***LTEC 4040   
Course Assignment  
Guidelines***

Activity dates are identified by the specific week within the semester the activity is to take place. With the exception of the Student Information Form (due by 12:00 midnight, Friday of Week 1), all assignments for this course will be due no later than 12:00 midnight, of the day determined by the course instructor.

The instructor facilitating the specific section may provide students with a list of specific dates for assignment due dates.  It is the responsibility of the student to insure that assignments are completed on or prior to the due date. See the course calendar for all due dates.

Discussions utilize the Vista Discussion Tool on the Tool Bar. Chats utilize the Vista Chat Tool on the Tool Bar. Assignments to be turned in will be attached to the respective assignment in the Vista Assignment Tool unless the instructor specifies an alternate method.

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

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| **Unit** | **Assignment** | **Possible Points** | **Semester Week Due** |
| 1 | Complete the "Start Here with the Course Orientation" and the "Required Tasks to Gain Access to the Course Content" Learning Modules found on the course home page.  Introduce yourself to the class. | 25 | Week 1 |
| 2 |    Read Introduction and Chapter 1 in “The Six Disciplines of Breakthrough Learning” and Foreword, Preface, and Chapter 1 in “High Impact Learning.”     Complete Key Points Assignment. | 50 | Week 2 |
| 3 |    Complete Company Description and Business Strategies | 100 | Week 4 |
| 4 |    Read Chapter 2 in “The Six Disciplines of Breakthrough Learning” and Chapter 3 in “High Impact Learning.”     Complete Key Points Assignment. | 50 | Week 5 |
| 5 |    Describe Critical Business Need that training can address | 75 | Week 7 |
| 6 |    Read Chapter 3 in “The Six Disciplines of Breakthrough Learning” and Chapter 8 in “High Impact Learning.”     Complete Key Points Assignment. | 50 | Week 8 |
| 7 |    Read Chapter 4 in “The Six Disciplines of Breakthrough Learning” and Chapter 7 in “High Impact Learning.”     Complete Key Points Assignment. | 50 | Week 9 |
| 8 |    Read Chapter 5 in “The Six Disciplines of Breakthrough Learning.”     Complete Key Points Assignment. | 50 | Week 10 |
| 9 |    Read Chapter 6 in “The Six Disciplines of Breakthrough Learning” and Chapter 4 in “High Impact Learning.”     Complete Key Points Assignment. | 50 | Week 12 |
| 10 |    Create an Impact Map | 100 | Week 14 |
| 11 |    Describe Training Evaluation Process | 75 | Week 15 |
| **TOTAL** | | 675 |  |

***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.

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. Point reduction values assessed for assignments submitted after the due date will be made known to the students by the instructor at the start of the semester.

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