# LTEC 4440Course AssignmentGuidelines

Activity dates are identified by the specific week within the semester the activity is to take place. The instructor facilitating the specific section may wish to provide students with a list of specific dates for specific assignments.

**NOTE**: A key responsibility of the instructor is to identify specific dates and record those dates in the Vista Assignment and Discussion tools. Students may then obtain the dates simply by accessing the Assignment Tool.

It is the responsibility of the student to insure that assignments are completed on or prior to the due date.

**Required Text** Information may be obtained at http://www.efollett.com

|  |  |  |  |
| --- | --- | --- | --- |
| **Num.** | **Assignment** | **Possible Points** | **Semester Week Due** |
|  | Pre Semester activity |  |  |
|  | Student/Instructor Introduction - Post a personal introduction for yourself using the Vista Discussion Tool, Introduction.  Complete the "Start Here with the Course Orientation" and "Required Tasks to Gain Access to Course Content" steps |  | Week 1 |
| 1 | Orientation:  Review the documents in Read First in the course content section of the Blackboard Vista course.  Review all the PowerPoint presentations from the course Content (Module 1). The information found in the PowerPoints will be referenced throughout the course activities so you may wish to print each for quick reference.  You may wish to use the Vista Discussion Tool, General Discussion area to discuss the materials with other members of the class. |  | Week 1 |
| 2 | Reading: Read "Understand Facilitation" (Bens). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 1 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 1. | 75 | Week 3 |
| 3 | Reading: Read "Presenting a Technical Demonstration" (Sullivan & Wircenski). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 2 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 2. | 75 | Week 4 |
| 4 | Instructor Observation #1  Generate assignment document in MS Word format using the example in the Instructor Observation section of the course content.  Generate assignment document in MS Word format using the example in the Instructor Observation Activity section of the course content.  Turn in the assignment using the Vista Assignment Tool: Observ 1. | 100 | Week 5 |
| 5 | Reading: Read "Making Team Presentations " (Sullivan & Wircenski). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 3 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 3. | 75 | Week 6 |
| 6 | Reading: Read "Evaluating Your Presentation " (Sullivan & Wircenski). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 4 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 4. | 75 | Week 7 |
| 7 | Reading: Read "Leading a Discussion" (Sullivan & Wircenski). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 5 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 5. | 75 | Week 9 |
| 8 | Instructor Observation #2  Generate assignment document in MS Word format using the example in the Instructor Observation section of the course content.  Generate assignment document in MS Word format using the example in the Instructor Observation Activity section of the course content.  Turn in the assignment using the Vista Assignment Tool: Observ 2. | 100 | Week 9 |
| 9 | Reading: Read "Facilitating Conflict" (Bens). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 6 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 6. | 75 | Week 10 |
| 10 | Reading: Read "Using Brainstorming, Case Studies, and Role Plays" (Sullivan & Wircenski). Identify six (6) key points per the directions for the Key Points Assignment (Module 2) in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 7 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 7. | 75 | Week 12 |
| 11 | Reading: Read "Process Tools for Facilitators" (Bens). Identify six (6) key points per the directions for the Reading Activity in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 8 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 8. | 75 | Week 13 |
| 12 | Instructor Observation #3  Generate assignment document in MS Word format using the example in the Instructor Observation section of the course content.  Generate assignment document in MS Word format using the example in the Instructor Observation Activity section of the course content.  Turn in the assignment using the Vista Assignment Tool: Observ 3. | 100 | Week 14 |
| 13 | Controversial Topic Discussion - Video Tape (20-25 minutes) (VHS format)  Send or deliver the tape to the LTEC Program office specifying the instructors name. | 100 | Week 14 |
| 14 | Submit the lesson/training plan (a Word Document | 50 | Week 14 |
| 15 | Reading: Read the article "What Can Go Wrong: What To Do About It" (Auvine, Densmore, Extrom, Poole, & Shanklin). Identify six (6) key points per the directions for the Reading Activity in the course content section of the Blackboard Vista course.  Generate assignment document in MS Word format using the example in the Assigned Reading section of the course content.  Vista Discussion Tool: Assign 9 Disc may be used to discuss the assignment with other members of the class.  Turn in the assignment using the Vista Assignment Tool: Assignment 9. | 75 | Week 15 |
| 16 | Case Study  Generate assignment document in MS Word format using the example in the Case Study Assignment section of the course content.  Turn in the assignment using the Vista Assignment Tool: Assignment Case Study. | 75 | Week 16 |
| TOTAL | | 1200 |  |

***Grading Scale:***

A = 90% - 100%     
B = 80% - 89%     
C = 70% - 79%     
D = 60% - 69%     
F = 59% and below

Students will submit all work as specified by the instructor. The student must take into consideration: postal mail time and electronic communication difficulties if these methods are used.

The student is responsible for all course deadlines.

Student should keep a copy of all assignments.

All assignments should be turned in by the “due date.”

Acceptance of late assignments will be determined by the instructor as well as any point reduction. However, if point reductions are to occur, this must be made known to the students at the start of the semester.

**Required Text** Information may be obtained at http://www.efollett.com