

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

 X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: LT-130 Instructional Media and Methods

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Basic concepts in the use of instructional media in the classroom and library/media center. Topics covered include the utilization of videotapes, transparencies, graphics, and other projected and non-projected media, the operation of appropriate equipment, and the production of transparencies and displays. Emphasis will be on the role and utilization of computers in education. [CSU]

SPECIFIC COURSE OBJECTIVES:

Successful students will operate effectively and demonstrate to others the techniques and use of audio-visual equipment in the school, library, or community setting, produce media and displays for use in instructional settings, and utilize the computer (periodical databases, Internet/World Wide Web searching) in personal and educational settings.

Students will be able to:

1. Develop a consistent rationale for using media in education and/or training.
2. Describe the advantages, limitations, physical characteristics, and instructional applications of multiple technologies of instruction.
3. Critique specific materials using the appraisal Checklists in the text.
4. Produce simple media for use in instructional situations; i.e., transparencies, mounted pictures, graphics, and applying graphic arts principles and practices (visual design) when producing instructional media.
5. Set up and operate the following equipment: overhead projector, opaque projector, filmstrip and slide projectors, and cassette player.
6. Prepare a lesson, using the ASSURE model, which includes a description of the learners, the objectives, media and activities to be utilized, how it will be presented, how the learners will be involved, and evaluation tools and techniques.
7. Utilize proper techniques when presenting instructional media.
8. Create an exhibit appropriate in a library setting (team project).

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. The roles of media in instruction
2. Systematic planning for the use of media: the ASSURE model
3. Visual literacy and design
4. Utilizing non-projected visuals
 - a. Study prints
 - b. Real objects and models
 - c. Graphic material - production of
 - d. Preserving non-projected visuals
 - e. Display formats
5. Utilizing projected visuals
 - a. Overhead projection of transparencies
 - b. Slides
 - c. Filmstrips
 - d. Opaque projection
 - e. Selection criteria for projected visuals
6. Utilizing video
 - a. Formats
 - b. Advantages and limitations
 - c. Selection criteria
7. Computers
 - a. Advantages and limitations
 - b. Roles of computers in education and training
 - c. Selection and appraisal of computer software
 - d. Computer hardware

8. Computer Networks
 - a. Wide Area and Local Area Network
 - b. Intranet and Internet
 - c. World Wide Web
9. Computer-based multimedia
 - a. Hypermedia
 - b. Interactive video
 - c. CD-ROM
10. Audio-visual Equipment (how to use) and Media Setups
 - a. Using equipment safely
 - b. Overhead projector
 - c. Slide projector and Caramate projector
 - d. Filmstrip projector and Dukane projector
 - e. Videotape player
 - f. Cassette player
 - g. Opaque projector
11. Copyright guidelines as applied to media

REQUIRED READING:

Heinich, Robert, et.al. Instructional Media and Technologies for Learning. 6th ed. New York: Macmillan, 1999.

SUGGESTED READING:

Baeckler, Virginia. PR for Pennies. Hopewell, NJ: sources, 1978.

Coplan, Kate. Effective Library Exhibits. Dobbs Ferry, NY: Oceana, 1974.

Eastman Kodak Company. How to be a Knockout with AV! Rochester, NY: Eastman Kodak Co., 1984.

Franklin, Linda Campbell. Display and Publicity Ideas for Libraries. Jefferson, NC: McFarland, 1985.

Franklin, Linda Campbell. Library Display Ideas. Jefferson, NC: McFarland, 1980.

Green Lee. 501 Ways to Use the Overhead Projector. Littleton, CO: Libraries Unlimited, 1982.

Kemp, Jerrold E. Planning and Producing Audio-Visual Materials. NY: Crowell, 1989.

Miller, Lynne G. Ready-Made Bulletin Boards for Elementary Schools. NY: Citation, 1974.

Schaeffer, Mark. Library Displays Handbook. NY: Wilson, 1991.

Thomas, James L. Nonprint Production for Students, Teachers, and Media Specialalists. 2nd ed. Englewood, CO: Libraries Unlimited, 1988.

REQUIRED WRITING:

Students will write a lesson plan following the ASSURE model. This includes analyzing learners, stating objectives, selecting media and materials, utilizing the materials, explaining required learner performance and stating evaluation procedures. They will also write two one-page essay take-home exams, a one-page paper describing their exhibit, and complete several media evaluations. In addition, they will participate in computer on-line discussions.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Reading the textbook is required and written assignments or tests correlate with the chapters assigned. Each student will produce: (1) a portfolio of transparencies, mounts, and laminates and present this portfolio to the class utilizing showmanship principles; (2) create a library exhibit as part of a team; (3) complete an Internet web search assignment and present the results to the class.

INSTRUCTION METHODOLOGY:

This course will take a "hands-on" approach to learning basic techniques for producing and utilizing audio-visual programs for use in an educational setting. This will include production of media in the graphics lab and "hands-on" experience in using and maintaining audio-visual equipment. There will also be extensive use of the computer, including knowledge of tutorials and accessing the Internet. Lectures will supplement assigned reading from the text, as well as set-up the class project for the day.

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

To be defined for each topic class and included in the outline.

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes _____ No

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Points are given in lieu of letter grades for all assignments. Percentages of the total are:

Class attendance, participation, proficiency in operating equipment, projects, presentations:	50%
Written assignments and tests:	50%

There will be a total of 500 points.

An 'A' is 90% and above (450 points or more)

A 'B' is 80% to 89% (400 to 449 points)

A 'C' is 70% to 79% (350 to 399 points)

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes _____ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761, 55763 and 58161 which qualified course as repeatable: