

Special Interest Articles:

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Projects are due! Are you ready?

Well it is getting to be that time of year again! The semester is coming to an end and projects are due. Are you beginning to panic yet? If so, was it due to a lack of proper planning?

Plan the plan

In order to manage any project no matter how big or small it is, it is important to formulate some kind of plan first. As students, what are the questions that we always ask our teachers; "How many tasks should this project have?" or, "How much detail should I have in the project plan?" Do you really start to panic when it is a group project and a strong leader has not emerged yet from the group?

Three Basic Steps

As with any problem solving it is best to break the problem down into manageable parts, for example here are three basic steps to follow.

1. Identify the exactly the subject matter and the audience you are presenting to. This will help you determine the level of detail that may need to provide.

2. Break down the subject matter so everyone knows who is responsible for what. Make sure there is excellent communication between all members and make sure everyone is participating.

3. Try to follow this guideline;

P.R.O.J.E.C.T
P Planned
R Rational
O Objectives &
J Justified
E Expectations
C Coordinated &
T Team Driven



Tools for Teachers

One of the points that must have been driven home in your mind by now is that you are filling your toolbox with the tools you have been given in the EDC program. We have received web pages, documentation, self-directed courses, etc to look at and use. You may not need them today, but you do need to keep a list of them so when the time does come you will be ready.

More tools

Our friends at Microsoft has come to our rescue and provided the following tools to be used with their Office products.

<http://officeupdate.microsoft.com/TemplateGALLERY/>

This site gets updated frequently, so be sure to check back periodically. Currently the following is available now:

- Lesson Plans
- Seating Charts
- Grade Books
- Field trip permission form
- Essay test
- Calendar
- Certificates

These are just a few and there are many more online. This is a great free resource.

Basic security Management model

Confidentiality



Integrity Availability

“Know the threats and know the solution, then you can rest easy.”

Tech Talk: Security

Everyone is well aware that security is a major concern in schools, government, businesses and your personal information. Everyone has to worry about the data being compromised in some fashion. Hackers may be just looking at data that is privileged. Others may have more malicious thoughts in mind. When security is being considered, it is very important to be proactive rather than reactive.

Security Plan

Every organization must have a written security policy in place. In the event that there are any legal issues with personnel, students or casual users, this will help protect you. Whenever someone uses your computer, you can have an agreement pop up on the screen that will notify users what the policy is. If they accept, then the computer will allow them access to the network. If they decline the connection is shut down.

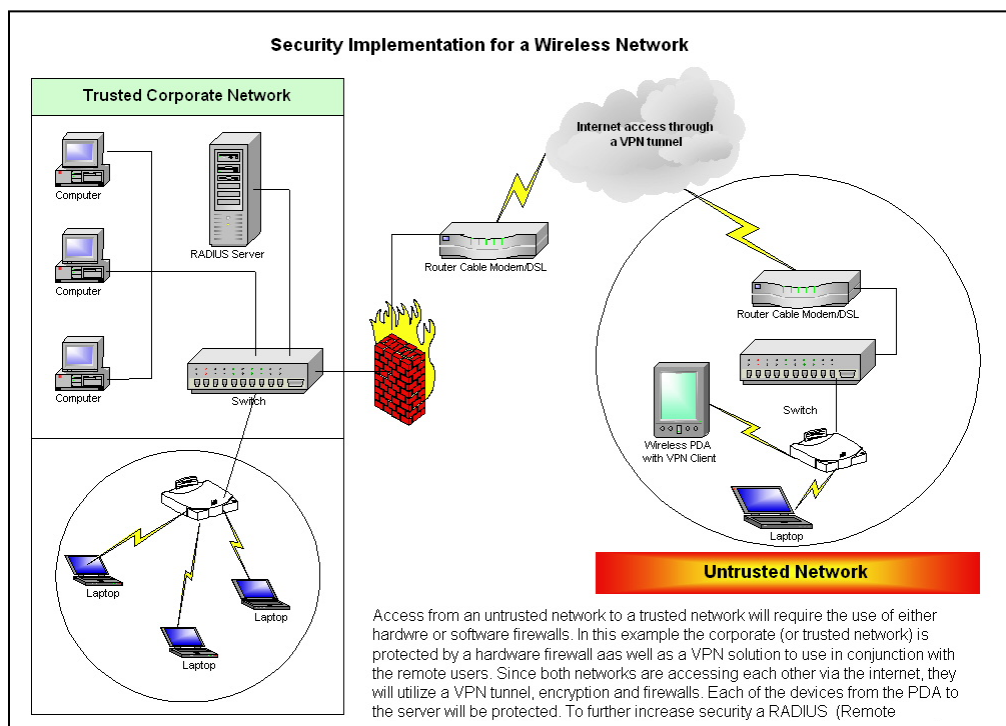
Tools

In order to be proactive the IT staff must have a set of tools in place that they can use that will protect the network 24 hours

a day seven days a week. The first set of tools is to make sure that each PC has sufficient anti-virus software on the PC. The second set of tools is to make sure that the schools server is also protected. It will need software that will protect the operating system as well as data that is crossing its path such as email. The third tool that is needed is protection from hackers coming in from the internet. Each Internet connection must have a firewall connected to it. The firewall will protect the network from hackers that are trying to disrupt the router from passing traffic in or out to the Internet. The router firewall combination is the most critical part and there is much too much detail for the space allotted here here.

Resources on the Internet

- Internet Guard Dog
<http://www.mcafee-at-home.com>
- McAfee
<http://www.mcafee-at-home.com>
- Netwatcher 2000
<http://www.moonlight-software.com>
- Norton Internet Security 2001
<http://www.symantec.com>





"Let's turn the tables and ask the Professor a few questions!"

An Interview with Dr. Thompson

Being part of the EDC program at Buffalo State College is more than just attending classes and handing in assignments. Each of us at a minimum needs to have a basic understanding of the philosophy and direction that the department is heading in. Who better to ask than the coordinator of the department, Dr. John Thompson.

A little background first.

Dr. John Thompson has over 30 years of experience with computers, K-12 teaching and administration, and corporate training. He has worked in K-12 schools, higher education, private sector, and government. Dr. Thompson has received several grants and has made various local, state, and national presentations. His current interests include the Internet in the educational environment, computer use in education administration, and online learning. He is the coordinator of the Educational Computing program.

Q: What major changes have you seen in the EDC program?

A: Perhaps the biggest change has been the shift to using the Internet to offer blended or completely online courses. Blackboard and the SUNY Learning Network (SLN) allow 24/7 anywhere learning. Also, the EDC program will change in 2004 to reflect the changes in NYS teacher certification requirements. However, anyone currently in the program will be "grandfathered" under the current program. What will change next year? Well, for example, EDC 600 and EDC 606 will be consolidated into one course – EDC 601. More details will be forthcoming later this year.

Q: Where do you see the EDC program in 5 years and 10 years from now?

A: Much will depend on the economic situation at the state level. We'd like to look at taking more or all EDC courses online, but will need additional resources to do so. Also, there appears to be a need to offer certificates of study, as opposed to the full master's program, for returning teachers who already have their master's degrees. A market seems to exist for non-K-12 students (e.g., those in business or higher education) wanting a graduate degree in instructional technology. However, as with making more courses available online, the EDC program will require more financial and personnel support to move in these new directions.

Q: What is the one thing you would like each EDC student to take away from this program?

A: Only one thing? In my courses, I talk about EDC students filling up toolboxes with many new teaching tools (e.g., ideas, software, hardware, Internet sites). Over the course of an EDC student's graduate career, many such toolboxes are filled. I suppose that if I had to cite only thing for a student to take away from the program, it would be the skills and interest to keep learning about technology after graduation.

Q: How would you compare this class from the very first class of EDC students in terms of prior knowledge of technology?

A: You probably need to ask this question of Dr. Nowakowski, since he has been here since the inception of the EDC program. Although we do not have any benchmark data, I'd guess that our current EDC students are much more knowledgeable and skilled in technology than their predecessors. But we can compare the skills of incoming EDC students with those graduating now by the latter's comments. Students graduating from the program are unanimous in stating how much more they know now than when they entered the program. In fact, many are outright amazed at how much progress they see in themselves when they reflect back on where they were when they entered the program.

Q: What are the challenges to new teachers as they try to integrate technology into their classrooms or districts?

A: The challenges seem to remain fairly constant – how to grasp new technology and integrate its use into the workplace in order to improve teacher efficiency and student achievement. Whether it's learning how to incorporate that one lonely computer or a computer lab or the Internet, teachers need to actually use what they learn in their EDC courses. Finding the time and support back on the job to use what they learn continues to be challenging.

Career Help: The Interview Process



"Interviews can make anyone nervous. Be prepared and it will go much easier!"

For some people being out of work is almost as bad as anticipating the long interviewing process that must take place before landing a job. Fortunately there is help available both professionally and for free on the Internet. Whether you are graduating this semester or not, the summer is almost here and the job prospects are scarce. Not only are the job prospects scarce but the competition is tough. Read on for some basic tips and techniques.

You just landed an interview – now what?

Having a positive outlook is the first key aspect of the whole process. Start the interview with being enthusiastic, and have a feeling of confidence that the job is already yours. If you have a winning attitude, it will show and first impressions are made in the first minute.

Questions:

There is no doubt about it, every interview is going to be full of hard questions. They need to know as much about you as possible in a short period of time. So be ready to answer some of the questions that you know will come up. For example;

- Why were you fired from your last position?
- Why does your resume show you have been out of work for two years?

Deep thought questions;

- Tell me about yourself?
- What can you bring to our school district that another applicant will not?
- What have you learned from your mistakes?

When does the interview process start?

To be perfectly honest, it will start at first contact. It may be when the telephone first rings, it may be as soon as you fill out an application, and most importantly it occurs every time you speak to your peers. Be prepared and always be in "interview mode".

10 Tips for a successful interview.

- Arrive on time.
- Introduce yourself in a courteous manner.
- Read company materials while you wait.
- Have a firm handshake.
- Listen.
- Use body language to show interest.
- Smile, nod, give nonverbal feedback to the interviewer.
- Ask about the next step in the process.
- Thank the interviewer.
- Write a thank-you letter to anyone you have spoken to.

Where to look for help?

The Career Development Center at Buffalo State College
www.buffalostate.edu

Career Services Central

<http://www.careerservicescentral.com/>



Schools & Technology Around the Country

Contact Information



E-MAIL:

murello@adelphia.net



FAX:

(716) 565-8119

We're on the Web!

See us at:

<http://users.adelphia.net/~murello/590/>

Maine:

A recent article about laptop usage in schools by Sarah Mahoney appeared in the NY Times on March 5, 2003. The article reviewed how the State of Maine recently provided laptop computers to 7th and 8th grade students. The outcome was very positive. The initial observations show that absenteeism was down as well as detention. Both the students and faculty acclimated to the new technology very quickly, however there are skeptics.

West Virginia:

Students and teachers at six middle school sites in Wayne County are now able to receive instruction originating from the Marshall University campus or from one of the other schools through video transmission over broadband telephone circuits. This year, the center plans to have 20 schools in other counties in the state become a part of the distance-learning network. More information concerning this can be found at:

<http://www.herald-dispatch.com/2003/January/30/LNlist3.htm>

Virginia:

Looking for the most advanced technology center in the United States? Looking for a partnership between the public school system and a state college system? Well look no further then the Advanced Technology Center, located on the TCC Virginia Beach Campus.

This facility promises to be one of the most unique educational and training centers as it offers secondary and post-secondary students the highly technical training demanded of today's workforce. The ATC houses TCC programs in information technology, computer science, engineering, technology, and computer aided drafting and design, civil, and engineering technology.

For more information go to:

<http://www.vbatc.com/index.html>

Florida:

There is one computer available for instruction for every 3.6 public school students in Florida. Furthermore, there is one classroom computer available for every 7.9 public school students in Florida, making Florida one of the top six states in computer availability for students.

[Market Data Retrieval. *Technology in Education 2001.*](#)

About The Newsletter...

This newsletter is a graduate study independent project. Your feedback will be instrumental in making it a better resource for everyone. Since this is a graduate project its current life expectancy is one semester. If you are

interested in continuing this newsletter as your own project, please contact me (Murello@adelphia.net) for more information or Dr. John Thompson thompsjt@bscmail.buffalostate.edu