

OAKLAND UNIVERSITY
HRD 3300 (CRN: 11603) - INSTRUCTIONAL DESIGN (ONLINE)
WINTER 2018

Instructor: James A. Quinn, Ph.D.
Department of Organizational Leadership
435E Pawley Hall

Course Calendar: The course week runs from 12:01am Monday to 11:55 pm Sunday

How to Contact Instructor: **Email Instructor**
Q & A Forum

Instructor Check-in The instructor will log into the course at least 4 out of 5 days (Monday – Friday), plus one day at the weekend, usually Saturday. The instructor will normally respond to emails and to questions posted to the Q&A forum within 24 hours, but occasionally it may be slightly longer.

Emails and questions posted to the Q&A forum need to be posted before 10:00am on Saturday in order to receive a reply within 24 hours. Later Saturday emails and questions will be responded to as if they were received on Monday.

Office Hours: In addition to the above availability, virtual office hours are also available Wednesdays, 4:30pm – 6:00pm. Office hours are for 30 minutes by phone. This is an online course, and there are no in-person office hour appointments.

To make an appointment: use **Email Instructor**.

In addition to Wednesday office hours, other times may be available by appointment for those who have a conflict on Wednesdays.

Learning Objectives: The general goal of this course is to introduce you to the principles of instructional design. In particular, this course will focus primarily on the *analysis* and *assessment* steps in the instructional design process. Specifically, by the end of the course, you will be able to:

- 1) Describe characteristics of intended learners [Description of Learners]
 - 2) Describe the setting in which teaching will take place [Description of Teaching Setting]
 - 3) Describe the setting in which learners will apply what they have learned [Description of Application Setting]
 - 4) Analyze the task(s) to be learned by the learners [Task Analysis]
 - 5) Write appropriate learning objectives [Learning Objectives]
 - 6) Develop assessment of learners' performance after instruction has been completed. [Learner Assessment]
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- 7) Explain each step in the process of designing instruction [Quizzes]

**HRD 4300:
Instructional
Methods**

For HRD majors and for those pursuing a minor in Training and Development, this course is a prerequisite to *HRD 4300: Instructional Methods* in which you complete the remaining steps in the instructional design process, using your HRD 3300 project:

- 8) Design instruction using teaching methods and activities appropriate for the learners, the task, and the context.
- 9) Develop a complete design document based on steps 2 – 7 above
- 10) Develop a complete set of instructional materials – instructor guide and participant guide - for the instruction designed in step 8.

Students are *strongly encouraged* to take HRD 4300 during one of the next two terms in which it is offered following HRD 3300.

Required Text: Morrison, G. R., Ross, S.M., Kemp, J.E. (7th Ed.) Designing Effective Instruction.

Course Requirements: Each student will complete an instructional design project incorporating components during course. All written material must be typed and prepared in a professional style without grammatical, spelling, or typographical errors. (79 points)

You are expected to complete the following assignments. Details and guidelines will be outlined on the Moodle course website.

<u>Instructional Design Project Assignments</u>	<u>Points</u>	<u>Due Time/Day/Date</u>	
List of 2-3 Potential Topics	Not Graded	11:55pm	Sun, Jan 14
Initial Description of Proposed ID Project	3 points	11:55pm	Sun, Jan 21
Completed Minimum Criteria for ID Project	2 points	11:55pm	Sun, Jan 21
Description of Learners	12 points	11:55pm	Sun, Feb 4
Description of Teaching Setting	8 points	11:55pm	Sun, Feb 11
Description of Application Setting	8 points	10:00pm	Sat, Feb 17*
Partial Task Analysis	Not Graded	11:55pm	Sun, Mar 4
Task Analysis	24 points	11:55pm	Sun, Nov 25
Draft Learning Objectives	Not Graded	11:55pm	Wed, Mar 28
Learning Objectives	12 points	11:55pm	Sun, Apr 8
Learner Assessment	10 points	11:55pm	Sun, Apr 15

* Winter break begins at 10:00pm on Saturday, February 17

Instructional Design Project Total 79 points

Quizzes

You are expected to complete 7 quizzes in this course. Each quiz is worth 3 points and quizzes need to be completed according to the following schedule:

<u>Quiz #</u>	Due Time, Day, Date
#1	11:55pm, Sun, Jan 21
#2	11:55pm, Sun, Jan 28
#3	11:55pm, Sun, Feb 4
#4	11:55pm, Sun, Feb 11
#5	11:55pm, Sun, Mar 11
#6	11:55pm, Thurs, Mar 29
#7	11:55pm, Sun, April 8

Seven Quizzes 21 points

Total Course Points..... **100 points**

Grading Scheme:

I will provide written feedback on all assignments. Your total points earned for each assignment will be automatically posted to the Moodle gradebook. The gradebook will also provide you with your cumulative points earned.

Keeping track of your grade point at any point during this course is very easy:

$$\frac{\text{Cumulative points earned}}{\text{Maximum points possible}} \times 4 =$$

No Extra Credit Opportunities:

There are no opportunities for extra credit in HRD 3300. Professor Tom Forde, University of Houston, provides an excellent rationale for this policy [here](#). I strongly encourage you to read his rationale, which is also mine

Tentative Course Schedule: See Moodle for weekly schedule

If the need arises for the course schedule to be altered, it is subject to change at the sole discretion of the instructor. Students will be given reasonable notice of any changes and all changes will be announced on Moodle.

- HRD 3300 Project:** During the course, you will be required to choose a task or set of tasks for which you will produce a complete set of training materials after completion of both HRD 3300 and HRD 4300. You need to plan for approximately 3.0 – 3.5 hours of teaching time.
- Project Designed For Another Instructor To Teach:** Please keep in mind that in this course you will work on preparing instruction that **another instructor** (not you) will teach. One implication of this is that all the assignments you work on are intended for **others** (e.g., another instructional designer on a team of instructional designers working on a project; the instructor who will deliver the lesson). This means that your materials must contain the necessary detail for others to be able to make use of them. The **need for detail is crucial** in instructional design and this will become more apparent as we go through the course.
- Use of Video** If your project involves movement/motion, you are required to create video to illustrate this movement/motion. It is not acceptable to use a series of still images to illustrate motion.
- Up to 90% of the points assigned to the task analysis assignment will be deducted for failure to use appropriate and adequate video.
- All** materials for all components of your instructional design project must be developed by you. Under no circumstances, is it acceptable to use video, still images, or text downloaded from the internet. (See **Academic Conduct Policy** (page 5/7), in particular the section on plagiarism)
- Grading:** The HRD 3300 project is divided into 8 graded assignments. **The following assignment may be submitted twice: Task Analysis**
- The points received for the **Task Analysis** assignment will be the average of the points received on the first and second attempts. A second attempt must be submitted no later than one week after the instructor has returned the first attempt. The remaining 7 assignments may only be submitted once for grading.
- Presentation Quality:** Presentation quality (spelling, grammar, quality of graphics, etc.) is extremely important in instructional design. The number of points awarded to any assignment will be substantially reduced for poor presentation quality.
- Quality of Writing:** The instructor will provide substantive feedback on students' writing. If your writing is considered by the instructor to be below the expected ability of OU undergraduate students at this level, a recommendation will be made for you to arrange for assistance with writing through the OU Writing Center located in Kresge Library <https://www.oakland.edu/ouwc> Individual assistance with writing is available by appointment or on a walk-in basis.

Submitting Assignments: All HRD 3300 course assignments need to be submitted online. An assignment submission link will be provided for each assignment.

Academic Conduct Policy All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation (including plagiarism) is cheating since it means students are claiming credit for ideas or work not actually theirs and thereby seeking a grade that is not actually earned. Students are advised to read the entire Oakland University Academic Policy which can be found in the current Undergraduate Catalog.

Project Needs to be Original: No part of the project in this course can have been submitted for credit for another course. (See Policy on *Academic Conduct of Undergraduate Students* above.)

Instructor Assistance: There will be opportunities in each course week for you to ask questions and receive guidance on your instructional design project using the **Q&A Forum**. I strongly encourage you to make extensive use of this forum to ask questions about your project, so that everyone will have the benefit of seeing your questions and the instructor's responses (and those of your peers).

Using the **Q&A Forum** allows others – including several who are likely to have the same or similar questions – to read your question, provide their assistance, read the instructor's responses to your questions, and to ask follow-up questions.

Having studied the materials provided for each week, and participated in activities for that week, the Q&A Forum is the most powerful way to receive guidance as you work on your project throughout the course.

Late Assignment Policies There are 8 assignments and 7 quizzes in this course. This is a very aggressive schedule and it is crucial that you stay current with course assignments and course resources uploaded to Moodle

Late submissions of HRD 3300 project assignments will be penalized according to the following schedule (except in the case of a documented personal emergency):

Assignments submitted between 1 minute and 24 hours after the due date/time will lose 25% of earned points;

Assignments submitted between 24 hours, 1 minute and 48 hours after the due date/time will lose 50% of earned points;

Assignments submitted 48 hours after the due date/time will receive a grade of zero, and will not be reviewed.

**Personal
Emergency**

If you have a personal emergency, your focus needs to be on handling the emergency that you are facing, not on letting the instructor know that you will be turning in an assignment late. At the same time, please let me know as soon as possible, and you can obtain the required documentation later (e.g. a signed doctor's note, a letter from a funeral home on letterhead) once your emergency has concluded, and turn it in to me.

Only documented personal emergencies will be considered.

**Using
Moodle:**

Technical difficulties with Moodle are not acceptable reasons for non-submission or late submission of assignments unless Oakland University has announced that there are problems with Moodle. Neither are technical difficulties related to your technology setup (e.g. internet connection down/not working, lost work, system crashed)

Plan ahead so that submission of your assignments is not delayed by any difficulties you may experience. In the event that your computer crashes or your internet connection goes down, it is **essential** to have a backup plan in place where you are able to log in using a different computer or travel to another location that has working internet.

It is **strongly** recommended that you save all of your HRD 3300 course files to a cloud solution, and not to a local hard drive, USB stick, or external disk. Saving files this way guarantees your files are not dependent on your computer hardware that can fail. *This course is not set up for use on smartphones or tablets and their use is not recommended.*

**Technical
Assistance:**

For Moodle technical issues that you cannot resolve on your own, please contact the e-Learning and Instructional Support office:

For Immediate Help: Phone: (248) 805-1625. This phone is answered Monday – Friday, 8:00am – 8:00pm, and Saturday, 10:00am – 12:00noon.

Resources for Online Students: <https://oakland.edu/online/resources/>

Submit a help ticket: <http://www2.oakland.edu/elis/forms.cfm?form=MOODLE>

If you any trouble accessing the **content** in this course: Contact the instructor through Moodle email.

**Email
Etiquette:**

Professor Tom Forde, University of Houston, provides an outstanding set of guidelines (and rationale for these guidelines) on how to appropriately communicate with your HRD 3300 instructor [here](#). Again, I strongly encourage you to read his guidelines. It isn't necessary that you follow all of his guidelines exactly – the point is that he points out the need to be professional in your communications with your instructors. Good practice.

**Designated
Filenames**

All assignments need to be submitted with the filename assigned. A list of these file names has been uploaded to Moodle. **Failure to use the designated filename will result in a 1 point deduction from the number of points awarded for the assignment.**

Name/ If you do not identify with the name that is listed with the registrar's office, please let me
Gender: know so that I can appropriately amend my records. In addition, if you prefer to go by a
Identification: a different pronoun, please let me know.

Students Anyone who has a disability that may require some modification of course
with requirements should email me privately in the first week of the course through Moodle
Disabilities email so that reasonable accommodations may be made. Only those students who have
official documentation from the university are eligible for special arrangements.
