

Western Kentucky University
College of Education and Behavioral Sciences
Instructional Design Program

ID 570 SYSTEMATIC INSTRUCTIONAL DESIGN

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Office Hours:

Face-to-face/Phone: Tuesdays & Thursdays 10am-3pm or by appointment

Email: Email is the fastest way to reach me. Feel free to email me at any time. I will try to respond within 24 hours.

Note: All times indicated in this syllabus and the course site refer to Central Time Zone.

Prerequisite or co-requisite: ID 560 or instructor permission

Course Website

The class is supported by a course website that provides students with access to various course materials and will serve as a means of teacher-communication. The website can be accessed at <https://blackboard.wku.edu/>.

Required Readings

Dick, W., Carey, L., & Carey, J. (2015). *The Systematic Design of Instruction*. (8th. ed.). Pearson.

Additional Required Readings: will be provided on the course site

Goals and Objectives of the Course

This course has been designed to enable you to employ systematic instructional (ID) design procedures. As a result, students who successfully complete this course should be able to design a unit of instruction by using systematic instructional design procedures.

Terminal Objective:

Design, produce, evaluate, and revise a 20-30 minute print-based instructional unit by employing the procedures described in the **eighth** edition of *The Systematic Design of Instruction* (Dick, Carey and Carey, 2015).

Why print-based? – This course is about implementing an instructional design process. You could easily spend sixteen weeks learning **one** application used in ID. Learning a design model such as the Dick and Carey gives you a set of tools and a process applicable to a host of applications and does not depend on one particular technology or mediation. I hope you will master many applications and techniques during your coursework, but in this course you are best served learning about a process!

Other Major Objectives:

- Write a goal statement/terminal objective for instructional unit you will develop.
- Prepare a goal analysis for your instructional unit (part A of task analysis)
- Prepare a subordinate skills analysis for your instructional unit (part B of task analysis)
- Prepare a context analysis and learner analysis for your instructional unit.
- Write objectives for your instructional unit.
- Write test items for your instructional unit.
- Prepare an instructional strategy for your instructional unit.
- Produce a first draft print copy of your instructional unit.
- Conduct three one-to-one formative evaluations of your instructional unit, and describe the evaluation method, results, and revisions you would make to your unit based upon the data collected during your one-to-one formative evaluations.
- Revise your instructional unit based upon the data collected during your one-to-one formative evaluation.

Types of Assignments

There will be two major types of assignments that you will be expected to complete in this course. You will be expected to (a) write Instructional Design Reports, and (b) produce an instructional module:

A. Instructional Design Reports

In order to help you learn how to design a unit of instruction using the Dick, Carey & Carey model of systematic instructional design, you will be asked to prepare a series of four Instructional Design Reports. Each report will require you to apply one or more steps in the Dick, Carey & Carey model as you design, develop, and evaluate a 20-minute unit of instruction. The four reports are:

1. Goal Statement/Terminal Objective report
2. Analysis report (consisting of two parts)
3. Design report
4. One-to-one formative evaluation report

Guidelines for each report will be posted on the Blackboard course website. These will list the specific criteria by which your assignment will be judged.

B. Instructional Module

You will also be expected to prepare a 20-30-minute print-based self-instructional module. The assignments and instructional design reports you prepare throughout the semester will provide the blueprints for preparing this module. Specific guidelines for the module will be posted on the course site.

Class Activities

In addition to Instructional Design Reports and Instructional Module, a number of activities have been planned for each week to promote your understanding of the assigned readings and help you with your project. It is strongly recommended that you participate in all course activities. Even if an activity does not require a written response, it is your responsibility to complete it.

Synchronous Chats with the Course Instructor

In some cases, you may be required to hold synchronous chats (e.g., phone, Skype, face-to-face meetings) with the course instructor. A synchronous chat may be needed to provide you with feedback on your project reports. Holding synchronous chats is one of the course requirements.

Professionalism

(determined by non-scored activities)

In addition to course assignments, a portion of your final grade will be based on professionalism including the following (but not limited to): self-motivation, respect, participation, attitude, and accountability.

The amount of professionalism/ participation points earned will depend upon the following standards being met:

- Due dates will be observed. Posting assignments late or not at all will result in a loss of professionalism points as well as a loss of points for the specific assignment.
- Failure to upload project reports to Blackboard on the required date will result in losing all professionalism points.
- Failure to hold synchronous chats as per instructor's request will result in losing professionalism points.
- The student is to post only original work.
- Failure to abide by these guidelines could result in dismissal from the course or other penalties as per university policy.
- Respect for the view of each member of the learning community and the use of professional standards when communicating with the instructor or other class members is expected and will be adhered to throughout participation in this online course.
- The student will make every effort to be a contributing member of the ID570 online learning community in order to experience optimal educational and professional growth.

Grading

- The Goal Statement Report can be resubmitted as many times as necessary to receive a satisfactory grade.
- The Analysis Report and the Design Report may each be resubmitted and re-graded once, provided they were originally submitted on time. In most cases, resubmissions will only be re-graded if they are submitted one week after you get back the initial submission. Your grade for each report will be based on the grade you receive on the final submission for that report. The Formative Evaluation report cannot be resubmitted.
- If you do not agree with a grade on an assignment, you may schedule an appointment to discuss the grade with the instructor.

Late Assignments

Late assignments are difficult to deal with for several reasons. Therefore, unless you coordinate with the instructor in advance or unless there are significant unforeseen circumstances, the instructor reserves the right to implement a rather strict procedure to handle late work:

- Any report/assignment that is submitted late will receive no higher than a B

grade.

- Any report that is not submitted by the last day of class will receive an F grade.

Note: Failure to conduct a one-on-one formative evaluation report will result in a two letter grade reduction in the grade you earn for this course.

Important: Never submit any assignment via email unless you are requested to do so personally. You will always use a submission link or Discussion Board post in order to submit work. If you have questions or problems with assignments, contact me in advance of the due date.

A = 90%-100%; B = 80%-90%; C = 70%-80%; D = 60%-70%

Time Load

This is a 3-credit graduate course that spans 15 weeks. You should plan to spend a minimum of 9 hours per week on course related activities.

Communication

- The best way to reach me is via email. I usually check my e-mail daily (excluding weekends) and will respond within 24 hours, if possible.
- When sending email, please use the following syntax in your subject line: **ID570: Your topic.** *Example: ID570: Question About Assignment.* **Failure to adhere to this syntax in the subject line may result in me not seeing your email and responding in a timely manner. This account gets dozens of emails every day, and it is very easy to overlook a misworded subject line.**
- Some questions do not lend themselves to email correspondence. In these cases, please schedule an appointment with me.
- Please do not send assignments to me via email unless otherwise instructed personally.
- Written communication is an important aspect of this course. The ability to communicate clearly and effectively is critical to success as an instructional designer/developer. For this reason, it is expected that adequate attention will be given not only to what you write but how you write it. Your assignments will be evaluated from this perspective. Proofread written assignments carefully. Assignments containing substantial errors in spelling, punctuation, syntax, etc. will receive a score reduction. Moreover, this is a graduate level course.
- Please keep your instructor informed of personal situations that limit your participation in the class as far in advance as possible.

Plagiarism

To represent work for course assignments or projects taken from another source (INCLUDING WEB SOURCES) as one's own is Plagiarism. Plagiarism is a serious offense at WKU, and I personally take a dim view against it. The academic work of a student must give an author credit for borrowed source material from his/her material. To lift content directly from a source [INCLUDING THE INTERNET] without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism. Plagiarism also includes submission of the same assignment for more than one class. Plagiarism could result in a grade of an "F" for the assignment and /or the course. Your assignments may be checked through a plagiarism service.

Academic Honesty

All assignments and examinations must be the original work of the student. Proper credit must be given by use of quotation marks and references for any material the student does not personally create but wants to include. Copying any published or unpublished source is called plagiarism and will not be accepted in this course or at this university. Any work found to be plagiarized will result in immediate failure of this course. Students who commit any act of academic dishonesty may be expelled, suspended, placed on probation or given a lesser sanction. See WKU Catalog 289 for additional information.

**Important Note: In this course you will need to collect empirical data.
Data falsification is an act of academic dishonesty.**

“Students who commit an act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal.”

Technology

If you have difficulties accessing Blackboard you should contact WKU Technical Support at 270-745-7000 or go to <http://www.wku.edu/it/helpdesk/> to submit an online help request.

Disability Accommodations Statement

"Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter hall. The Office for Student Disability Services (OFSDS) telephone number is 270-745-5004. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the OFSDS."

Writing Center Assistance

The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during the operating hours. The writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can *help you* brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper *for you*. See instructions of the website www.wku.edu/writingcenter for making online or face-to-face appointments. Or call (270) 745-5719 during the operating hours for help scheduling an appointment.

The Learning Center (TLC)

Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing University Center, A330) provides free supplemental education programs for all currently enrolled WKU students. TLC @ DUC offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and offers a thirty-two machine Dell computer lab to complete academic coursework. Additionally, TLC has three satellite locations. Each satellite location is a quiet study center and is equipped with a small computer lab. These satellite locations are located in Douglas Keen Hall, McCormack Hall, and Pearce Ford Tower. Please call TLC @ DUC at (270) 745-6254 for more information or to schedule a tutoring appointment. www.wku.edu/tlc

WKU Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding [WKU's Title IX Sexual Misconduct/Assault Policy](#) (#0.2070)

(<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf>) and [Discrimination and Harassment Policy](#) (#0.2040) (https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

Acknowledgements

The structure and content of this course is based on a course previously taught by Dr. Elena Novak who based much of her content on courses taught by Dr. Robert Reiser and Dr. Walter Dick, Florida State University, and Dr. Jim Russell, Purdue University. Our thanks to them for their contributions to this course.

Special Notes

More details about the course will be provided at the start of the class. The instructor reserves the right to modify the course as deemed appropriate or necessary.