METS), and Reporting (PSTA)

Aligned to NETS-A: 1.a, 1.b, 2.a, 2.b, 3.a, 3.d, 4.a, 4.b

10. Interactive Learning Tools

Thinkfinity, Annenberg, How Stuff Works, Edheads, Khan Academy

Aligned to NETS-A: 2.a, 2.c, 2.d, 5.a

11. Online Learning

Navigating Online Learning, Online Learning/Course Management Systems (BlackBoard, Moodle, EdModo), CK12

Aligned to the NETS-A: 1.a, 2.a, 2.b, 2.c, 4.a, 5.a

12. Personal/Professional Learning Networks

Twitter, MACUL Space, LinkedIn

Aligned to the NETS-A: 1.c, 2.b, 2.e, 3.a, 3.b, 3.c, 3.d, 5.b, 5.c, 5.d

13. Portable Mobile Administration

iPads, cell phones, and mobile/apps technology

Aligned to NETS-A: 4.c

14. Research & Reference Tools

MEL/MORE, RefDesk, Google Scholar, Citation tool, Critical Evaluation (Valenza), and Wikipedia pitfalls

Aligned to the NETS-A: 2.b, 3.d, 4.a, 5.a, 5.b

15. Staying Informed

RSS, Netvibes, Horizon Report, TedTalks

Aligned to the NETS-A: 3.d

16. School Improvement Tools

FERPA/HIPAA, Student Information Systems, Data Warehousing, MiSchoolData

Aligned to the NETS-A: 1.a, 1.b, 2.a, 2.b, 3.a, 3.b, 3.d, 4.a, 4.b, 4.e, 5.b, 5.c

17. Staying Organized

Delicious, Diigo, Doodle, Google Calendar, DropBox

Aligned to NETS-A: 2.a, 2.b, 3.d

18. Screencasting

Jing, Screencast-o-matic, Flipped Classroom model

Aligned to NETS-A: 1.a, 2.b, 3.c, 5.b, 5.c

19. Video Resources

Discovery/United Streaming, Learn360, School Tube, Teacher Tube, iTunes U, MiStreamnet

Aligned to the NETS-A: 2.a, 2.b, 2.c, 2.d, 3.a, 4.a, 4.e, 5.a

20. Virtual Communication

Adobe Connect Now, Skype

Aligned to NETS-A: 2.a, 2.b, 3.c, 5.c

21. Visual Learning

Bubbl.us, Giffy, Visuwords, Quintura, Wordsift, Wordle, Tagxedo, Prezi

Aligned to the NETS-A: 1.a, 2.a, 2.b, 2.c, 3.c, 4.a

Course Outline

Classroom Instruction LOG

Use this page to keep track of hours per session. Logged hours must be *equal to or more than* Contact Hours column.

Topic	Dates	Contact Hours	Logged Hours
Course Overview and Launch	September 24, 2012 4:30 – 6:00 pm	1.5 hours	
Capstone 1- Visionary Leadership *Assessment/Evaluation *Basics *Instructional Leadership *Personal Learning Network *Staying Organized *Visual Learning	October 1, 2012 4:30 -6:30 pm	1.5 hours	
Capstone 2 – Digital Age Culture *Content Area Tools *Differentiated Instruction *Digital Images *Digital Citizenship *Face of Building *Interactive Learning *Staying Organized *Video Resources	October 15, 2012 4:30 -6:00 pm Capstone 1 Due	1.5 hours	
Capstone 3 – Excellence in Prof. Practice *Collaboration *Personal Learning Networks (Review) *Research and Reference Tools *RSS/Staying Informed *Staying Organized (Review)	October 29, 2012 4:30 -6:00 pm Capstone 2 Due	1.5 hours	
Capstone 4 – Systemic Improvement *Face of the Building (Insert video) *Online Learning *Portable Mobile Administration *School Improvement Tools *Virtual Communication Tools	November 12, 2012 4:30 – 6:00 am Capstone 3 Due	1.5 hours	
Capstone 5 – Digital Citizenship *Assessment/Evaluation (Review) *Digital Citizenship *Screencasting *Visual Learning (Review)	November 26, 2012 4:30 – 6:00 am Capstone 4 Due	1.5 hours	
Digital Portfolio/Online Presence – All Capstones	Due by December 7, 2012 Capstone 5 Due	0	

Online Instruction LOG

* Use the following pages to keep track of hours per session. Logged hours must be *equal to or more than* Time Guide.

Online Sessions	Activities	Time Guide	Logged Hours
<p>Capstone 1 PLN, Basics, Instructional Leadership, Staying Organized, Visual Learning, Assessment/Evaluation</p>	<p>*Review of Capstone *Review of Web Tools that support Capstone *View video or tutorial *Application of NETs for Teachers using Web Tool(s) *Complete Assignment and Portfolio reflection</p>	<p>12 hours</p>	
<p>Capstone 2 Face of the Building, Interactive Learning, Differentiated/Diverse Learning, Content Area, Digital Images, Video Resources, Digital Citizenship, Staying Organized</p>	<p>*Review of Capstone *Review of Web Tools that support Capstone *View video or tutorial *Application of NETs for Teachers using Web Tool(s) *Complete Assignment and Portfolio reflection</p>	<p>12 hours</p>	
<p>Capstone 3 RSS/Staying Informed, Collaboration, Staying Organized, Research & Reference, PLN</p>	<p>*Review of Capstone *Review of Web Tools that support Capstone *View video or tutorial *Application of NETs for Teachers using Web Tool(s) *Complete Assignment and Portfolio reflection</p>	<p>12 hours</p>	
<p>Capstone 4 School Improvement, Portable Mobile Administration, Virtual Communication Tools, Face of the Building, Online Learning</p>	<p>*Review of Capstone *Review of Web Tools that support Capstone *View video or tutorial *Application of NETs for Teachers using Web Tool(s) *Complete Assignment and Portfolio reflection</p>	<p>12 hours</p>	
<p>Capstone 5 Digital Citizenship, Screencasting, Visual Learning, Assessment/Evaluation</p>	<p>*Review of Capstone *Review of Web Tools that support Capstone *View video or tutorial *Application of NETs for Teachers using Web Tool(s) *Complete Assignment and Portfolio reflection</p>	<p>12 hours</p>	

This is to certify that the 21things Portfolio and the logged hours are an accurate reflection of my time on the project.

Signature: _____ Date: _____



Macomb Intermediate School District

21 Things for the 21st Century Administrator

Use of Participant's Work/Portfolio

Dear Participant:

As part of "21 Things for the 21st Century Administrator" we would like permission to publish portions of your portfolio online as an example of excellent work. Note that these pages include your name and district. We would also like permission to circulate your completed portfolio during face-to-face trainings to incoming participants. Signing this form officially documents that you will allow the use of your portfolio for instructional and demonstration purposes within the context of the "21Things for the 21st Century Administrator" course. There is no monetary compensation for the use of your work.

I release the Clinton RESA, Macomb ISD, Shiawassee RESD, and/or Ingham ISD and their Board of Education, the individual members, agents and employees and representatives from financial consideration, pertaining to these projects or images. I promise not to initiate a lawsuit in any court of the United States to compel, enjoin or enforce legal claims which I have waived by execution of this Agreement.

This release includes, but is not limited to, my waiver of all proceeds or advantages derived from the reproduction or publication of my work.

Print Name

District/School

Dated: _____

Signature

Please sign and submit with portfolio by due date.

Credit Offerings and Evaluation

Participants may take this course for 3 credits. All participants are required to attend all sessions either via the live broadcast or by viewing the virtual recordings and attendance will be taken. Evaluation will be based on meeting the satisfactory requirements of a digital portfolio/capstone activities, work log, and attendance.

Participants that choose the **3 credit** options will have a minimum of **68** contact hours. These would be obtained by:

- Attending Virtual sessions (1-5) totaling 8 hours
- Attend/complete online sessions (Things 1-21) totaling 60 hours
- Complete Digital Portfolio of Capstone Activities (1-5) with Reflections and Work Log covering Things 1-21.

Evaluation Criteria

All evaluations will be based on the **NETS•A National Educational Technology Standards for Administrators**

Capstone	Required Elements/Things	Minimum Requirements Work Log items	Recommended Minimum Proficiency for each Thing
Visionary Leadership – Capstone 1	PLN, Basics, Instructional Leadership, Staying Organized, Visual Learning, Assessment/Evaluation	14	Proficient
Digital Age Learning Culture – Capstone 2	Face of the Building, Interactive Learning, Differentiated/Diverse Learning, Content Area, Digital Images, Video Resources, Digital Citizenship, Staying Organized	13.5	Proficient
Excellence in Professional Practice – Capstone 3	RSS/Staying Informed, Collaboration, Staying Organized, Research & Reference, PLN	13.5	Proficient
Systemic Improvement – Capstone 4	School Improvement, Portable Mobile Administration, Virtual Communication Tools, Face of the Building, Online Learning	13.5	Proficient
Digital Citizenship – Capstone 5	Digital Citizenship, Screencasting, Visual Learning, Assessment/Evaluation	13.5	Proficient

The course grade will be a letter grade, minimum for an A is 90%, a B is 80%, a C is 70%, a D is 60%, and below is failing.

- 20% Attendance
 - Session 1 – 2 hour virtual session
 - Sessions 2-5 – Virtual online sessions, participation, chat, discussion, participation
- 40% Digital Portfolio of Capstone Activities and Reflections
- 40% Hands-On Activities/Work Log

In determining proficiency for each Thing, the following equivalents are presented to determine performance.

Item/Source	Score	Score	Score	Score	Score
Lickert Scale	1	2	3	4	5
Grading Scale Percent	0-59%	60-69%	70-79%	80-89%	90-100%
Grading Scale Grade	E	D	C	B	A
Rubric Description	Not familiar with tool, No knowledge	Beginning Awareness, Know what it is/haven't used it, Limited knowledge	Awareness, Somewhat experienced and worked with it a few times, Somewhat knowledgeable	Active Awareness, Experienced and proficient user, Very knowledgeable	Flexible Awareness, the integration of multiple tools at a high level of functionality
NETS-T Performance Proficiency	-----	Beginning	Developing	Proficient	Transformative

Grading Requirements		20% Attendance/Work Log							40% Hands-On Activities/Drafts			40% Capstones/Digital Portfolio Final		
Credits	Minimum contact hours required for credit by CMU	Required Launch	Hours	Required Work Log items	Required Virtual Sessions (Sessions 2-5)	Hours	Total Attendance Hours	Attendance Total Points possible (20% of grade)	Online Activities # of Things completed	Minimum online hours for Things completed	Work Log Hands On Points Possible (40% of grade)	Required Portfolio and Reflections items	Maximum Proficiency Points	Minimum Total hours
3 credits	36	Session 1	1.5	Capstones 1-5 on Things 1-21	Sessions 2,3,4,5,6	9	9	6 sessions @ 25 points = 150 points	Capstones 1-5 on Things 1-21	60	100 points @ 5 Capstones = 500 points	Capstone 1-5 on Things 1-21	100 points @ 5 Capstones = 500 points	68

To calculate student grade:

Attendance	Hands On Activities	Capstones/Digital Portfolio	Total
____/150 points @ .20 = ____	____/500 points @ .40 = ____	____/500 points @ .40 = ____	
Example			
125/150 = .83 @ .20 = .167	400/500 = .8 @ .40 = .32	400/500 = .8 @ .40 = .32	.167 + .32 + .32 = .807 = 81% = B-

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
E	59 - below
Incomplete	Arranged with instructor