

Effective Email Communication for Teaching & Learning(Online) – 2 Credit Independent Study

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Course Description:

This course has been designed for K – 12 educators who wish to use email in their classroom as an information sharing and collaboration tool to organize and store communication and to increase student learning. At the beginning of the course, you will work at your own pace using online, step-by-step tutorials and Internet resources to learn how to use Outlook® effectively. The bulk of the course leads to investigating how email can be used as a tool to enhance student learning. Required software: Microsoft Outlook® 2001 or higher (PC or Mac)

Goals and Objectives

As a result of participation in this course, students will:

- 1) Use online software tutorials to learn how to use Microsoft Outlook® effectively to:
 - o Work with attachments
 - o Maintain contacts and create distribution lists
 - o Manage appointments and tasks
- 2) Use Moodle (online discussion board) to access and share course information.
- 3) Strategize storage and organization of communication information.
- 4) Understand student email safety and etiquette.
- 5) Investigate how email can increase student learning and develop a plan for the classroom.

Texts/Readings

All required readings are found online.

Assignments and Projects:

The following assignments and projects are required for this course:

1. Put the basics to practical use (8 points):

- Email your course instructor to show what you've learned to this point.

Include the following in your email:

- o Your signature (created with online tutorials)
- o Attach a photograph
- o Attach a screen shot of your Outlook® screen showing that you have created both a new folder in your personal folder and also a new search folder. (Instructions for taking a screen shot are posted with this assignment in Moodle.)

2. Develop a strategy to store and organize your communication information (10 points)

- Use what you've learned about creating and customizing different types of folders, flagging, arranging and grouping messages, and creating distribution lists, and working with tasks.

- In one page, reflect on your organizational strategy, focusing on what you believe to be the three most useful features of Outlook® described in online tutorials? How will these features make email communication more manageable for you professionally in the future?

3. Outlook® Calendar (7 points)

- Use the calendar functions to organize your professional life, and if you wish, personal life. Add appointments and meetings, apply color to events, and set a recurring item. Screen capture your calendar in month view.

4. The impact of email on student learning (20 points)

- Write a two-page reflection on different ways email can be used in classrooms to increase student learning.
 - o How can communicating with email impact learning in your classroom?
 - o How does email fit in with project based learning?
 - o Does it make sense in your setting to use email as a feedback tool?
 - o Think about age appropriate use and lab access in your setting.
 - o Consider whether you would have students email individually or whether email experiences would be “whole class.”

5. Create an email etiquette poster for your classroom. (10 points)

6. Create an email safety poster for your classroom. (10 points)

7. Develop a formal lesson plan to use email to increase student learning in your classroom (20 points)

- Think about:
 - o What learning objective would be enhanced with the use of email?
 - o In which part of the learning process would email be used?
 - o Everything you’ve learned and reflected on in this course

8. Communicate in an online forum. (15 points)

- Post responses to Moodle as described in the blocks a minimum of five times.

Evaluation and Grading

All assignments, regardless of length, must be typed and incorporate APA style references when appropriate. Written assignments will be evaluated on accuracy of information, completeness of assignment, clarity of writing/presentation, organization of information and material, and accomplishment of the goals for each assignment.

A = 94-100 points

A- = 90-93 points

B+ = 87-89 points

B = 84-86 points

B- = 80-83 points

C = 75-79 points

F = less than 75 points

I = Incomplete Work