



The University of Southern Queensland

## Course specification

<b>Description: Instruction: Theory and Practice</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
TEA	2301	44679	2, 2005	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOEDU
<b>Academic org:</b>	FOE003
<b>Student contribution band:</b>	National Priority Teaching
<b>ASCED code:</b>	070109

### STAFFING

Examiner: Bill Bittel

### REQUISITES

Pre-requisite: Students must be enrolled in one of the following Programs: BFET or ADFT or BEFT or GDFT

### RATIONALE

As persons beginning their formal studies of education and training practices, learners in this course are required to analyse and apply various processes associated with instructional decision-making in relation to both the planning and implementation of face-to-face instruction. Learners also will be required to demonstrate their on- the-job competence on the planning, implementation and self-evaluation of selected instructional strategies.

### SYNOPSIS

As an initial instructional theory and practice course, TEA2301 will introduce and develop instructional planning and decision making strategies, and basic instructional presentation skills. Through a series of 'hands on' activities, students will then be required to begin to develop their individual instructional skills to plan and implement a series of instructional sessions within their instructional setting. At all times students will be encouraged to develop a commitment to self-evaluation as a major factor in their on-going development of an effective personal instructional style. Note: Students while enrolled in this course must be involved, at least part-time, as an instructor/trainer in post-compulsory or community education or industry training. Such involvement must enable the student to plan, implement and evaluate instructional sessions with groups of learners. **IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland\*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE**

WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'. For further information:

<http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html> \*If you are undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

## OBJECTIVES

On successful completion of this course students will be able to:

1. identify and analyse the variables which help to shape the nature and effectiveness of their instructional situation and practice
2. identify and analyse the range of decisions which they as teachers/trainers must make in establishing an effective learning environment
3. demonstrate an ability to plan, justify, implement and evaluate teaching-learning sessions appropriate to the needs of learners in their particular instructional situation
4. demonstrate, in actual instructional situations, the ability to successfully use a range of instructional methods and techniques to facilitate successful learning in face-to-face situations
5. demonstrate the ability to evaluate the effectiveness of their instructional planning and implementation and to use outcomes of such self-evaluation in improving subsequent teaching-learning activities
6. demonstrate through self-evaluation and improved instructional practices an on-going development of an effective personal instructional style given the instructional context in which they work.

## TOPICS

	Description	Weighting (%)
1.	The instructional process in context	10.00
2.	Instructor decision-making	15.00
3.	Planning teaching-learning sessions	20.00
4.	Instructional methods and techniques	35.00
5.	Creating a positive learning environment	10.00
6.	Evaluation of teaching and learning	10.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Wilén, W (et al) 2004, *Dynamics of effective secondary teaching*, 5th edn, Pearson, Boston.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	40.00
Directed Study	125.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
INSTRUCTIONAL PLACEMENT FORM	999.00	0.00	29 Jul 2005 (see note 1)
ESSAY	999.00	30.00	19 Aug 2005
INSTRUCTIONAL PORTFOLIO	999.00	70.00	28 Oct 2005
FORM A	999.00	0.00	28 Oct 2005

### NOTES

1. Letter grades will be used in this course and displayed in the notes section.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assessment items satisfactorily, students must obtain at least a grade of C- for each assessment item.
- 3 Penalties for late submission of required work:  
In this course, if students are more than two weeks late with the submission of any assessment task, they are required to contact the course examiner, who may, at his/her discretion, grant a further extension.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items. Irrespective of grades received on written assignments in this course, students must satisfactorily meet the instructional performance criteria as listed on Form A in the Introductory Book for this course before a passing grade can be awarded.
- 5 Method used to combine assessment results to attain final grade:  
Final grades for this course will be calculated by aggregating the weighted grade for each graded summative assessment item. Any non-graded assessment requirements will have to be satisfactorily met for students to pass the course.

- 6 Examination information:  
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
There will be no Deferred or Supplementary examinations in this course.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be produced within twenty-four (24) hours of receipt of request being made by the examiner. The student must retain this copy until the grade for this course has been finalised.
- 3 In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances. In this course, if students are more than two weeks late with the submission of any assessment task, they are required to contact the course examiner, who may, at his/her discretion, grant a further extension.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media. The Faculty will NOT accept submission of assignments by facsimile. Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.
- 5 In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next working day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 6 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.
- 7 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete - Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).
- 8 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.

- 9 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
- 10 All assessment items must be submitted with a pass overall gained.
- 11 Summative assessment items will receive one of the following letter grades: HD+,HD,HD-, A+,A,A-,B+,B,B-,C+,C,C-,F or IDM (Incomplete Deferred Make-up). Any ungraded assessment requirement will receive a Pass, Fail or Incomplete

## **OTHER REQUIREMENTS**

- 1 Students will require access to e-mail and Internet access to USQConnect for this course.
  - 2 Students are to use a recognised referencing system as specified by the examiner.
  - 3 **IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland\*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'. For further information:**  
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