

## Technology Waiver Application

### **Petitioning for a Technology Course Waiver School of Education Sonoma State University**

**Please, read these guidelines carefully. Petitions will not be considered without appropriate evidence and reflections.**

**Step 1:** Review the technology standards (Basic Technology Skills) on page 2 of this document. If you feel you have adequate skills and artifacts to present, continue. Otherwise, enroll in the appropriate course.

**Step 2:** Organize the reflections and artifacts for submission. An example of an appropriate format for organizing the submission of the reflections and artifacts is on page 3 of this document.

**Step 3:** Make a CD-rom copy of all materials for submission.

**Step 4:** Obtain the [\*Petition to Waive School of Education Requirements\*](#).

**Step 5:** Complete Petition, attach to CD and submit to Dr. Kelly Estrada, School of Education, Stevenson 1078.

**Step 6:** Allow at least two weeks for review (no reviews during summer).

**Step 7:** The Petition result will be mailed to you by the School Office.

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In order to complete technology course waiver, please submit a “[Petition for Waiver of Education Requirements](#)” form along with evidence to support the petition. The evidence should consist of a set of narrative reflections with accompanying artifacts for *each of the skill areas listed below*. Please submit this documentation on CD-rom.

For each area of skill, please submit the relevant artifact(s) and a one page double-spaced reflection on skill attainment. The narrative should address the following:

- 1) A summary of the relevant knowledge & experiences related to the area of skill;
- 2) A concise description of each artifact and how it exemplifies attainment of the requisite skill(s).

Technology Skill	Attained	Not Attained
Computer Security Knowledge		
Digital Cameras (use of digital cameras to capture still & video images; ability to import & render digital images)		
Downloading Software From the Web		
Educational Copyright Knowledge		
Electronic Presentation Skills (e.g. PowerPoint, slide creation, image use, embedded links, embedded video, etc.)		
File Management & Windows Explorer Skills		
Installing Computer Software		
PDA's (Personal Digital Assistant)		
Scanner Knowledge (ability to scan image and text files and to render these files portable in doc or pdf format)		
Spreadsheets Skills (organized rosters and/or grade sheets). Videoconferencing/video chat skills		
Storage Devices (e.g. use of disks, CDs, USB drives, zip disks, DVDs, etc.)		
Videoconferencing & video chat skills		
Web Design (e.g. website design basics with Dreamweaver, iWeb or creating a Blog, or a wiki).		
Web Knowledge (e.g., social computing, chatting, blogs, wikis)		
Web Navigation Skills (use of Internet search engines to conduct research; knowledge of verification of digital sources)		
Word Processing Skills - including tables, graphics, word art, watermarking, etc.		

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Below is an example of how the information for each skill area with the reflection and any accompanying artifacts should be arranged on CD-rom for submission. The image is from a Mac computer however the organization of documents is similar regardless of computer platform (file folders matching each skill area containing the reflection and related artifacts).

