



Fitchburg State University Graduate Learning Outcomes and Objectives

At the end of this course, participants will receive the course grade, be considered for the METAA certificate, and be able to:

- Create a vision for how IT (Information Technology) will build your organization's success
- Shape and inform expectations for an IT-enabled enterprise
- Create clear and appropriate IT governance
- Weave together business and IT strategies
- Build a new IT organization
- Build and nurture a high-performing IT team in an educational organization
- Manage a new enterprise and associated IT tasks
- Communicate IT performance in business-relevant language

This course will address the dispositions of the Conceptual Framework in the following way(s):

Knowledge: As a result of the learning experiences in the course, you will become more cognizant of the essential skills and knowledge in three areas of Leadership & Vision, Understanding the Educational Environment, and Managing Technology & Support Resources necessary to become a K-12 Chief Technology Officer (CTO).

Skill: As a result of the learning experiences in the course, you will become better able to provide leadership and vision; participate in strategic planning; know the ethics and

policies related to the role of a K-12 CTO; be able to create instructional focus and professional development activities; feel confident in team building and staffing; learn the skills necessary for effective IT management , communication systems management, business management and data management; and understand the importance of data privacy and security.

Caring: As a result of the learning objectives and outcomes in the course, you will become more competent in your ability to lead your school/district objectives as listed above under Learning Objectives and Outcomes.

Technology Initiatives: Users of the Fitchburg State University technology systems are subject to all applicable federal, state, and international technology laws. Questions regarding regulations may be directed to the Office of Information Technology.

Participants will utilize technology as:

- a research tool
- a communication tool
- a response method

Ethical: As a result of the learning experiences in the course, you will become more competent in your ability to use the ethical and policy tools available to the K-12 CTO.

COURSE EXPECTATIONS:

Since this is an online course, the attendance requirement is met through consistent engagement in skill area focused discussion activities.

Participation will take place through asynchronous group activities.

Participants are expected to log into the course at least three times per week to stay current with assignments and expectations. Course participants whose responses and completion of activities do not meet the timelines each week, impact the entire class. Please see the [Online Discussion Rubric](#) document.

Weekly schedule of the topics that will be covered and all assignments due for that week are listed in the [Course Content](#) document.

EVALUATION OR GRADING POLICY:

Discussion Participation (40%)

The discussions are central to the online learning experience. The instructor will evaluate the learners' levels of engagement in the on-line conversation and their abilities to raise ideas and questions that spark the thinking of others. These discussions are held in a threaded discussion board. All assigned readings and materials in this course are to be studied within the context of "information processing" rather than being able to recall each specific item. Your ability to process the information will not be measured in quizzes but by your participation in the discussion forums. The Online Discussion Rubric is available [here](#).

There is the overarching expectation that postings are substantive and present new ideas as follows:

- At least three postings each week including citations from readings:
- Participants respond directly with the initial discussion posting in response to the week's skill area question.
- A minimum of two additional postings that respond to postings of other participants.
- Postings build on the postings of others.
- Postings present your own ideas and examples of an application, such as in your (or others') workplace.
- Postings are supported by properly cited readings.
- Postings are clearly written, with proper spelling and grammar.

LiveBinder Final Project and Weekly Reflections (30%)

Participants will complete the electronic portfolio for submission to the METAA Review Committee. All participants will maintain an electronic portfolio through LiveBinder (www.livebinders.com) that allows the user to combine uploaded documents, links, and multi-media content into an electronic portfolio. The electronic portfolio will be organized according to the skill areas, and each section will contain any relevant work and research for each area. Participants will also submit reflections into their LiveBinder each week. To view the Reflections Rubric [click here](#). Learners will explain their understanding of the required readings and reflect on specific questions associated with the course readings and online discussion. The final project will be a compilation of the materials required for this course. The portfolio is intended to be a living document and resource for the participant. Additionally, a combination of the course grade and the recommendation of the METAA Review Committee will determine eligibility to receive the METAA CTO Certificate.

Final Essay (30%)

At the end of the course, participants will be asked to write an essay that demonstrates learning throughout this course as a response to a scenario that technology directors may encounter in the work experience. To view the Final Essay Rubric [click here](#). The

essay response will be considered as 30% of the final grade and is also part of the portfolio to be reviewed by the METAA Review Committee to determine eligibility to receive the METAA CTO Certificate.

Attendance and Participation

Since this is an online course, the attendance requirement is met through consistent engagement in skill area focused discussion activities. Participation will take place through asynchronous group activities. Students are expected to log into the course at least three times per week to stay current with assignments and expectations. Course participants whose responses and completion of activities do not meet the timelines each week impact the entire class. Please review the [Online Discussion Rubric](#).

1. As an emerging professional, you are expected to attend every class session, to be on time, and to communicate with the instructor regarding any absences. Absences and tardiness may result in a permanent grade change.
2. Participation in class on-line discussions and cooperative groups is expected. All participants are responsible for meeting required deadlines on projects and assignments; your ability to complete tasks in a timely fashion demonstrates professional maturity and an ability to organize and manage time. Completion of assigned reading is imperative to your individual development as a professional.
3. All of these behaviors regarding attendance, preparation, and meeting deadlines are critical for successful teaching and thus are factored into the final grade.

Grade Appeal

If you disagree with the evaluation of your work or believe an improper grade has been assigned, an appeal may be followed. Please discuss the matter with the instructor and refer to the Fitchburg State University Grade Appeal Policy in the university catalog. <https://www.fitchburgstate.edu/academics/courses-registration/university-catalog>

Academic Integrity Policy

Work submitted in fulfillment of course requirements will be solely that of the individual candidate and all other sources will be cited appropriately. University Academic Integrity Policy, as outlined in the University Catalogue, will be strictly adhered to.

Copyright Policy

You are reminded that, in preparing handouts for peers or the instructor, reproduction of copyrighted material without permission of the copyright owner is illegal. Such unauthorized copying may violate the rights of the author or publisher. Fitchburg State University adheres to federal laws regarding use of copyrighted materials. See the Electronic Use of Copyrighted Materials on the Fitchburg State University website for more details.

To receive 3 graduate credits the course will use the Fitchburg State University Grading System below.

4.0	95 - 100	A
3.7	92 - 94	A-
3.5	89 - 91	A-/B+
3.3	86 - 88	B+
3.0	83 - 85	B
2.7	80 - 82	B-
2.5	77 - 79	B-/C+
2.3	74 - 76	C+
2.0	71 - 73	C
0.0	0 - 70	F
W	Withdrawn	
IN	Incomplete	
IP	In-Progress	