

Welcome to CIEE 213-82  
Teaching in a Global Technological World

I'm Professor Rosemary Seitel, and the best way to reach me is by e-mail: [seitelr@wpunj.edu](mailto:seitelr@wpunj.edu). My work number is **201-862-6215** and my cell is **201-248-2545**. Please do not hesitate to contact me at these numbers anytime you have a question or concern.

All sessions will be online through Blackboard at <http://bb.wpunj.edu>. The course on Blackboard will be made available to you on September 1. Please login early in the week to note introductions and your first session. Note carefully all directions on the Announcement Board to help get you started.

We will **not** be covering basic computer applications such as Word, Excel and Power Point; however, you will be expected to complete assignments using these programs. To help you with these applications, free workshops are available on a drop-in basis from IRT (see <http://www.wpunj.edu/stc/services/softwaretrainingworkshops.htm> for more details).

**NOTE: In CIEE 213 you will be using the Blackboard content and e-portfolio system.** You will not have to purchase anything (this is part of Blackboard). In-person e-portfolio workshops have been scheduled for the fall educational-technology courses to acquaint you with the use of Blackboard e-portfolio. I strongly encourage you to take one of the courses. The dates for these sessions will be announced on the first day of class through the Assignment page of our Blackboard class. A link will be provided for you to register.

## Please Remember:

- All students are required to have a WPU e-mail account and are expected to access your account with regularity. The address is <http://student.wpunj.edu> and you can access it using the same credentials you use to access Bb. If you need help with your email account please contact the Help Desk, [help@wpunj.edu](mailto:help@wpunj.edu) or 973.720.help.
- Note that the AOL browser does not work well with Blackboard. It is recommended that you use Internet Explorer or Mozilla Firefox. (If you must connect to the Internet using AOL, please minimize the AOL browser and use Internet Explorer or Mozilla Firefox.)
- Check for new announcements regularly: In order to keep up with new information regarding the course, it is your responsibility to read all of the weekly announcements posted on the Blackboard system.
- Log on to the course web site **at least** three times per week.
- Read the provided materials every week. (**THERE IS NO REQUIRED TEXTBOOK FOR THIS CLASS, BUT YOU ARE EXPECTED TO READ THE PROVIDED ARTICLES, WEBSITES, ETC.**)
- You can read ahead and/or start on any assignment ahead of time; however, you must NOT begin session discussions ahead of time. Starting assignments ahead of time prevents the last-minute crunch and will also

give you a chance to ask clarifying questions. The successful self-regulated learner will NOT start on an assignment the night before the due date, but rather, will give him/herself time to deal with any pedagogical misunderstandings or technical glitches that may arise.

- Plagiarism is not allowed. This includes copying from other students as well as copying from web sites. Do NOT cut and paste text that you have not written.

### **Ground Rules:**

- Before beginning any Session, be sure you have read EVERYTHING that has been provided for you to understand the topic of the week. Don't begin a task without acquainting yourself with the Class Notes/Suggested Readings/Resources/Examples. These materials have been posted to help you understand your task and familiarize you with the session's content. Always remember that everything you need is under the button Course Documents and then under the Session # of the day.

\* Ask for help at any time! Never be afraid to ask questions, express concerns, or send out an SOS. I am here to help in any way I can. Sometimes a simple problem requires a simple email or phone call to straighten it out. I check my WPU account (seitelr@wpunj.edu) frequently and Blackboard at least once each evening. You should be sure to check both daily, too.

- Visit the Student Help section on Blackboard's Home Page if you need to refresh yourself in the use of Blackboard. Contact me if you are having any

problems. All correspondence is through your William Paterson email account.

- You are expected to make a posting to each session discussion by midnight before the following session. The Discussion Board forums, as well as Session Course Documents, inform you of dates due. Respond and defend your position clearly and concisely. Be sure to proofread your work. One point off for each day that the assignment is posted after that. You will also be responsible to respond to your classmates' postings.
- You are expected to make at least one substantive response to a classmate's posting (not just "I agree with what you said.") for each discussion board entry. Your response posting should be made sometime during the following week.
- Please manage your time well. If you fall behind, you will become overwhelmed. Stay in touch with me if you are having difficulty keeping up. Our only communication is through WPU email and Blackboard, so please keep me informed of any problems.

\* Visit External Links for interesting and helpful sites.

- If you find any links that are not working properly, please let me know immediately so I may correct it. I have checked everything carefully, but sometimes glitches appear.
- Be creative, imaginative, and have fun. Using technology in our classrooms motivates students, makes learning fun and teaches an important life skill.
- Question, question, question when you are unclear about something. You will do just fine, but sometimes clarification helps.

I look forward to our semester in cyberspace. Please be sure to contact me at any time if you have any questions.

Professor Seitel