Technology Training and Instructional Strategies
ICT 390

Instructor
Dr. Kari Benguria

Office Hours:
LCLI 310
MW 1:00-3:00

Contact Information:
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Class Information:
LCLI Room 311
MWF 3:00-3:50

Course Description

Using technology in workplace settings requires an understanding of the relevant instructional strategies as well as an understanding of how technology supports learning in a specific IT context. In this course, students will gain a better awareness of what is needed to develop instructional experiences for adult populations. Students will explore how to use specific instructional strategies to learn, assess, and develop content to meet the needs of organizations seeking to train those in the workforce.

Student Learning Outcomes

By the end of this course, students should be able to:

- Identify effective instructional design strategies that apply to workplace development
- Understand training needs in various IT environments
- Evaluate existing training organizations
- Assess tools that effectively convey information to adult populations
- Design instructional experiences that will lead to learning using various activities and resources

Required Materials

Toth, T. A. (2015). *Technology for trainers* (2nd ed.). Alexandria, VA: ATD Press.

Other readings available online or through Canvas.

Technology Requirements

Students may be required to participate in class activities online in addition to other class requirements. Students must have access to Canvas through their UK ID to successfully complete this course. Students may also need access to Google Drive (For instructions on setting up the Google student account, click here.), and access to Zoom (which they should already have with their link blue user name and password.

Students are not required to have a webcam and microphone, although they may come in handy. Click here to view UK's Analytics and Technologies Department's minimum requirements for technology for elearning.

STUDENT EVALUATION

Grading Scale
   90% – 100% = **A (Exceptional Achievement)**
   80% –   89% = **B (High Achievement)**
   70% –   79% = **C (Average Achievement)**
   60% –   69% = **D (Below Average)**
    0% –   59% = **E (Failing)**

Course Assignments
Due dates are indicated on the daily schedule. Unless otherwise notes, assignments are due at the beginning of the first class period of the week. Late work submitted within 24 hours will receive a 10% penalty. Late work submitted within 48 hours will receive a 20% penalty, and late work received before 72 hours will receive 30% off. No late work is accepted after 3 days.

Submission of Assignments
All assignments must include student's name, instructor, the course, and the date.

When submitting assignments on Canvas, students must follow naming conventions on assignment instructions. Students are responsible for keeping back-up copies of all work since electronic texts can be lost. All assignments must be written in Standard English with correct grammar, spelling, and punctuation. Assignments are to be completed solely by the individual.

Group Synthesis
During the semester, students will be asked to offer peer evaluation discussion of assignments produced by others in their groups. Students should offer helpful commentary and analysis of their colleagues' work in an effort to assist other students in refining their products as well as offering new ways to consider the processes.

Discussion
Students will engage in discussion posts online or face-to-face. The goal is to have students think about and discuss the weekly readings/topics, and students will then engage in discussion.

All class discussions, both in-class and online, should be respectful and intellectually stimulating. Should a problem arise the instructor will take appropriate actions.

Participation
Students are expected to participate fully in class. Students are expected to (a) read and consider applications of the information *before* class, (b) ask questions and/or make applications in small group and large group class discussions/activities, and (c) work to facilitate classroom interaction. Students are also expected to participate fully in discussions/activities completed in class or through Canvas.

<u>**Course Policies**</u>
Attendance
This class is a community whose success is dependent on everyone's participation. There is a strong correlation between class attendance and grades. Therefore, attendance is vital for students' achievement. Students will only be permitted to make up work missed due to an excused absence.

Roll will be taken by use of the framing activities students will do at the beginning of class. Students who enter late and are not present when roll is taken must notify the instructor at the end of class. Missing more than half of a class period equals one absence.

Note: It is *the student's responsibility* to monitor attendance. If you are absent, it is your responsibility to ask a classmate what you missed. Do not ask your instructor: "Did I miss anything the day I was absent?" They will simply respond, "Yes, you did."

For any emergency situation that arises, **e-mail your instructor** as soon as you know about the situation.

Excused Absences
Students need to notify the instructor of absences prior to class when possible. Please refer to the definition of an excused absence in the current edition of *Students Rights and Responsibilities* or on the web at http://www.uky.edu/StudentAffairs/Code/.

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the instructor. You will be asked to provide official written documentation for absences.

Excuses for university-sponsored activities must be made *prior* to such absences. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no

later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison at 859-257-2754.

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required <u>prior</u> to the absence.

Late Work
Late work submitted within 24 hours will receive a 10% penalty. Late work submitted within 48 hours will receive a 20% penalty, and late work received before 72 hours will receive 30% off. No late work is accepted after 3 days.

Plagiarism
Part II of Student Rights and Responsibilities (6.3.1; online at
http://www.uky.edu/StudentAffairs/Code/part2.html) states:
All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self– expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.
When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

Make sure to cite properly in all your assignments. Plagiarized work may be given a zero. Repeat offenses will result in a failing grade for the course.

Class Schedule
Learning does not always happen on schedule, and so changes may be made to meet the needs of the class. The student will be responsible for checking the online syllabus, schedule, and Canvas notifications for any changes or updates before reading or beginning activities.

E-mail Policy
Please allow 24 hours for the instructor to respond to an e-mail during the school week. On weekends, instructors will try to answer e-mails, but may not be able to do so until Monday. Before emailing the instructor with questions, students should read assignment information and the syllabus carefully. Students who have not gotten a response within 24 hours should send a follow-up e-mail or speak with the instructor.

Office Hours
The instructor will be available for meetings based on the office hours printed on the first page of the syllabus. If students cannot make it to the scheduled office hours, they should contact the instructor using the preferred contact method to schedule another time.'

Degree Progress Reviews
Upper-division students with 60 or more earned hours who have not already received a degree progress review from Suanne Early, Director of Student Affairs, are encouraged to schedule an appointment for Fall 2016. Appointments will be available beginning August 31, 2016. To schedule the appointment: 1) Start on the myInfo tab in myUK; 2) Click on the myAppointments link on the left side; 3) Choose Advising Department (College of Communication); 4) Choose Appointment Category (Degree Progress Review); 5) View the calendar and select an appointment time (options in BLUE). An email confirmation of your appointment will be sent to your UK email account. Failure to complete a degree progress review could result in delayed graduation.

Degree Applications
Students with 85 or more completed credit hours who intend to graduate in 2017 must apply for their degree using the myRecords tab in myUK. Click on the "Apply for Degree" link on the left side. Degree application deadlines are November 30 for a May degree, February 28 for an August degree, and June 30 for a December degree.

Reference Librarians
The reference librarians on the 2nd floor, North Wing of W.T. Young Library can help with research for this class or other classes. Students can visit, call, e-mail, or chat with librarians, unless the assignment requests they do not seek library assistance. See the Libraries' Homepage for more information.

Writing Center
The Writing Center is located in the Hub of the W. T. Young Library, B108B (phone: 859-257-1368). Students can walk in or make an appointment online (uky.mywconline.com).

The staff can help students identify and correct problems with all aspects of writing as well as work with students on visual design.

Academic Ombud
Dr. Michael Healy, the Academic Ombud will assist you with a variety of issues, including grade disputes. He is in 109 Bradley Hall and his number is 859-257-3737. You can e-mail him at ombud@uky.edu.

Disability Resource Center
If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation that details the recommended accommodations. Contact the Disability Resource Center, David Beach, Director at 859-257-2754 or dtbeac1@uky.edu.

Military Members and Veterans
UK recognizes the complexities of being a member of the military community and also a student. Members of the military or military veterans or dependents should inform the instructor if they need special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate academic life. If students are aware of any complications, they should contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit http://www.uky.edu/veterans for more available resources.

<u>**GENERAL COURSE POLICIES**</u>

Policies concerning academic integrity, excused absences, and academic accommodations due to disability are available online at:
https://ci.uky.edu/sis/sites/default/files/policies.pdf

Class Schedule

Week	Focus	Due Dates and Readings
Week 1	Introduction	• TPACK reading
Week 2	Workplace needs and current environments	• Chapter 13 • Dick and Carey reading
Week 3	Assessing instructional strategies	• Instructional strategies list • **Professional portfolio due**
Week 4	Developing technological knowledge	• Chapters 4, 5 • **Instructional strategies resource collection due** •
Week 5	Applying instructional strategies	• eLearning strategies • **Instructional technologies resource collection due**
Week 6	Accessibility: UDI and transferability	• Chapters 3, 10 • **Group needs assessment due**
Week 7	LMS/User interface	• Chapters 7, 12 • **Training module analysis due**
Week 8	Visuals	• Chapters 6, 8, 9
Week 9	Developing content	• Chapter 11 • **Needs assessment of organization due**
Week 10	Working with content	• **Module proposal due**
Week 11	Evaluation strategies	• Program evaluation in e-learning • The Kirkpatrick Model
Week 12	Storyboards and prototypes	• Prototypes in the design process
Week 13	Peer review and rehearsal	• **Module storyboard due**
Week 14	Meet with instructor	
Week 15	Presentations	• **Final module design document and module prototype due**
Week 16	Presentations	

Assignments

Professional portfolio due (initial site 10 points; final 60 points)
Throughout the semester, you will create and add to a professional portfolio website that will house your work for the semester and will serve as a product you can show potential employers. Starting in Week 2, you will build a first version of your website, which will be a home page with a short bio. You will then add pages to it throughout the course. You are free to use any kind of website builder (such as Google sites, Weebly, etc.), and if you already have a website, feel free to revise it for this class.

Instructional strategies resource collection (20 points)
You will survey existing instructional strategies and their uses for specific kinds of IT environments when working with adult populations. You will research resources to find strategies that enable different kinds of activities and use the template provided in Canvas to supply information about when they could be used.

Instructional technologies resource collection (20 points)
You will survey existing technologies and their uses for specific kinds of instructional strategies when working with adult populations. You will research resources to find various technologies that enable different kinds of activities and use the template provided in Canvas to supply information about when they could be used.

Group needs assessment (30 points)
It is important to understand the training needs of many different types of organizations. Therefore, while working in groups, you will complete a needs assessment from a case study your instructor will provide.

Training module analysis (20 points)
You will examine a current training module and analyze it using what you have learned about effective instructional strategies, technology tools, and accessibility needs.

Needs assessment of organization (30 points)
You will first choose an IT company that has a training need. After approval from your instructor, you will conduct a needs analysis to begin your final project

Module proposal (10 points)
After conducting the needs analysis, you will submit a brief written proposal. In this proposal, you will state the training need and provide a rough outline of the module format you plan on using.

Module storyboard (40 points)
You will submit a storyboard detailing the components of the training module. This storyboard will be peer reviewed and subject to change.

Final module design document and module prototype (150 points)
Using the template provided by your instructor, you will submit a module design document that details your design and why you made the choices you did. You will also submit a module prototype that illustrates what will be in your training.

Presentation (50 points)
You will conduct a presentation to the class as if you were proposing your training module to the IT organization. Your presentation should include a module map, a complete walk-through of your module, and a project delivery timeline.

Other assignments (60 points)
You will be given various small assignments throughout the semester that include discussion questions, outlines, and peer reviews.

Total: 500 points