



**LTEC 4440/ATTD 5440: Instructional & Facilitation Strategies  
for Technology Training**

Department of Learning Technologies, Discovery Park  
3940 N. Elm St., Office G150, Denton, TX 76207-7102

### Instructor Contact Info

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*\*Please identify your name, student ID & the class information (LTEC XXXX or ATTD XXX) when contacting the instructor. You should get a response within 24-48 hours.*

### Course Overview

#### **LTEC 4440 - Advanced Instructional Strategies (3)**

Emphasis on advanced instructional techniques; including questioning, discussion, problem-solving, motivation, and instructional development used in applied technology and industrial training setting.

**Prerequisite(s):** COMM 1010, LTEC 4120, or consent of department.

#### **ATTD 5440 - Facilitation Strategies in Applied Technology Training (3)**

Advanced instructional strategies, such as group facilitation, cooperative learning, questioning, discussion, problem-solving, simulation, reflective teaching and other instructional techniques. Participants are expected to employ various presentation techniques through small group exercises.

**Prerequisite(s):** ATTD 5120

### Required Reading

Information may be obtained from the UNT Bookstore (<http://unt.bncollege.com/>) or [Amazon.com](http://Amazon.com) for these REQUIRED course textbooks:

Bens, I. (2012). *Facilitating with ease! Core skills for facilitators, team leaders and members, managers, consultants, and trainers*. San Francisco: Jossey-Bass. (ISBN: 9781118107744)

Sullivan, R. & Wircenski, J. (2010). *Technical presentation workbook: Winning strategies for effective public speaking*. New York: ASME Press. (ISBN: 9780791859575)

## Netiquette & Discussion Expectations

Students should be cognizant of the limitations of an online environment and exercise caution when interacting with others through the discussion board and/or messages.

The purpose of our interactions is the exchange of knowledge and best practices as well as clarification of concepts. In an online environment, comments can be unintentionally misinterpreted or misrepresented. Students should observe the following guidelines:

- Students should be respectful of peers' opinions.
- Students should avoid using language that may be viewed as offensive.
- Students should avoid writing in all capital letters.
- Students should reread messages/postings as necessary before responding to avoid misunderstanding and should seek clarification as necessary.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

## Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

## University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## Course Goals and Assignments

After completing this course, the learner should be able to:

1. Demonstrate skills, which are necessary in facilitating group discussions, activities and interactions.
2. Describe appropriate strategies for conducting small group discussions.
3. Describe appropriate questioning techniques.
4. Conduct a controversial topic discussion.
5. Observe instructors and identify outstanding delivery techniques.
6. Respond to case studies involving instructional and training challenges.

## Course Evaluation Scale

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% or below

Submit all work as specified by on the course calendar and as specified by the instructor. I recommend that you **print out a copy of the course calendar and syllabus so that you are always aware when an assignment is due.** *The student is responsible for all course deadlines. Student must keep a copy of all assignments.* All assignments must be turned in by the “due dates” which can be found on the course calendar and on the assignment tool.

## Late Assignment Policy

**Late work is not accepted and will receive a zero (0) grade.** It is suggested that you plan on completing your work the day prior to the due date. Then unexpected problems will not result in your work being late.

**ALL assignments must be submitted by 11:59 pm CST on the date is it due via the Blackboard Learn Assignment Tool. Do NOT submit assignments via e-mail or to the discussion board.**

It is the student’s responsibility to see that work is submitted. It is not fair to other students to allow a student to submit late work and receive credit; therefore, the late policy is strictly enforced. Any student who is missing assignments from 3 learning modules will be dropped from the class with a WF.

**NOTE:** The syllabus and course due dates are subject to revision by the instructor throughout the semester. Students will be notified promptly of any changes.

### Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you **MUST** notify your instructor at the time of your medical problem.

Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will **NOT** permit you to work at your computer in order to submit your assignments as scheduled.

Requests for an INC or to DROP this course based on a medical emergency **MAY NOT** be granted after the medical emergency. Of course all requests must meet standard university policy.

Doctor's notes **must be received during week 1 or 2 of the medical emergency**. Those submitted at the end or once it is over will not be accepted.

### Academic Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

**Students must complete all assignments independently** unless otherwise instructed. **Failure to do so will result in a grade of zero (0)**. Other possible consequences of breaching academic integrity include a failing grade on the assignment, a full letter grade drop for the course, or a failing grade in the course. If a student engages in academic dishonesty related to this class, the case will be referred to the Dean of Students for appropriate disciplinary action.

### LTEC 4440/ATTD 5440: Assignment and Deadlines – Spring 2015

Module	Assignment	Possible Points	Semester Week Due	Due Dates
	Pre Semester activity			
1	Introduction.		Week 1	
2	Assignment 1.	75	Week 2	
3	Assignment 2.	75	Week 3	
4	Instructor Observation #1	100	Week 4	
5	Assignment 3.	75	Week 5	
6	Assignment 4.	75	Week 6	
7	Assignment 5.	75	Week 7	
8	Instructor Observation #2	100	Week 7	

9	Assignment 6.	75	Week 8	
10	Assignment 7.	75	Week 9	
11	Assignment 8.	75	Week 10	
12	Instructor Observation #3	100	Week 11	
13	Controversial Topic Discussion - Video Tape	100	Week 13	
14	Submit the lesson/training plan (a Word Document	50	Week 13	
15	Assignment 9.	75	Week 15	
16	Assignment Case Study.	75	Week 16	
TOTAL		1200		

### Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty.

According to the UNT catalog, the term "**cheating**" includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
4. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); and/or
5. any other act designed to give a student an unfair advantage.

The term "**plagiarism**" includes, but is not limited to:

1. the knowing or negligent use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement; and/or
2. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### University Policy of Disability Accommodations

The University of North Texas does not discriminate on the basis of an individual's disability and

complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. UNT is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens

***It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.*** For additional information see the **Office of Disability Accommodation website at <http://disability.unt.edu/>**. You may also contact them by phone at 940.565.4323 or in person (SAGE 167).

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living or for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

**ADA Statement:** The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.