Independent Study Course Syllabus

Course Number: TEC 946  
Course Title: Podcasting for Educators

☐ Online  ☑ X Distance Learning

Instructor: Dr. Richard Swan and Jim DiAngelous  
Phone number: 559-999-5678  
Email: rfswan@comcast.net, or www.jdiangelous.com  
Other Contact Information:  
Units: 3  
Grade Level: K-College

Course Description:
Publish your lectures to your students using inexpensive equipment and simple software. Podcasting is an exciting new technology in which educators can make lectures and resources available through the Internet using MP3 players and computers. The textbook, “Podcasting Solutions” by Michael W. Geoghegan and Dan Klass, will provide you with the foundation for completing this course. The participants will be asked to work through the textbook and complete various assignments. Additionally, students will be asked to create an electronic Journal of Experiences, and a Tips document will be kept, along with two lesson plan outlines for teaching Podcasting to students and colleagues is required. Teachers registering for this class will need access to a computer, a microphone, Internet access, and the ability to download software. This course is for both Macintosh and Windows users. Students should have a working knowledge of their computers operating system. More information resources can be found at www.jdiangelous.com.

Course Dates:
Self-paced; students may enroll at any time and take up to one year to complete assignments.

You have up to one year from the date of registration, and no less than three weeks (one week per credit), to complete the course.

Important Information:
Due to the time it takes to pick up registered mail and the problems associated with it, we are no longer accepting returned student assignments by registered or signature required mail.

Course Number and Title: TEC 946 Podcasting for Educators  
Instructor: Dr. Richard Swan and Jim DiAngelous  
Date of Revision 3/2/16

To register for courses go to http://ce.fresno.edu/cpd and log in
How the course fits into the National Standards:

Course content is based on Technology Standards from the International Society for Technology in Education. The course content is woven around the thesis of giving students authentic assignments of finding, reading, and evaluating information within the context of this course. Thus, what this course creates is a student whose focus is on Podcasting and communicating this information with students and staff. In addition, what is important to us, as educators, is the course will develop a direct relationship between critical thinking, problem solving, and decision-making. Podcasting inherently requires the student to be creative and innovative in solving problems. You never know what situation you may encounter and it requires a basic understanding of the operations and concepts that make our modern technology function.

Learning Objectives / Outcomes

Creativity and Innovation
Students will:

• Create a quality Podcast.
• Identify the basic components of Podcasting.
• Identify additional applications.
• Explore the basics of various Podcasting software.
• Identify the foundations in creating a Podcast.
• Identify basic tricks in producing a Podcast.
• Demonstrate storyboarding or scripting techniques.
• Demonstrate basic skill in recording audio.
• Demonstrate basic audio editing skills.
• Develop basic skills in connecting your equipment.
• Learn the techniques of adding music.
• Learn how to add sound effects.
• Learn how to post Podcast’s to the Internet.
• Address technology standards appropriate for this course.

Students will email me when they receive materials, email one assignment & email when they return all assignments at the end of the course.

Critical Thinking, Problem-Solving & Decision-Making

Students use critical thinking skills to plan and conduct research, solve technology problems related to software and hardware, and make informed decisions using appropriate digital tools, appropriate communication resources, and Internet resources.

  a. Formulate a plan and manage activities to develop a solution or complete a project.
b. Collect and analyze data to identify solutions and/or make informed decisions.

**Technology Operations and Concepts**

Students will demonstrate a sound understanding of technology concepts, systems and operations.

a. Demonstrates introductory knowledge, skills and understanding of concepts related to technology and databases.
b. Demonstrate continual growth in technology knowledge and skills to stay abreast of current emerging technologies.

**National Educational Technology Standards:**

ISTE published the National Educational Technology Standards for Students (NETS•S). They documented a U.S. consensus defining what students needed to know about and be able to do with technology. These are the 2008 NETS standards.

(I) Facilitate and Inspire student Learning and Creativity  
(II) Design and Develop Digital – Age Learning Experience and Assessments  
(III) Model digital – Age Work and Learning  
(IV) Promote and Model Digital Citizenship and Responsibility  
(V) Engage in Professional Growth and Leadership  

Links: [www.iste.org](http://www.iste.org)

**Course Materials**

The course materials included with your enrollment are:

- Textbook: *Podcasting Solutions*
- Syllabus
- Course of Study
- Return Envelope

**Course Requirements**

Students will complete the following:

- Journal of Course Experiences
- Chapter 1: Podcast 101
- Chapter 2: listening to a Podcast
- Chapter 3: Podcast how to
- Chapter 4: Planning Your Podcast
• Chapter 5: Audio Podcasting Tools
• Chapter 6: Recording an Audio Podcast
• Chapter 7: Assembling Sounds
• Chapter 8: Video Podcasting Production
• Chapter 9: Preparing Your Files
• Chapter 10: Serving It Up
• Chapters 11 and 12 read only
• Lesson Plan Outline (Students)

Schedule of Topics and Assignments

Introduction

The assignments for this class are outlined next. You can submit your "Journal and Tips" in your favorite word processing application. I suggest that you complete your Journal and Tips as you work through the textbook. Return all assignments on CD-ROM or DVD. If you want your CD-ROM or DVD returned, please include a return self-addressed stamped envelope. Please do not send assignments by registered mail. All assignments will be returned together at the end of the course.

Journal of Course Experiences

The purpose of the journal is basically to keep a log of the effort that you have put into your Podcast and a record of the things that you have learned about Podcasting. It is important to keep such information in order to save you time at some later date when you run across the same challenges. You cannot remember everything that you will encounter and it's nice to have a log of what challenges you faced and how you solved them. Submit this in your favorite word processing program. Be flexible here and use whatever method you wish to make this helpful. One question often asked is how many entries should be made. Make entries, as you work of items that you believe would be of value at a later date. The journal is completed as you work through the course.

Chapter Assignments

In working through the textbook you will be asked to complete various assignments. These assignments are intended to help you organize your efforts and better understand the workings of Podcasting. Return these assignments to me on DVD or CD. These assignments will be completed as you work through the appropriate chapters.

Chapter 1: Podcasting 101, page 1
Chapter 2: Listening to Podcasts, page 13
Chapter 3: Podcast How to, page 27
Chapter 4: Planning Your Podcast, page 33

Course Number and Title: TEC 946 Podcasting for Educators
Instructor: Dr. Richard Swan and Jim DiAngelous
Date of Revision 3/2/16
To register for courses go to http://ce.fresno.edu/cpd and log in
Chapter 5: Podcasting Tools, page 57
Chapter 6: Recording Your Podcast, page 89
Chapter 7: Putting It All Together, page 109
Chapter 8: Preparing Your File, page 131
Chapter 9: Serving It Up, page 147

Submit in your favorite word processing program. This assignment will be completed after all appropriate assignments in the textbook have been completed.

Lesson Plan Outline-Students

You are to develop an outline of a lesson plan to teach students in your class how to create an audio Podcast. Your lesson plan can follow the format that you normally use. Your outline of a lesson can be for an entire concept or it can be for one period that covers only a small part of a concept. Your outline of a lesson plan should include the following:

b. The goals of the lesson plan.
   c. The materials to be used.
   d. The activities the students will complete.
   e. The student outcomes--what students will produce
   g. Student assessment.

Submit in your favorite word processing program. This assignment will be completed after all appropriate assignments in the textbook have been completed.

Audio Podcast Project

Your audio Podcast project needs to demonstrate the various skills and techniques that you have learned through this course. Your project should reflect an educational theme. The length of the project should be a minimum of 2 minutes and no longer than 5 minutes. In addition your audio Podcast will include the following:

a. Opening
   b. Audio title
   c. Credits
   d. Sounds or background music
   e. Various effects if appropriate

You are not required to have standards for your Podcast. However, make sure you include the above criteria in your audio project.
Evidence of Learning

I will evaluate each class assignment to make sure all students understand the content objective related to the assignment and that all requirements have been completed. All class assignments will be completed using databases or Word documents or HTML pages, of student’s choice, and burned on a CD.

Each student will demonstrate their understanding of course objective by completing successfully completing all the course assignments.

Assignments to be returned for evaluation:
- Journal of Course Experiences
- Audio Podcast Project
- Lesson Plan Outline (Students)

Grading Policy

Important Information
Please do not return any materials by registered mail or certified mail. I will not accept any mail that is registered or certified. Using priority mail your materials will arrive in about three days. In addition, please reserve two weeks for assignments to be evaluated and your grade to be posted at the university. If you have a deadline make sure you leave sufficient time to get all your records to the proper location.

To earn a grade of "CR" or "B" students must complete all assignments. Responses to assignments should be clearly written and organized. Assignments should be grammatically correct with few spelling mistakes. Student responses should specifically address the questions or issues in the assignments and are adequate in length. A moderate degree of thought and analysis should be evident in assignment responses.

An additional audio Podcast will be required for an “A” grade. Responses to assignments should be well written and organized. Assignments should be grammatically correct with few spelling mistakes. Student responses should specifically address the questions or issues in the assignments and be adequate in length. A high degree of thought and analysis should be evident in assignment responses. Contact me via email or phone to discuss the additional assignments.

A “No Credit” will be issued if all assignments are not completed, responses to assignments are not clearly written or organized, and grammar and spelling errors are evident in assignments. In addition, a “No Credit” will be issued if responses do not address the questions or issues in each assignment, are not of adequate length, and show very little degree of thought and analysis. Please contact me via email or phone if you are having difficulty. Very rarely have I issued a “No Credit” for other than failure to meet the due date of the course.

Course Number and Title: TEC 946 Podcasting for Educators
Instructor: Dr. Richard Swan and Jim DiAngelous
Date of Revision 3/2/16

To register for courses go to http://ce.fresno.edu/cpd and log in
Grading Rubric

<table>
<thead>
<tr>
<th>Assignments (20%)</th>
<th>No Credit</th>
<th>CR or B Grade</th>
<th>“A” Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student completed less than 100% of all written text assignments as described in the course syllabus. Assignments were not presented in a clear and organized format, on or before the due date.</td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics.</td>
<td>An additional Audio Project is required for an A grade. The addition problems must meet 100% of the requirements for a B grade. Please contact me if you are considering working for an “A” grade.</td>
</tr>
<tr>
<td></td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics.</td>
<td>Chapter Assignments (25pts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics.</td>
<td>Journal of Experiences (25pts)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics.</td>
<td>Storyboard (25pts)</td>
<td></td>
</tr>
<tr>
<td>Audio Project (50%)</td>
<td>Checklist and Toolkit assignments are incomplete or are not completed in a clear</td>
<td>Students must meet 100% of all requirements listed in the Schedule of</td>
<td></td>
</tr>
</tbody>
</table>

Course Number and Title: TEC 946 Podcasting for Educators
Instructor: Dr. Richard Swan and Jim DiAngelous
Date of Revision 3/2/16

To register for courses go to [http://ce.fresno.edu/cpd](http://ce.fresno.edu/cpd) and log in
<table>
<thead>
<tr>
<th>and organized manner, or do not address the requirements as stated in the Schedule of Topics</th>
<th>Topics. Audio Podcast Project (100pts.)</th>
</tr>
</thead>
</table>
| **Lesson Plan Outline (30%)** | **Assignments did not include all the requirements, or are missing elements of the lesson plan as outlined in the Schedule of Topics, are not thought out, and/or not presented in a clear and organized manner.** | **Lesson plans include all of the requirements outlined in the Schedule of Topics, and are written in a clear and complete manner, are well planned and thought out.**
**Staff Lesson Plan Student Lesson Plan (100pts.)** |

Assignments will be evaluated on the requirements that are to be found in each assignment. Return all assignments at the end of the course. A self-addressed stamped envelope is included. Mail to:

**Dr. Richard Swan**
**P.O. Box 1863**
**Clovis, CA 93613-1863**

If you have any questions, need advice or help, please call **559-999-5678** and leave your name, phone number and the best time for a return call. I will try and get back to you as quickly as possible. If you have Internet access and would like to exchange information in that way, my email address is **rfswan@comcast.net**.

**Instructor Student Contact**

The instructor is available to answer questions and/or clarify directions at the contact information listed at the beginning of the syllabus. In addition, students are required to contact the instructor as outline in the course material.

**Students will email me when they receive materials, email one assignment, and email when they return all assignments at the end of the course.**
Final Course Grade and Transcripts

When all work for the course has been completed, students will need to logon to the Center for Professional Development website (http://ce.fresno.edu/cpd) to “Submit Grade Form”. Once the instructor fills out the grade form online, students may log back in to request their Grade Report as well as order transcripts online. Please allow at least two weeks for the final grade to be posted. For more information see the Independent Studies Policies and Procedures that were sent to you when you received your course materials, or in your online course. They are available, also at http://ce.fresno.edu/cpd - under General Information > CPD Policies.

Plagiarism and Academic Honesty

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalogue. URL http://www.fresno.edu.

CONTINUING EDUCATION PROGRAM STUDENT LEARNING OUTCOMES:

| CE 1. | Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use. |
| CE 2. | Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts. |
| CE 3. | Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement. |
| CE 4. | Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting. |
| CE 5. | Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field. |
| CE 6. | Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information. |

FRESNO PACIFIC UNIVERSITY STUDENT LEARNING OUTCOMES

| Student Learning Outcomes Oral Communication: | Students will exhibit clear, engaging, and confident oral communication – in both individual and group settings – and will critically evaluate content and delivery components. |
| Written Communication: | Students will demonstrate proficient written communication by |
articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others.

<table>
<thead>
<tr>
<th>Content Knowledge:</th>
<th>Students will demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection:</td>
<td>Students will reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and vocational improvement.</td>
</tr>
<tr>
<td>Critical Thinking:</td>
<td>Students will apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to new situations.</td>
</tr>
<tr>
<td>Moral Reasoning:</td>
<td>Students will identify and apply moral reasoning and ethical decision-making skills, and articulate the norms and principles underlying a Christian world-view.</td>
</tr>
<tr>
<td>Service:</td>
<td>Students will demonstrate service and reconciliation as a way of leadership.</td>
</tr>
<tr>
<td>Cultural and Global Perspective:</td>
<td>Students will identify personal, cultural, and global perspectives and will employ these perspectives to evaluate complex systems.</td>
</tr>
<tr>
<td>Quantitative Reasoning:</td>
<td>Students will accurately compute calculations and symbolic operations and explain their use in a field of study.</td>
</tr>
<tr>
<td>Information Literacy:</td>
<td>Students will identify information needed in order to fully understand a topic or task, explain how that information is organized, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.</td>
</tr>
</tbody>
</table>
Course Number and Title: TEC 946 Podcasting for Educators
Instructor: Dr. Richard Swan and Jim DiAngelous
Date of Revision 3/2/16

To register for courses go to http://ce.fresno.edu/cpd and log in