Course specification

Description: Teaching in Postcompulsory Education and Training

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<tr>
<td>TEA</td>
<td>2302</td>
<td>34703</td>
<td>2, 2004</td>
<td>EXT</td>
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Academic group: FOEDU
Academic org: FOE003
Student contribution band: 1
ASCED code: 070109

STAFFING
Examiner: Peter Cronk
Moderator: Bill Bittel

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

RATIONALE
As students enrolling in this course usually have few previous formal studies in education, it is desirable that in their first course of study they are required to analyse and apply various processes associated with instructional decision-making in relation to both the planning and implementation of instruction. Learners also will be required to demonstrate their on-the-job competence on the planning, implementation and self-evaluation of selected instructional strategies in face-to-face instructional situations.

SYNOPSIS
As an initial instructional theory and practice course, TEA2302 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 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 ongoing 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. Students who have previously completed course TEA2301 or its equivalent may not enrol in this course.
OBJECTIVES

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

1. identify and analyse the variables which help to shape the nature and effectiveness of their instructional situation;
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 the learners in their particular instructional situation;
4. demonstrate, in actual instructional situations, the ability to successfully use a range of instructional methods and instructional techniques to facilitate successful learning in face-to-face situations;
5. demonstrate ability to evaluate the effectiveness of their instructional planning and implementation and to use the 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 context in which they work.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The Instructional Process in Context</td>
<td>10.00</td>
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<tr>
<td>2. Instructional Decision-Making</td>
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<tr>
<td>3. Planning of Teaching-Learning Sessions</td>
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<td>4. Instructional Methods</td>
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<td>5. Instructional Techniques</td>
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<tr>
<td>6. Creating a Positive Learning Environment</td>
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<tr>
<td>7. Evaluation of Teaching and Learning</td>
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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).

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.

To be supplied in study materials.

STUDENT WORKLOAD REQUIREMENTS:

<table>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<td>Directed Study</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
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<td>06 Aug 2004</td>
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<tr>
<td>ESSAY</td>
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<td>INSTRUCTIONAL COMP REPORT</td>
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<td>0.00</td>
<td>29 Oct 2004</td>
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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:
   The Department of Further Education and Training has an extension policy which enables students to be within two weeks of the due date for assignments before they need to contact the course examiner. If more than two weeks late with submission of assignments, students must contact the course examiner to negotiate a further extension.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all summative assessment items.

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 All pieces of graded summative assessment in this course will be graded using one of the following letter grades: HD, A, B, C, F or Incomplete. Plus and minus may be used with each of these letter grades.

2 Any pieces of ungraded summative assessment will be assessed using only Pass/Fail categories.

3 Irrespective of grades received on written assignments in this course, students must satisfactorily meet the instructional performance criteria as listed on the Form A in the Introductory Book before a passing grade can be awarded.