University of Puerto Rico at Aguadilla
Department of English
Course Syllabus and Outline

Dr. John H. Steele **jhsteelepr@gmail.com** **Semester II 2004-05**

Course Title	TEED 4105 - Special Topics in the Production of Instructional Modules
Section	L21 MWF 2:00 - 3:00
Office Hours	MWF 10:00 - 11:00
Credits	3 (Three)
Contact Hours	3/week
Pre-requisite	6 credits in TEED courses
Textbooks and Materials	Course Handouts 1 3-1/2 Floppy 1 CD (Re-writeable)
Course Description	This is an advanced level course that provides the student with the ability to develop instructional modules in his/her level of specialization. As a Special Topics course, this semester TEED 4105 will focus on developing web-based interactive modules in the areas of reading and grammar.
Course Goal	The principal goal of the course is for the student to refine his/her abilities to develop self-instructional modules and apply a new vision and new methods to the teaching of English and the use of technology.
Objectives	Upon completion of the course, the student will be able to: • Demonstrate knowledge of the production of instructional modules beyond that studied in class. • Demonstrate critical and analytical understanding of the major issues associated with instructional modules. • Develop instructional modules for use by students at his/her level of specialization.

Course Content and Distribution of Time

Time	Course Content
3 hours	Introduction to the course Definition and Components of Interactive Modules
5 hours	Using off-line tools
5 hours	Using Internet based tools
4 hours	Using hypermedia
8 hours	Designing and developing interactive grammar modules First Module due
8 hours	Designing and developing interactive reading modules Second Module Due
3 hours	Placing modules online
8 hours	Oral Presentation
1 hour	Wrap Up

Turn in Modules

Instructional Strategies and Evaluation

This course will make use of the following strategies

- Class and Group Discussions
- Computer and Library Research
- Cooperative Learning
- Internet Research
- Lectures
- Oral Reports
- Pair and Small Group Work
- Writing Tasks

Evaluation

The student will be evaluated on the basis of the following

2 multimedia modules @ 100 points each	200 pts
1 Formal Oral Presentation	100 pts
Class Participation	50 pts
Assignments	50 pts
Quizzes	50 pts

Grading System

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	00 - 59

Bibliography

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Special Notes

Attendance
- You are expected to attend all classes with textbooks and other materials. A role sheet will be passed out at the beginning of each class. **You are responsible for making sure you sign the daily role sheet**.
- You will be allowed three absences (excused or unexcused) without penalty. For every additional three absences (excused or unexcused) your final grade will be dropped to the next lower grade (e.g. a final grade of B will drop to a C). Inform me (on time) of any problem that will interfere with your presence in the class. I will take extraordinary circumstances into account in terms of this policy.
- If you are more than 5 minutes late for the class, don't bother to come in.

Cell Phones and Beepers
The only people allowed to have/use cell phone and beepers in this class are medical doctors on call in an emergency room and police officers on call for court appearances. If you are neither of these, turn them off and refrain from using them. Make sure your cell-phone is turned off and put away before coming to class. Use of a cell phone in the class room is grounds for lowering your grade.

Dress Code
As future teachers, you are expected to dress accordingly. Before coming to class, make sure you are dressed in the same manner that you would be expected to dress in the public or private schools in Puerto Rico.

Incompletes

If you decide, for a justifiable reason, that you must request an incomplete for the semester, you should do so in writing. This will give you an extra few months (till the end of the following semester) to complete the work, but you will not be allowed to register in any course for which this is a pre-requisite until the required work is turned in. Usually it is not a good idea to request an incomplete unless it is for reasons of health. Please remember that an incomplete grade may affect your Pell Grant or other financial aid.

Internet and e-mail

You are expected to have and use an e-mail account. As future professionals, your email address will be the first impression you give many other professionals. Therefore, if you do not have a professional address, you should obtain one. Consider what your mother, grandmother, priest, or minister would think if somebody forwarded a message from you to them.

Online class

If this class includes an online portion, you will be given exact instructions on how to access this site and go to the class office/discussion area. Participation in this portion of the class is in addition to the time in the classroom. Your participation is expected and encouraged.

Oral Presentation

During the last 2-3 weeks of class, you are to give a formal 10 minute oral presentation concerning the modules that you have developed. You can either give an overview of both modules while explaining how they can be used, or you can give an in-depth presentation on the better of your two modules. Time management will have a major impact on the grade in this presentation.

Participation

You are expected to participate actively in all class and group activities as well as in the online portion of the class.

Plagiarism

Any student caught plagiarizing will receive an F in the course. Plagiarism is defined as the copying of words and/or ideas from another source (including another student), **and claiming them as your own**.

Software

Besides using several tools found specifically on the internet, you will be expected to use production software that will be covered in class. You will be expected to evaluate their use of these programs/tools in your modules and use those that are most useful to you.