***LTEC 4121
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**, Tuesday of each week.

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.

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

**NOTE: You will need one 60 minute video tape or DVD disc for the microtraining activities.**

**Conducting and recording two presentations is mandatory to completion of the course. Failure to conduct an illustrated presentation AND a technical demonstration in front of a group and to submit a digital video recording of these to the instructor will result in a loss of 50points each and an automatic reduction in course grade by one letter grade.**

**See additional course requirements following the table below.**

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| **Module** | **Assignment**  | **Possible Points** | **Semester Week Due** |
|   |   Pre Semester Activity |   |   |
|   | 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.Complete the Student Introductions. Listen to the Introduction Audio.    | 10 | Week 1 |
| 1 | Read assigned chapters.Complete Assignment 1.Complete Assignment 2.Participate in Discussion.    | 101010 | Week 2 |
| 2 | Read assigned chapters.Complete Assignment 3.Complete Assignment 4.Complete Assignment 5.Complete Assignment 6.Complete Assignment 7.Participate in Discussion.   | 101010101010  | Week 4 |
| 3 | Read assigned chapters.Complete Assignment 8.Complete Assignment 9.Participate in Readings Discussion.   | 101010 | Week 5 |
| 4 | Read assigned chapters.Complete Assignment 10.Participate in Discussion.    | 1010 | Week 6 |
| 5 | Read assigned chapters.Complete Assignment 11.Participate in Discussion.    | 2510 | Week 7 |
| 6 | Read assigned chapters.Complete Assignment 12.Complete Assignment 13.Complete Assignment 14.Participate in  Discussion.    | 25102510 | Week 8 |
| 7 | Read assigned chapters.Complete Assignment 15.Complete Assignment 16 Participate in Discussion.**Practice for illustrated presentation and technical demonstration.** | 101010 | Week 10 |
| 8 | Read assigned chapters.Complete Assignment 17.Participate in Discussion.    | 2010 | Week 12 |
| 9 | Read assigned chapters.Complete Assignment 18. Complete Assignment 19.Complete Assignment 18 & 19 CritquesParticipate in Discussion.    | 10010010 10 | Week 14Week 14 |
| 10 | Complete Assignment 20. Evaluation may be submitted any time BEFORE the due date. | 50 | Week 15 |
| **TOTAL** | 585 |   |

***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 your 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.

**NOTE:** It is the responsibility of the student to keep electronic copies of all portfolio assignments for submission/implementation during the Internship Experience.

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

\* Undergraduate students are expected to give two 15 minute presentations.  Graduate students are expected to give two 20 minute presentations, as well as meet a higher level of competency in their presentations. Your instructor may set different time guidelines in the course.

Assignment grades will generally be reported within one week of submission with the
exception of assignments turned in at the end of the term.

The highest grade possible for students receiving and completing an incomplete (I) in this course is a letter grade of B.

***Micro-Training Areas***

**A. Illustrated Presentation:**

The learner is to develop a presentation to be delivered through "stand-up lecture" with the use of a variety of media. The content, due to the method, will be cognitive and/or affective in nature. While questioning and interaction must occur, this is not a discussion.

**B. Technical Demonstration:**

The learner is to develop a presentation to be delivered through a demonstration. The content, due to the method, will be psychomotor (hands-on) in nature. This demonstration should consider the safety of the group, if necessary.

***Special Instructions - Options for Submitting Video Presentations***1.      Post it on a website so that your instructor can view it. Just provide the URL. You can create a MySpace page just for UNT assignments. Any video assignments for classes are posted there. This works very well. Some of the sites students have used in the past are:

·         Personal website

·         MySpace - may have to divide it into 2 or 3 parts because of size.

·         YouTube - must make video public. If private, your instructor cannot see it. May have to
    divide it into 2 or 3 parts because of size.

·         Video

·         Facebook - you must add your instructor as a friend & then confirm your instructor when he/she
    accepts

2.   Send it electronically as a file so your instructor can play it on his/her laptop via Windows Media Player, WINAMP, RealPlayer, or Quicktime. You need to be sure that your instructor has actually received the file. Depending on the size, it may NOT go through.

3.   Send a DVD that your instructor can play on his/her DVD player or laptop.

4.   A standard VHS tape that can be played on a VCR will work. You can also send the
mini VHS tapes. If using a little tape, look at the type of tape and assure it says "VHS" on it.

5.   Mini DV tape is fine.

6.   Put your video on a thumb drive and mail that to your instructor.

7.   **Do NOT send your instructor little 8 mm tapes**, These cannot be viewed. They will be as un-viewable.

Once you have completed the video, be sure to view it using the media or website you are sending your instructor.  It is recommended that you view it on a computer that was not used to create the media being sent.

***Required Text:***

* Sullivan and Wircenski. (2010). *Technical Presentation Workbook* . New York: ASME Press.

NOTE: Textbook is available at any UNT campus bookstore or amazon.com