

SYLLABUS

Purpose

The purpose of the course **WED 474 - Individualizing HPI** is to guide the organization and development of individualized learning materials. The course brings closure to the HPI program development process initiated in WED 460 and focuses the attention of the students on the preparation of an individualized *print-based* learning activities package.

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 a HPI program designer in the development and preparation of materials for an *individualized* learning situation;
- ▶ Process of identifying, organizing and stating *knowledge- and performance-related* learning activities for use in an individualized HPI situation; and
- ▶ Process of planning, preparing and packaging materials for use in an individualized *print-based* instructional medium.

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 in an occupation.
- ▶ Have successfully completed WED 460, WED 462, and WED 463.

Orientation

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

Units with Learning Objectives

The five 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 Performance Step Analysis Sheets
- #4 - Write a Learning Objective Sheet
- #5 - Write a Learning Module

Unit Two - Administrative Curriculum Materials

- #3 - Write a Course/Unit Syllabus

Unit Three - Planning

- #4 - Write a Learning Activities Development Sheet

Unit Four - Learning Materials

- #5 - Prepare an Introduction
- #6 - Prepare Knowledge Acquisition Learning Materials
- #7 - Prepare a Knowledge Review
- #8 - Write a Knowledge Test/Answer Key
- #9 - Prepare a Demonstration
- #10 - Prepare Practice Materials
- #11 - Write a Performance Test

Unit Five - Labeling

- #12 - Create Identification Labels

Course Product

- ▶ An individualized *print-based* learning activities package.

The completed learning activities package will contain, at a minimum, an *introduction*, *knowledge acquisition learning materials*, *knowledge review*, *knowledge test with answer key*, *demonstration*, *practice activity* and *performance test*.

Guide

Bortz, Richard F. (2002). "*Learner's and Instructor's Guide to Individualizing HPI.*" 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 course materials. For **on-campus** students, a **two class meeting, grace period** exists. Beginning with the **third 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 **weekend** students, a **two one-half day session grace period** exists. Beginning with the third

half-day, the above number of points will be deducted for each subsequent half-day session that the student is absent.

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

Project Due Date: Two points per day, not to exceed a total of 14 points, will be deducted from the total number of points earned on projects submitted for evaluation after the agreed upon due date. Failure to submit a “learning activities package” 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 learning activities package and *mid-term* and *final examinations*, less the points deducted for absenteeism and/or late project submission. Point totals are converted to percentages and letter grades assigned accordingly. See percentage scale below.

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

Students are encouraged to have various entries of their final product reviewed by the instructor during the semester. No grades will be assigned to the work at that time. The informal checks are intended to give students perspective as to the quality of their work and suggest ways in which it might be improved.

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 project, *en toto*, will not be made until the end of the semester.

Home Page

The following items appear on my WED 474 Home Page.

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

Instructor

Richard F. Bortz
Pulliam Hall, Room 212
Telephone: 618 453-3321
FAX: 618 453-1909
E-mail: bortz@siu.edu
Home Page: www.wed.siu.edu/faculty/bortz

Office Hours

Arranged by semester