

**Northern Illinois University**  
**ETT 570: Instructional Technology Administration**

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**Overview of the Course:**

This course examines the responsibilities and knowledge/skills demanded of school-based technology coordinators, including broad educational and technology issues. The various facets of an instructional technology program will be introduced including: technology planning, technical staffing, staff development, budgeting, and facilities planning.

**Objectives:**

This course has the following objectives:

- 1) Introduce the student to the basic tenets of technology planning including needs assessment and goal/objective development.
- 2) Provide the student the opportunity to develop an understanding of how to assess the effectiveness of technology programs.
- 3) Provide the student with an overview of technology related human resource issues including technical staffing issues.
- 4) Provide the student with an understanding of technology related budgeting issues including bid and proposal development processes.
- 5) Provide the student with an overview of classroom and building level instructional technology issues.
- 6) Provide an overview of Internet related management issues including filtering and acceptable use issues.
- 7) Introduce the core issues surrounding administrative technology issues including payroll and HR systems, student record systems, etc.
- 8) Introduce the student to the basic concepts of management theory as they relate to instructional technology.

**Requirements:**

- 1) Attendance in class is mandatory, as discussions, lectures, and activities are important parts of the course.
- 2) Each student is expected to complete all readings, assigned projects, and actively participate in activities and discussions.
- 3) Assignments are to be turned in at the beginning of class on the due date. Late assignments will not be accepted without making prior arrangements with the instructor.

**Required Texts:**

Baule, S.M. Technology Planning for Effective Teaching and Learning. 2<sup>nd</sup> Ed.  
Worthington, OH: Linworth Publishing, Inc., 2001. ISBN: 1-58683-032-5.

A leadership or management text of our mutual choosing

**Assessment & Evaluation:**

An assessment rubric will be available from the course web site for each assignment.  
Late assignments are reduced a letter grade per day late.

<b>Assignment</b>	<b>Percent of Final Grade</b>
Case Study One	10%
Job Description	10%
Leadership/Management Presentation	20%
Leadership/Management Critique	5%
Case Study Two	10%
Develop a Technology RFP/Budget	20%
Final Exam	20%
Participation	5%

**Grading Scale**

A: 95-100    B+: 87-89    C+: 77-79    F: 0-69  
A-: 90-94    B: 83-86    C: 73-76  
B-: 80-82    C-: 70-72

**Disabled Students:** If you have a documented disability and wish to discuss academic accommodations, please contact the instructor as soon as possible, but no later than the end of the second week of classes.

**NIU Conceptual Framework:** The NIU Community of Learners build on knowledge, practice, and reflection to produce Exemplary Educators. The Community encompasses scholars, education professionals, and pre-service teachers in an interaction that develops the strengths that embody excellence in education. These strengths include creative and critical thinking, scholarship, and caring. Application of these strengths emerges through the collaborative efforts of a diverse community that supports lifelong learning

## Tentative Course Schedule

<b>Date</b>	<b>Topic(s)</b>	<b>Activities</b>	<b>Readings For Class</b>
Sept. 11	Introduction Facets of Instructional Technology		
Sept. 18	No Class – NT Holiday		Baule, pp. 1-36.
Sept. 25	Technology Planning – Needs Assessment		Baule, pp. 37-60 & 101-126.
Oct. 2	Technology Planning – Goals Development		
Oct. 9	Instructional Technology Curriculum Student Technology Standards	Case Study One Due	
Oct. 16	Teacher/ESP Technology Standards Staff Development	Leadership Presentation 1	
Oct. 23	No Class –	Prep Time for Presentations	
Oct. 30	Staffing for Technology Help Desk Management Consulting Services	Leadership Presentation 2	Baule, pp. 91-96 & 130-135.
Nov. 6	Costs of Technology Purchasing and RFP Issues	Leadership Presentation 3	Baule, pp. 67-80.
Nov. 13	Grants and Funding Policies and Procedures	Leadership Presentation 4 Job Description Due	Baule, pp. 61-67.
Nov. 20	MIS Systems Automation of Tasks SIF	Leadership Presentation 5 RFP/Budget Due	
Nov. 27	Internet Presence, Filtering & Monitoring Assessment of Technology	Leadership Presentation 6	Baule, pp. 81-90.
Dec. 4	IT Facilities Networking & Physical Infrastructure	Case Study Two Due	
Dec. 11	End of Course Evaluation Final Exam	Final Exam	

*Additional handouts may be given out to supplement the next class's reading assignments. Dates for topics are subject to change through mutual agreement.*