IDT 440
Developing Computer-Based Instruction
Course Syllabus – Spring 2017

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Office: Horrabin Hall – 95A
Office Hours: Tuesday 9:00-9:30; Friday 4:00-5:00; Saturday 8:00-9:00 (Fridays and Saturdays are only for my Weekend Academy weeks); or by appointment

Course Description:
This course covers topics in developing computer-based instruction, and builds on earlier IDT courses, especially IDT 221. In IDT 440 you will concentrate on the development phase of the instructional design process.

Prerequisites:
There is one prerequisite for this course based on the current year’s catalog:
- IDT 221: Introduction to Instructional Multimedia

Texts and Materials:
Required:
- No textbook
- Google Drive account
- USB Drive Flash Memory – 1 GB minimum
- Materials fee: $30.00 to be paid to the IDT department (300 and 400 level courses)

Course Focus:
The major emphasis of this course will be on applying the theories of multimedia-based instructional design to the design and development of a computer-based instructional product. We will also address issues related to the theories of instructional design and designing computer-based instruction.

This course will require a considerable amount of time (an average of 9-12 hours per week) outside the classroom. In addition, the course will attempt to provide a real-world application in the instructional design field. In order for you to be successful in this class, it is essential that you remain current with the assignments. Do not expect to complete all of your work during class time.

Goals:
The ultimate goal of this course is to collaborate with a Client and Team members to design and develop a computer-based instructional product that the Client can implement. Building blocks of this goal include:
- Describe the advantages and disadvantages of computer-based instruction.
- Conduct a front-end analysis.
- Design instruction based on a front-end analysis.
- Determine when to use audio and video materials.
- Determine quality standards for a series of instructional products.
- Record quality audio narration.
- Write storyboards.
- Develop a multimedia-based instructional product.
- Evaluate the effectiveness of a multimedia-based instructional product.
Assignments:
Evaluate Elearning:
The course begins with evaluating existing elearning materials. Before you can begin working with the Client, it will be important for you to evaluate what constitutes a quality project.

Practice Project:
It is anticipated that the class will create several instructional videos. The development software for our Client this semester will center on Camtasia, but may include other programs as determined by the Client needs. Before working on the Client project, you will need to demonstrate basic proficiency with Camtasia by developing a sample “Practice Project.”

Project Development:
You will collaborate with class members to develop a set of standards that you will follow in developing a project. The standards will need client approval. These standards will be incorporated into an instructional design document. These standards will apply to all the projects that each person in the class develops.

Finally, you will develop your project, using a Storyboard/Script that you will create, and following the standards the class developed with the Client. This project will include audio, such as music, sound effects, and voiceovers. The project Goals (i.e. the nature of what you will develop) will be determined through meetings with the Client. The project will have the following Milestones:
- Front-end Analysis
- Design Standards
- Storyboard/Script
- Prototype
- Beta Version (for Client Review)
- Final Version

Attendance
Attendance will depend on the project needs and the Client’s schedule. You are expected to be on time for Client Meetings and Team Meetings; late arrival for these will be considered an absence for these meetings. Basically, there are three types of meetings:
- Client Meetings: There will be at least 2, but possibly as many as 5 client meetings. For obvious reasons, Client Meetings cannot be made up. Therefore if missed, there is significant consequence to your course grade regardless of your performance elsewhere in the class:
  - 1 Client Meeting missed will result in a full letter grade drop from your final class score.
  - 2 Client Meetings missed will result in failure in the class.
- Team Meetings: These will be meetings to discuss a variety of actions related to the project. These will occur at intermittent points throughout the semester. The schedule will be determined after the first Client Meeting.
  - 1 Team Meeting missed will have no penalty. You are responsible for catching up with the Team.
  - 2 Team Meetings missed will result in a plus/minus drop from your final class score. For example, if your final score would result in an A-minus, but you have missed 2 Team Meetings, your class grade will be a B-plus.
  - 3 Team Meetings missed will result in a full letter grade drop from your final class score. For example, an A-minus becomes a B-minus.
  - 4 Team Meetings missed drops an additional plus/minus from your final score. For example, a B-plus becomes a C.
  - 5 Team Meetings missed will result in failure in the class.
- One-on-one Meetings: I will meet with each person individually once Project Work is underway. These may be rescheduled if you are unable to attend due to an excused absence.
- Lab Times: These will be optional attendance days.

There are no quizzes or tests this semester. There will not be a final exam.
Late assignments:
The course schedule and assignment guidelines will be heavily influenced by the needs of our Client, which will be determined during the semester. Client deadlines must be met. There are major consequences for missing these deadlines. For each deadline, a 25% reduction in possible points for each day late. Due dates and times will be determined by the Client. There is no grace period for assignments.

Grades:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of Elearning</td>
<td>25</td>
</tr>
<tr>
<td>Practice Project:</td>
<td>25</td>
</tr>
<tr>
<td>Client Project:</td>
<td>200</td>
</tr>
<tr>
<td>• Front-end Analysis</td>
<td>25</td>
</tr>
<tr>
<td>• Design Standards</td>
<td>25</td>
</tr>
<tr>
<td>• Storyboard/Script</td>
<td>25</td>
</tr>
<tr>
<td>• Prototype</td>
<td>50</td>
</tr>
<tr>
<td>• Beta Version</td>
<td>50</td>
</tr>
<tr>
<td>• Final Version</td>
<td>75</td>
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</tbody>
</table>

Total: 300

Plus-Minus Grading Scale
Your grades will be based on the following:
(Note: Attendance Guidelines from above will apply after the final scores below have been calculated.)

A  288-300
A- 276-287
B+ 264-275
B  252-263
B- 240-251
C+ 230-239
C  220-229
C- 210-219
D+ 200-209
D  190-199
D- 180-189
F  0-179

Students with Disabilities:
Students with disabilities: In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.
## Course Schedule:

(NOTE: Due to the nature of this class, and the not-yet-determined client needs, this schedule and the relevant assignments are subject to change, especially after our Client Meeting #1.)

<table>
<thead>
<tr>
<th>Course Date</th>
<th>Topics/Activities</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| Week 1      | • Introduction to class, Syllabus  
              • Evaluating elearning | 1/19 – Lab time |
| Week 2      | • Team Meeting #1 (Tuesday 1/24)  
              • Review of Camtasia  
              • Sample project  
              • Team Meeting #2 (Thursday 1/26)  
              • Front end analysis | 1/24 – Evaluating Elearning Assignment due |
| Week 3      | • Client Meeting #1 (Tuesday 1/31)  
              • Team Meeting #3 (Thursday 2/2)  
              • Design Standards | 2/2 – Sample Projects due |
| Week 4      | • Design Standards (cont.) | 2/7 and 2/9 – Lab time  
              2/9 – Design Standards due |
| Week 5      | • Team Meeting #4 (Tuesday 2/14)  
              • Client feedback  
              • Storyboards/Scripts  
              • Write Storyboards/Scripts | 2/16 – Lab time |
| Week 6      | • Storyboards/Scripts (cont.) | 2/21 and 2/23 – Lab time  
              2/23 – Storyboards due |
| Week 7      | • Team Meeting #5 (Tuesday 2/28)  
              • Prototypes | 3/2 – Lab time |
| Week 8      | • Prototypes (cont.) | 3/7 – Prototypes due  
              3/9 – No class |
| Spring Break (3/14-18) | | |
| Week 9      | • Client Meeting #2 (Tuesday 3/21)  
              • Team Meeting #6 (Thursday 3/23) | |
| Week 10     | • Project Work  
              • One-on-one Meetings | 3/28 and 3/30 – Lab time |
| Week 11     | • Project Work  
              • One-on-one Meetings | 4/4 and 4/6 – Lab time |
| Week 12     | • Team Meeting #7 (Tuesday 4/11)  
              • Project Work  
              • One-on-one Meetings | 4/13 – Lab time  
              4/13 – Beta version of Project due |
<table>
<thead>
<tr>
<th>Course Date</th>
<th>Topics/Activities</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 13</td>
<td>• Project Work</td>
<td>4/18 and 4/20 – Lab time</td>
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<tr>
<td></td>
<td>• One-on-one Meetings</td>
<td></td>
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<tr>
<td>Week 14</td>
<td>• Project Work</td>
<td>4/25 and 4/27 – Lab time</td>
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<td></td>
<td>• One-on-one Meetings</td>
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<td>Week 15</td>
<td>• Client Meeting #3 (Tuesday 5/2)</td>
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<td></td>
<td>• Team Meeting #8 (Thursday 5/4)</td>
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<tr>
<td></td>
<td>• Project Work</td>
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<td></td>
<td>• One-on-one Meetings</td>
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<tr>
<td>Week 16</td>
<td>• Final Project evaluations: Classroom</td>
<td>5/9 – All work due</td>
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</tbody>
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University values, Title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-1977 or anonymously online at: [http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php](http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php).

If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: [http://www.wiu.edu/vpas/policies/titleIX.php](http://www.wiu.edu/vpas/policies/titleIX.php).

Web address for student rights and responsibilities: [http://www.wiu.edu/provost/students.php](http://www.wiu.edu/provost/students.php)
Web address for Academic Integrity Policy: [http://www.wiu.edu/policies/acintegrity.php](http://www.wiu.edu/policies/acintegrity.php)