

SYLLABUS

Purpose

The purpose of the course, **WED 462 - Instructional Methods and Materials**, is to provide students opportunity to assume the role of instructor in a simulated education and training situation. The course continues the organizational logic established in WED 460 - Occupational Analysis and Curriculum Development and focuses on student participation in an instructor-led, teaching-learning situation.

Goals

The goals of the course are to increase the students awareness and understanding of the:

- ▶ Transition of the occupational activities and informational content initially identified in the *workplace* to the learning activities and informational content presented in *learningplace*;
- ▶ Role and responsibilities of the instructor in an *instructor-led* learning situation;
- ▶ Process of identifying and organizing *knowledge- and performance-related* learning activities needed to attain a learning objective in an HPI situation; and
- ▶ Process of planning, preparing and presenting materials to *review* the knowledge-related content and/or *demonstrate* the performance of a learning objective.

Prerequisites

To satisfy the prerequisites of the course, the students must:

- ▶ Be coded in the ETD undergraduate specialization (WE 3 or C 17) or WED master's program.
- ▶ Have a defined occupation.
- ▶ Have documented work experience and technical/professional training in an occupation.
- ▶ Have successfully completed WED 460.

Orientation

- ▶ Administrative considerations
- ▶ Class introductions
- ▶ Organization and use of learner's guide
- ▶ Class meeting format

Units with Learning Objectives

The three units of the course are as follows:

Unit One - Review

- #1 - Review the HPI Program Development Process
- #2 - Write Selected HPI Program Development Worksheets

En route Objectives

- #1 - Write a Task Listing Sheet
- #2 - Write a Task Analysis Sheet
- #3 - Write a Learning Objective Sheet
- #4 - Write a Learning Module

Unit Two - Administrative Curriculum Materials

- #3 - Write a Course/Unit Syllabus

Unit Three - Implementation

- #4 - Lead an Illustrated Presentation-discussion **and/or**
- #5 - Give a Demonstration

Course Products

Written Materials

- ▶ Administrative and Developmental Curriculum Materials
- ▶ Illustrated Presentation Materials Packet **and/or**
- ▶ Demonstration Materials Packet

Class Presentations

- ▶ Illustrated Presentation-discussion **and/or**
- ▶ Demonstration

Guide

Bortz, Richard F. (2008). **Learner's and Instructor's Guide to Instructional Methods and Materials**. Carbondale: Training Systems Designers.

Policies

Rollcall: Roll will be taken at the first of each class meeting for on-campus courses and at the beginning of morning and afternoon sessions of weekend courses. Students who do not respond to the roll call will be considered absent for that class session. Three points will be deducted from the total score earned in the course each time the student is late to class. It is the student's responsibility to advise the instructor that he/she is in attendance.

Attendance: For students who are absent, points will be deducted from the total score earned on the written materials and class presentations. Deductions will differ based on absences from instructor-led class meetings and those during which student presentation are made. For instructor-led class meetings for **on-campus** students, a **one class meeting grace period** exists. Beginning with the **second class meeting**, the following number of accumulative points will be deducted, respectively, for each session missed: 4, 8, 12, 16, 20, 24, 28 and 32. For instructor-led class meetings for **weekend** students, a **one-half day session grace period** exists. Beginning with the second half-day, the above number of points will be deducted for each subsequent half-day session that the student is absent.

No grace period is in effect during student presentations and the number of points deducted **will double** for absences during that time.

Students who leave during the class period or attend only the pre- or post-break session will be considered absent for the entire class period.

Project Due Date: Two points per day will be deducted from the total number of points earned on projects submitted for evaluation after the assigned due date. **The total deduction will not exceed 14 points.** Failure to submit all of the assigned course products will result in the failure of the course.

Incomplete Grade: An “INC” will be awarded to students who drop the course on or before the date defined by the university and whose class work is current and satisfactory at that time. The incomplete must be satisfied within a time period determined by the instructor or a failing grade will be assigned. Also, students who do not officially drop on or before the deadline date specified by the university and whose class work does not meet the above criteria will receive a failing grade. Authorization to withdraw from the course for purposes of poor attendance will not be granted.

Individual Projects: Course projects are to be the work of the individual student. There will be no copying or sharing of written material in the final project. However, dialogue or philosophic discourse amongst students concerning their projects continues to be fostered and encouraged.

Backdated Withdrawal: A “backdated withdrawal” will not be signed by the instructor if the student has earned a failing grade in the course. The student has the responsibility to drop the course by the defined withdrawal date of the semester if they are failing and do not think they can improve their grade through additional work and study.

Emergency Procedures: Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT's website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop-down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidelines and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Final Grade

The final grade received in the course is based on the number of points earned on the **HPI program development worksheets, course/unit syllabus, mid-term examination, illustrated presentation and/or demonstration materials packets and illustrated presentation-discussion and/or demonstration.** The point total is converted to a percentage and letter grades assigned accordingly. The percentage/letter grade scale appears below.

<u>%</u>		<u>Letter Grade</u>
91 - 100	=	A
80 - 90	=	B
68 - 79	=	C
57 - 67	=	D
0 - 56	=	F

While students are encouraged to have their written assignments reviewed by the instructor during the semester, no formal evaluation is made at that time. The informal checks are

intended to give the students perspective as to the quality of their work and indicate ways in which it might be improved.

The illustrated presentation-discussion and/or demonstration are evaluated at the time they are given by the student. Points are awarded for each of 17 criteria.

Note: The instructor will *answer any and all questions* that students might have regarding their project *during the semester*. But the final evaluation of the course projects, *en toto*, will not be made until the end of the semester.

Home Page

The following items appear on my WED 462 Home Page.

- ▶ Syllabus
- ▶ Course Product Outline
- ▶ Presentation Guides
- ▶ Visuals Index
- ▶ Visuals Record
- ▶ Multiple-choice Test Items
- ▶ Test Index - Mid-term Examination

Instructor

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Office Hours

Arranged by semester