

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF AGRICULTURAL AND INDUSTRIAL SCIENCES
TECHNOLOGY PROGRAM

COURSE DESCRIPTION
PREPARATION OF INSTRUCTIONAL MATERIALS
I E 463/568

Fall 2007

COLLEGE OF ARTS AND SCIENCES

COURSE DESCRIPTION

DEPARTMENT:	Technology
COURSE NUMBER/TITLE:	IE 463 Preparation of Instructional Materials
INSTRUCTOR:	Dr. Nedom C. Muns
TEXT:	No Text Required
LOCATION:	Thomason Room 217
TIME:	Monday Nights 6:00 – 9:00 p.m. Wednesday Nights 6:00 – 9:00 pm
OFFICE:	Thomason 203
PHONE:	936-295-8323 Home 936-294-1190 936-294-1191

Course Description:

This course is designed to assist trade and industrial and health occupation teachers (both pre-employment laboratory and cooperative training) in the selection, development, organization, and use of appropriate instructional materials in order to conduct more effective vocational instruction.

Instruction and practical application will be provided in the selection of lesson content, lesson planning, development of performance-based lesson objectives, development of instructional materials, development and/or selection of teaching aids, their sources and availability. Techniques to obtain, evaluate, and incorporate available instructional materials into their specific teaching area will be emphasized. A planned program for evaluation of effective instruction and student progress will be developed.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Select appropriate material for the instructional content for a manipulative and informational lesson.
2. Prepare performance-based objectives in developing lesson plans in presenting manipulative and informational lessons using the recommended formats.
3. Identify competencies in their specific trade area and develop instructional material to meet their needs.

4. Obtain, evaluate, and incorporate available instructional and supplemental material into their courses.
5. Develop a planned program for the continuous evaluation of students and course.
6. Develop the ability to identify the role of the vocational teacher in the preparation of an individualized education program and write or secure individualized instructional materials needed to create a learning environment for each student.

DEVELOPMENT, ORGANIZATION, AND USE OF INSTRUCTIONAL MATERIALS shall include the following essential elements.

The student shall be provided opportunities to:

1. Locate, review, evaluate, and secure instructional materials for use in teaching a specific vocational course.
2. Develop a slide-tape presentation.
3. Develop a filmstrip-tape presentation.
4. Utilize the opaque projector to develop posters.
5. Prepare task and job sheets using proper format.
6. Know the different types of instructional aids used in the classroom.
7. Prepare information sheets for use in teaching related information lessons.
8. Develop a learning activity package.
9. Know how to operate a motion picture projector and obtain films.
10. Understand the different types of photographic films used in visual aids.
11. Prepare transparency masters and make transparencies for use in presenting a related information lesson.
12. Select or prepare visual aids needed to support instructional course content.
13. Know how to use videotape instruction.
14. Prepare an individualized education plan (IEP) (LAP) for special needs students.
15. Select, obtain, or prepare teaching aids to enhance instructional effectiveness.
16. Select or prepare a computer-assisted instructional program.
17. Understand the required essential elements common to all vocational program trade and industrial education and specific program areas.

Course Outline:

- I. Introduction to the Course
 - A. Orientation
 - B. Relationship of the course to other certification courses
 - C. Locating and securing materials

- II. Instructional Aids
 - A. Visual Aids
 - B. Audio Aids
 - C. Audio-Visual Aids
 - D. Advantages of Aids
 - E. Characteristics of Aids

- III. PowerPoint

- IV. Slide-Tape aids
 - A. Type and operation of camera
 - B. Type of Film
 - C. Writing story boards
 - D. Slide mounts
 - E. Programming - music

- V. Film Strips
 - A. Type and operation of camera
 - B. Type of film
 - C. Story boards
 - D. Programming - music

- VI. Transparency
 - A. Type of transparencies
 - B. Masters
 - C. Kroy lettering machines
 1. Types of lettering
 - D. Overlays

- VII. Free Instructional Aids
 - A. Guides to free film, filmstrips, teaching aids
 - B. Companies

- VIII. Written Instructional Aids
 - A. Learning activity packages
 - B. Job sheets
 - C. Informational sheets

- D. Operation sheets
- E. Assignment sheets

IX. Video Tape

- A. Types and sizes
- B. Camera

X. Types of Equipment

- A. Slide Projectors
- B. Recorders
- C. Opaque Projectors
- D. Pulse Units
- E. Audio Viewers
- F. Motion Picture Projectors
- G. Kroy Lettering
- H. Copy Machine
- I. Video
- J. Dukane Projectors
- K. Transparencies Makers
- L. Others

Grading:

A minimum of three exams and one final will be given. The final exam will have a weighted value of 1/3 of the final grade. The regular exams will have a value of 1/3 and the class assignments will have a value of 1/3 on the final grade. Exams will be written in the matching, multiple choice, and completion and essay forms. Material covered in the lecture not in the textbook will be covered in the examinations.

Course Evaluation:

Each student will be expected to prepare a written report on a given topic and to prepare short reports related to topics in the course material. Students will be required to collect samples of specified materials from their vocational director or school superintendent and to discuss vocational programs at their respective schools.

Attendance:

All students are expected to attend each class. Students will be given handout material on each unit but should be prepared to take notes each day for future study. The students should feel free to ask any questions related to the material covered in the course.

STUDENT DISABILITY POLICY

“Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.”

The physically impaired may contact the Director of the Counseling Center, chair of the committee for continuing Assistance for Disabled Students, by telephone (extension 4-1720).

I.E. 463

NAME: _____

Project:

Grade:

1. Team Slide Show (turn in report) _____
2. Individual Slide Show _____
3. Minimum of 6 transparencies
(These should be of your design -
not just copy of a printed sheet) _____
4. Card File Box on Teaching Aids
Should contain information cards on:
 - a. films
 - b. slides
 - c. film-strips
 - d. company addresses
 - e. free material

5. Opaque Poster Enlargement _____
6. Instruction Sheet, (Choose One)
 1. information
 2. operation
 3. job assignment

7. Visual Aid of Your Choice (Choose from)
 1. cutaway
 2. films strip
 3. mock-up
 4. model

8. Film strip _____
9. Evaluation Reports of Other Projects _____
10. Check-Out Sheet of Equipment _____
11. Final Exam _____
 1. Undergraduates must complete the above assignments.
 2. Graduate Students Complete:
 - #2 - 2 slide shows
 - #3 - 12 transparencies - must include 1 overlay
 - #5 - 3 posters
 - #6 - 3 instruction sheets - 1 in 3 different areas act as captain and checkout on equipment sheet.

I.E. 463

Name: _____

Project:

Grade:

1. Team Slide Show (turn in report)

2. Individual PowerPoint

3. Minimum of 6 transparencies
(These should be of your design
not just copy of a printed sheet)

4. Team Power Point

5. Opaque Poster Enlargement (2)

6. Instruction Sheet, (Choose One)

1. information

2. operation

3. job assignment

7. Team Digital Camera Video

8. Final Exam
