

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Introduction to Technology

IDENTIFIER NUMBER: 3003026

MAXIMUM POINTS: 60

GENERAL OBJECTIVE:

This component is designed to enable participants to develop skills in using various computer software and technology.

RESEARCH BASE: "Technology and teachers must work together to provide challenging learning opportunities." Overview of Technology and Education Reform
(<http://www.ed.gov/pubs/EdReformStudies/EdTech/overview.html>)

SPECIFIC OBJECTIVES:

Within the duration of the component, participants will:

1. Investigate selected subject area software in order to identify and determine appropriate curricular applications.
2. Demonstrate the ability to process electronic mail and employ organization techniques in e-mail
3. Identify and demonstrate technology techniques to use for reading and writing.
4. Demonstrate the ability to develop lesson plans incorporating appropriate technology applications.
5. Demonstrate the ability to upload and/or import student information to the communications software system.
6. Demonstrate the ability to post comments, messages and/or a calendar to the communications software system.
7. Demonstrate the ability to post graphics and/or create hyperlinks with the communications software system.
8. Demonstrate an understanding of proper cable connections and player settings.
9. Demonstrate an understanding of several ways in which multimedia presentations can be used in the classroom.
10. Demonstrate the ability to connect and operate a projection device, and to display electronic presentations on curriculum-based software.
11. Investigate Internet-based resources to increase student and faculty awareness of the diversity of learning techniques and strategies available.

DELIVERY PROCEDURES:

Participants will:

1. Attend scheduled training sessions
2. Experience hands-on computer activities
3. Participate in cooperative learning activities

FOLLOW-UP PROCEDURES:

Participants will do all of the following:

1. Document use of technology in the classroom
2. Collect data affirming that the training has impacted instruction
3. Demonstrate implementation of technology skills through product, portfolio, and/or participant log.

EVALUATION OF PARTICIPANTS:

Participants will complete a portfolio with a written reflective summary.

COMPONENT EVALUATION:

Participants will assess the degree to which the professional development procedures addressed the specific objectives of the component and will make recommendations for revisions through a survey/questionnaire.

SUBMITTED BY: _____

SCHOOL/DEPARTMENT: _____

APPROVAL:

SIGNATURE OF PRINCIPAL/DIRECTOR/DESIGNEE

DATE