MISSISSIPPI STATE UNIVERSITY
COLLEGE OF EDUCATION

DEPARTMENT of INSTRUCTIONAL SYSTEMS and WORKFORCE DEVELOPMENT
COURSE SYLLABUS

Course Prefix and Number: TKT 4623

Course Title: Delivery and Evaluation of Technology Training

Credit Hours: Three (3) semester hours

Type of Course: Lecture

Catalogue Description: Prerequisite: TKT 3623. Advanced design, live and computer-based strategies, development, delivery, and evaluation of technology training programs for organizations.

College of Education Conceptual Framework:

The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students’ educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.

2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.

3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.

4. **PRACTICE** - Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.
Course Objectives:

Upon completion of this course, students should:
1. Describe the design process. CFPO #3, 8
2. Analyze the needs, audience, context, and content. CFPO #2, 3, 4, 8, 12
3. Apply instructional design principles. CFPO #2, 3, 4, 7, 10, 12
4. Apply media design principles. CFPO #2, 3, 7, 10, 12
5. Evaluate instructional designs. CFPO #2, 3, 4, 8, 9
6. Create multimedia-based instructional materials. CFPO #1, 2, 3, 4, 5, 7, 9, 10, 11, 12
7. Design a self-instructional and a face-to-face lesson. CFPO #1, 2, 3, 4, 5, 7, 9, 10, 11, 12
8. Deliver a self-instructional and a face-to-face lesson. CFPO #1, 2, 3, 4, 5, 7, 11
9. Write design reports. CFPO #1, 2, 3, 4, 5, 7, 8

Topics to be Covered:

1. Analysis (3 hrs.)
   a. Identifying the Need for Instruction
   b. Learner and Contextual Analysis
   c. Content Analysis

2. Instructional Design (12 hrs.)
   a. Types of Learning
   b. Instructional Strategies
   c. Instructional Objectives
   d. Sequencing
   e. Motivation
   f. Reading Level
   g. Designing the Instructional Message
   h. Learner Grouping
   i. Design Considerations for Technology-Based Instruction
   j. Instructional Evaluation

3. Designing Self-Study Instruction (12 hrs.)
   a. Principles of Self-Study Instruction
   b. Print-Based Media Design
   c. Video-Based Media Design
   d. Course Management System Design

4. Designing and Delivering Face-to-Face Instruction (12 hrs.)
   a. Principles of Face-to-Face Instruction
   b. Face-to-Face Presenting Skills
   c. Presentation-Based Media Design

5. Evaluation (3 hrs.)
   a. Formative Evaluation
   b. Summative Evaluation
c. Usability Testing Procedures

6. Implementation (3 hrs.)

Textbook:


Method of Instruction:

The class will be taught by lecture and discussion method, using multimedia aids, reference sheets to current published material related to the topic being discussed. Special needs students will receive instruction to accommodate the individual learner’s needs.

Suggested Student Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Corresponding Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read and study the required textbook</td>
<td>1, 3, 4</td>
</tr>
<tr>
<td>2. Complete a variety of assignments related to design practices</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>3. Design &amp; deliver a self-instruction lesson</td>
<td>1-8</td>
</tr>
<tr>
<td>4. Design and deliver a face-to-face training lesson</td>
<td>1-8</td>
</tr>
<tr>
<td>5. Write design reports</td>
<td>1, 2, 3, 4, 5, 9</td>
</tr>
</tbody>
</table>

Honor Code:

Mississippi State University has an approved Honor Code that applies to all students. The code is as follows:

"As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information please visit: http://students.msstate.edu/honorcode/
Technology:

Application software program used in the course is primarily Microsoft Office Suite. Other software may be used as deemed appropriate by the instructor. The student will be observing various other software at ITS.

Diversity:

The ability to communicate is critical for a training professional. Discussions in various topics in communicating and planning a learning environment will be used.

Student with Disabilities:

If accommodations (based on the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act) are needed, students should notify the Instructor within the first two (2) weeks of the semester. All reasonable accommodations will be provided to ensure that special needs based on disabilities do not restrict a student’s opportunity to learn and participate in the class. Written confirmation from the MSU Student Support Services office (SSS) is required for accommodations during the class session and during tests/exams. SSS office is located at: 01 Montgomery Hall, telephone: (662) 325-3335. For more information see: http://www.sss.msstate.edu/disabilities/

Field Component:

There is no field component for this course.

Evaluation of Student Progress:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Corresponding Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Questions: Completion</td>
<td>10 pts</td>
<td>1, 3, 4</td>
</tr>
<tr>
<td>Focus Questions: Correctness</td>
<td>10 pts</td>
<td>1, 3, 4</td>
</tr>
<tr>
<td>Class Part. &amp; Professionalism</td>
<td>100 pts</td>
<td>All</td>
</tr>
<tr>
<td>Assignments &amp; Deliverables</td>
<td>20 pts each</td>
<td>1-8</td>
</tr>
<tr>
<td>Individual Report Sections</td>
<td>20 pts each</td>
<td>1, 2, 3, 4, 5, 9</td>
</tr>
<tr>
<td>Blackboard Training Project</td>
<td>300 pts</td>
<td>All</td>
</tr>
<tr>
<td>Face-to-Face Training Project</td>
<td>300 pts</td>
<td>All</td>
</tr>
</tbody>
</table>

Grading Scale:

A  90 - 100%
B  80 - 89%
C  70 - 79%
D  60 - 69%
F  Below 60%
Bibliography:


