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**Educational Technology Department**

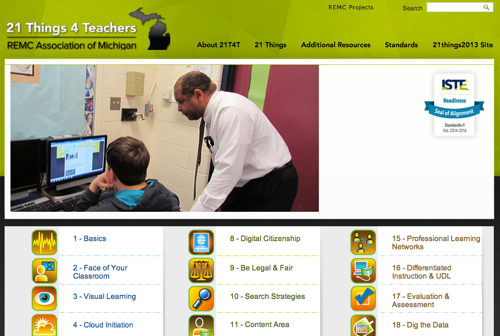
**TIME LOG for**

***21 Things for 21st Century Educators - Part 1 - Cohort 9***

***Technology Every Educator Should Know***

[**http://21things4teachersoakland.weebly.com/index.html**](http://21things4teachersoakland.weebly.com/index.html)

Facilitated by Laura Cummings & Karen Miller



Originally created by:

Carolyn McCarthy, Instructional Technology Consultant

Frank Miracola (deceased), Interactive Learning Consultant

Dr. Jennifer Parker-Moore, Interactive Learning Consultant

Melissa White, Instructional Technology & Media Consultant

****Offered for statewide use via funding from the REMC Association of Michigan

|  |  |
| --- | --- |
| **Course** | **Dates** |
| Cohort 9 | September 15, 2014 - December 7, 2014 |

**21things Submission Instructions**

**THIS IS YOUR RECORD OF ATTENDANCE**

**IMPORTANT:** For participants to earn SCECHs, they must complete and log the minimum required hours for the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and Oakland Schools review all programs and monitor attendance. Failure to comply with program requirements, including attendance and completion of this portfolio will result in disallowance of SCECH credit. In order to be granted credit, you must comply with the following required elements:

* **Submit by December 7, 2014 completed portfolio and capstone project URLs** online to your instructors at: [21things@oakland.k12.mi.us](mailto:21things@oakland.k12.mi.us%20?subject=21%20Things%20Portfolio%20Link)   
  **THIS IS THE ONLY REQUIREMENT THAT MAY BE SUBMITTED DIGITALLY.**
* **Complete and Sign** *Oakland Schools “21 Things for 21st Century Educators Part 1: Things 0-10 Time Log v9”* **log sheets** with actual logged hours to meet or exceed minimum required hours.
* Complete and submit the **Course Evaluation.**
* Complete the **SCECH application form** and make **$10 check** payable to **Oakland Schools**.
* **Submit log sheets, SCECH application and $10 payment (payable to Oakland Schools) by December 11, 2014:**

Kimberly Clarke

Oakland Schools

Learning Services

2111 Pontiac Lake Road

Waterford, MI 48238

**ALL DOCUMENTS MUST BE SUBMITTED BY December 11, 2014.** Remember to make a copy of your documents for your records. **Original forms with signatures must be mailed in.** **Only the portfolio and capstone project links may be submitted digitally.**

Name (please print) Date

Address/City/Zip

School/District /

Signature

**I understand that any deviation from this criterion will result in my loss of SCECH credit.**

**Program Title: 21things for the 21st Century Educator - Part 1**

**Beginning Date: September 15, 2014 Ending Date: December 7, 2014**

**Oakland Schools “21 Things for 21st Century Educators PART 1: Things 0-10” Time Log v9**

**NOTE: THIS IS VERIFICATION OF YOUR ATTENDANCE**

Use this page to keep track of hours per session. You must meet the minimum contact hours and submit this log at the end of the course as verification of your attendance. Hands On Activities found at: <http://www.21things4teachers.net>

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| **Sessions** | **Activities** | **Time Guide**  **(Minimum)** | **Logged Hours** |
| **Session 1 - Face-to-Face**  Mon. 9-15-2014  5:00 PM - 7:30 PM | Introduction to Course and Materials | 2.5 hrs. |  |
|  |  |  |  |
| **Session 2 - Adobe Connect**  Webinar  Weds. 09-17-2014  4:30-5:30 PM | \*Thing 0: Tools & Methods for Creating the Portfolio  \*Thing 1: Basics | 1 hour |  |
| **Thing 0 - Tools & Methods for Creating the Portfolio**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 4 hours |  |
| **Thing 1 - Basics**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 3 hours |  |
| **Session 3 - Adobe Connect**  Webinar  Tues. 09-23-2014  4:30-6:00 PM | \*Thing 2: Face of Your Classroom  \*Thing 3: Visual Learning | 1.5 hours |  |
| **Thing 2 - Face of Your Classroom**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 4 hours |  |
| **Thing 3 - Visual Learning**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 3 hours |  |
| Submission  Sun. 10-12-14 | **Things 0-3 Portfolio Submission** |  |  |
| **Sessions** | **Activities** | **Time Guide**  **(Minimum)** | **Logged Hours** |
| **Session 4 - Adobe Connect**  Webinar  Mon. 10-13-2014  4:30-5:30 PM | \*Thing 4: Cloud Initiation  \*Thing 5: Collaboration | 1.5 hours |  |
| **Thing 4 - Cloud Initiation**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 3 hours |  |
| **Thing 5 - Collaboration**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 3.5 hours |  |
| **Session 5 - Adobe Connect**  Webinar  Tues. 10-28-2014  4:30-6:00 PM | \*Thing 6: Communication  \*Thing 7: Productivity | 1.5 hours |  |
| **Thing 6 - Communication**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 3 hours |  |
| **Thing 7 - Productivity**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | 4 hours |  |
| Submission  Sun. 11-09-14 | **Things 4-7 Portfolio Submission** |  |  |

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| **Sessions** | **Activities** | | **Time Guide**  **(Minimum)** | **Logged Hours** |
| **Session 6 - Adobe Connect**  Webinar  Mon. 11-10-2014  4:30 - 5:45 PM | \*Thing 8: Digital Citizenship  \*Thing 9: Be Legal & Fair | | 1.5 hours |  |
| **Thing 8 - Digital Citizenship**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | | 3 hours |  |
| **Thing 9 - Be Legal & Fair**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | | 3 hours |  |
| **Session 7 - Adobe Connect**  Webinar  Tues. 11-25-2014 4:30 - 5:30 PM | \*Thing 10: Search Strategies | | 1 hour |  |
| **Thing 10 - Search Strategies**  Online Session | \*Review of “Thing”  \*Review Resources that support “Thing”  \*View video or tutorial  \*Application of ISTE Standards for Teachers  \*Complete Assignment and Portfolio reflection | | 3 hours |  |
| Submission  Sun. 12-07-14 | **Things 8-10 Portfolio Submission** | |  |  |
| Submission no later than: Thurs.12-11-14 | **All other paperwork (time log, SCECH application, payment)** | |  |  |
| **TOTAL Face-to-face Session** | | | **2.5 hours** |  |
| **TOTAL Webinars/Hands-On/Online Activities Hours** | | | **44.5 hours** |  |
| **SCECH TOTAL** | | **All Sessions Combined** | **47 hours** |  |

**Course ends December 7, 2014**

This is to certify that the 21things Portfolio and the logged hours are an accurate reflection of my time on the project.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



21 Things for the 21st Century Educator

Use of Oakland Schools Participant’s Work/Portfolio

Dear Participant:

As part of “21 Things for the 21st Century Educator” we would like permission to publish portions of your portfolio online as an example of excellent work. Note that these pages include your name and district. We would also like permission to circulate your completed portfolio during face-to-face trainings to incoming participants. Signing this form officially documents that you will allow the use of your portfolio for instructional and demonstration purposes within the context of the "21Things for the 21st Century Educator” course. There is no monetary compensation for the use of your work.

I release Oakland Schools, the Clinton RESA, Macomb ISD, Shiawassee RESD, and/or Ingham ISD and their Board of Education, the individual members, agents and employees and representatives from financial consideration, pertaining to these projects or images. I promise not to initiate a lawsuit in any court of the United States to compel, enjoin or enforce legal claims that I have waived by execution of this Agreement.

This release includes, but is not limited to, my waiver of all proceeds or advantages derived from the reproduction or publication of my work.

Print Name District/School

Dated:

Signature