

Competencies of Instructional Technology by Domain

Design | Development | Utilization | Management | Evaluation

Design

MIT Competency	Job Qualifications	Artifacts	Rationale
<p>1. Conduct performance analysis and determine the appropriateness of instructional solutions for the problem</p>	<ul style="list-style-type: none"> • Design, coach and provide methods for learning analysis to ensure appropriateness of instructional materials • Identify skill gaps and development opportunities for performance improvement • Work with subject matter experts to assess training needs and recommended solutions 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p> <p>MIT 531- Assessment of Learning Outcomes <i>GOGAS Employee Training Program Assessment Plan</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> • Illustrate my knowledge and skills relating to the identification, collection and analysis of multiple forms of data including the use of subject matter experts, surveys, interviews and observation. • Demonstrate my ability to determine the gap between what is currently happening within a system and what should be happening according to the stated objectives of that system. • Exemplify how my thorough analysis of determined performance gaps led to the recommendation of appropriate instructional solutions.

2. Plan and conduct needs assessment	<ul style="list-style-type: none"> Identify issues/concerns about proposed strategies and recommend appropriate solutions to resolve issues Conduct research through a variety of methods and interact with clients Develop needs analysis focus groups Consults with process and quality teams to identify customer service issues 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> Demonstrate my ability to plan, conduct and report the findings of a thorough needs assessment both as an individual and working within a group. Exemplify my knowledge of a variety of data collection methods including the use of subject matter experts, virtual and paper-based surveys, interviews, observation and focus groups. Illustrate my knowledge and ability to analyze both quantitative and qualitative data using a variety of statistical methods with results that are descriptive and inferential, when appropriate.
3. Assess learner/trainee characteristics	<ul style="list-style-type: none"> Identifies staff proficiencies and deficiencies Assess training needs 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p>	<p>These artifacts demonstrate my ability to collect and analyze various types of data related to learner characteristics, attitudes, motivation, instructional delivery preferences, prior knowledge, entry behaviors and</p>

		<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	ability levels.
4. Analyze the characteristics of a setting (learning environment)	<ul style="list-style-type: none"> Assess the impact of changes on both job function and ongoing training needs of employees Network with colleagues to research issues 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p>	These artifacts illustrate my ability to collect and analyze various types of data related to the learning/performance environment including the number/nature of sites, site compatibility with instructional/learner needs and feasibility of simulation.

		<p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	
5. Conduct analysis of jobs/tasks and content	<ul style="list-style-type: none"> Assess the impact of business decisions on both job functions and ongoing training needs Conducts task and job task analysis Confirm needs analysis, audience analysis and task analysis 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p>	<p>This artifact:</p> <ul style="list-style-type: none"> Exhibits my ability conduct an information processing analysis of instructional goals in a variety of learning domains. Illustrates my knowledge of identifying and presenting hierarchical relationships among learning tasks, subtasks and entry level skills.
6. Sequence learner outcome	<ul style="list-style-type: none"> Follow specified instructional systems approach and leverage internally developed templates and processes 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>A Beginner's Guide to Tropical Aquariums</i></p>	<p>These artifacts demonstrate my ability to appropriately sequence learning events based on the identified instructional goals, learning tasks and subtasks.</p>

7. Specify instructional strategies and sequence the instructional strategies	<ul style="list-style-type: none"> Coach and provide instructional design and information architecture services and expertise 	MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i>	This artifact illustrates my knowledge of instructional strategies and my ability to sequence them appropriately in order to achieve the stated learning objectives.
8. Determine instructional resources (media/computer technology) appropriate to instructional activities	<ul style="list-style-type: none"> Determine instructional media appropriate to learning strategies and student resources 	MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i> MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i> MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i> MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i>	These artifacts exhibit my ability to determine what media/technological resources are necessary and available, in order to achieve the learning objectives via appropriately selected instructional activities.
9. Select appropriate applied information technologies to achieve instructional objectives	<ul style="list-style-type: none"> Possess knowledge of course management systems, multimedia applications, and authoring tools for instructional purposes Provide creative approaches to 	MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i>	These artifacts: <ul style="list-style-type: none"> Demonstrate my knowledge of applied information technologies Illustrate my ability to select

program design and explore and recommend ideas that broaden and enrich coursework

MIT 510- Design and Development of Instructional Technology

Port City Java: Wired for Performance Improvement

MIT 513- Computer Based Instruction

Four Easy Steps to Selling

MIT 542- Internship

UNCW Division of Student Affairs: Training Needs Assessment

appropriate media while meeting the needs of the client based on resource, constraint and learner analyses.

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Development

MIT Competency	Job Qualifications	Artifacts	Rationale
1. Develop projected and non-projected graphic instructional materials.	<ul style="list-style-type: none"> Develop multimedia for online learning including course goals, content, instructional strategies and activities Edit courseware for instructional design, style and consistency Design and create storyboards and course outlines for e-learning courses 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>A Beginner's Guide to Tropical Aquariums</i></p>	These artifacts demonstrate my ability to develop both print and web-based instructional materials.
2. Demonstrate ability to produce audio scripts and audio tapes.	<ul style="list-style-type: none"> Operate audio/visual and software applications as required 	MIT 511- Multimedia Design & Development	<p>These artifacts:</p> <ul style="list-style-type: none"> Illustrate my ability to develop

		<p><i>A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 516- Instructional Video Design and Production <i>Introduction to the Education of Young Children Program at UNCW</i></p>	<p>and produce an audio/video script and tape/DVD.</p> <ul style="list-style-type: none"> • Exhibit my ability to incorporate audio into a multimedia application.
<p>3. Demonstrate the ability to produce still and motion photographic instructional materials, including knowledge and competencies in: film characteristics, camera operation, exposure, darkroom processes, lighting, and color photography.</p>	<ul style="list-style-type: none"> • Possess a thorough understanding of AV technologies, streaming video and multimedia 	<p>MIT 511- Multimedia Design & Development <i>A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 516- Instructional Video Design and Production <i>Introduction to the Education of Young Children Program at UNCW</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> • Demonstrate my ability to produce digital photographic components of instructional materials • Exhibit my knowledge and abilities regarding video editing, camera operation, audio/video recording and DVD production.
<p>4. Demonstrate knowledge of the principles of perception and visual learning applicable to the design and production of photographic instructional materials.</p>	<ul style="list-style-type: none"> • Assist in the development of educational material with special emphasis on e-learning • Produce computer graphics and layout for newsletters and/or web sites applying learning theories, instructional design strategies, and learning style approaches that appropriately support the course objectives. 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i> <i>-Multimedia Design for the Individual Learner</i></p>	<p>These artifacts illustrate my knowledge of learning in terms of perception and visual learning principles, which are applicable to the design and production of print and web-based instructional materials.</p>

		<p>MIT 516- Instructional Video Design and Production <i>Introduction to the Education of Young Children Program at UNCW</i></p>	
<p>5. Demonstrate knowledge of computer utilization practices and the ability to apply them in instructional settings including: computer literacy, software selection and evaluation, instructional management, hypermedia development and distance learning.</p>	<ul style="list-style-type: none"> • Research advances in the field of learning, then evaluate and adapt these improvements to the content development process and learning product design. • Make recommendations and/or format instructional material for selected web applications • Design and create storyboards and course outlines for e-learning courses applying learning theories, instructional design strategies and learning style approaches that appropriately support course objectives 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> • Demonstrate my knowledge of various computer applications which were used to develop instructional materials. • Exhibit my ability to produce materials which are used in instructional settings involving computer utilization.
<p>6. Design and produce computer-based instruction, including drill-and-practice and tutorial programs.</p>	<ul style="list-style-type: none"> • Assist in the development of e-learning curricula and courses, embedding and formatting learning objects • Collaborate with subject matter experts and multimedia experts in the 	<p>MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 513- Computer Based</p>	<p>These artifacts illustrate my ability to design and produce computer-based instruction using a variety of software programs.</p>

	creation of course content and design	Instruction <i>Four Easy Steps to Selling</i>	
7. Design and produce interactive multimedia systems.	<ul style="list-style-type: none"> Design and develop multimedia and online learning tools including course goals, content, instructional strategies and activities for computer-based, web-based and classroom training 	MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i> MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i>	These artifacts exemplify my ability to design and produce interactive multimedia for online tutorials and software applications that can be distributed over the internet or an intranet.
8. Develop curriculum and apply instructional technology to the curriculum at the systems level, the macro level, and the micro level.	<ul style="list-style-type: none"> Create educational products using systematic instructional design processes to ensure product meets client's needs 	MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i> MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i> MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i> MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i>	These artifacts demonstrate my knowledge of instructional technology as it applies to the development of instructional materials at the system level, as well as micro and macro levels.

<p>9. Demonstrate knowledge and ability to design and produce self-instructional modules, training manuals, instructor's guides, and job aids.</p>	<ul style="list-style-type: none"> Proficient with the development of design documents, storyboards, project plans, job aids and web-based training 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i></p> <p>MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource Manual Project Management</i></p>	<p>These artifacts illustrate my knowledge and ability to design and produce print-based self-instructional modules and job aids and web-based self-instructional modules and tutorials.</p>
<p>10. Design and produce mediated instruction.</p>	<ul style="list-style-type: none"> Develop job aids, instructor-led and web-based training 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i></p>	<p>These artifacts demonstrate my ability to design and produce print and computer-based instruction, which can be incorporated into an instructor-led training program.</p>
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Utilization			
MIT Competency	Job Qualifications	Artifacts	Rationale
1. Apply principles of selection and use of materials and techniques relevant to a multicultural society (e.g., non-print, print, mass media, hardware, software, and other audiovisual strategies).	<ul style="list-style-type: none"> Create educational products including computer-based and web-based training using systematic instructional design processes to ensure product meets client's needs 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 511- Multimedia Design & Development <i>-A Beginner's Guide to Tropical Aquariums</i></p> <p>MIT 513- Computer Based Instruction <i>Four Easy Steps to Selling</i></p> <p>MIT 516- Instructional Video Design and Production <i>Introduction to the Education of Young Children Program at UNCW</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> Illustrate my knowledge of instructional strategies, technology and material selection principles, which are relevant to a multicultural society. Demonstrate my ability to develop instructional materials, using applied principles, which are print and web-based and can be distributed to the mass media. Exemplify my ability to use selection principles to analyze hardware and software needs within a system and to use a variety of audiovisual strategies.
2. Apply leadership techniques with individuals and groups (interpersonal	<ul style="list-style-type: none"> Build relationships with line management demonstrating ability 	<p>MIT 500- Instructional Systems Design: Theory and Research</p>	<p>These artifacts:</p>

<p>skills, group dynamics, team building and diffusion of innovations).</p>	<p>to build consensus and influence decisions</p> <ul style="list-style-type: none"> • Work in concert with team members, including the client, project manager, SMEs, course designers, and course developers to develop superior, innovative learning programs. • Communicates frequently and effectively with various project collaborators to ensure that goals and objectives are being fulfilled 	<p><i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource Manual Project Management</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p>	<ul style="list-style-type: none"> • Demonstrate my leadership skills when working as an individual and within a group. • Illustrate my team building and interpersonal skills, as well as knowledge of techniques in reference to the diffusion of innovations.
<p>3. Promote the diffusion and adoption of the instructional development process.</p>	<ul style="list-style-type: none"> • Collaborate with faculty, staff and students to integrate technology into teaching and learning, including the development of instructional materials and tools. • Communicate with and present to stakeholders and sponsors involved in online learning • Solicit and communicate learning process improvements for e-learning and classroom environments. 	<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p> <p>MIT 530- Evaluation & Change in</p>	<p>These artifacts illustrate my ability to plan and develop change management strategies, which includes incorporation of the various elements of innovation diffusion and planned change within a local business, private college and public school.</p>

		Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary</i>	
4. Demonstrate a knowledge of the laws and regulations which govern the selection and utilization of media/emerging technology, including copyright, censorship, State Board Regulations, Local Board Policies, etc.	<ul style="list-style-type: none"> Manage content copyright process and develop procedures regarding the production and distribution of developed content products 	MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i>	This artifact: <ul style="list-style-type: none"> Demonstrates my knowledge of laws and regulations pertaining to Federal and State regulations regarding education in NC. Illustrates my ability to research the various laws and regulation which govern the selection and utilization of technology.
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Management			
MIT Competency	Job Qualifications	Artifacts	Rationale
1. Plan, create, monitor, and facilitate instructional design projects.	<ul style="list-style-type: none"> Communicate with staff to ensure that the design and development is consistent with project objectives and within their established design framework Use structured Project Management methodologies which involve creating and managing project plans, budget, structure, schedule and staffing requirements 	MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i> MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource Manual Project Management</i>	These artifacts: <ul style="list-style-type: none"> Demonstrate my ability to develop a plan which will enable me to facilitate and monitor micro and macro-level instructional design projects. Illustrate my knowledge of Project Management methodology including scope management, product

		<p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	<p>specifications, risk management, budgets, timelines and staffing requirements.</p>
<p>2. Organize the instructional project or service unit to operate effectively and efficiently.</p>	<ul style="list-style-type: none"> • Manage cross-functional teams to assess training needs • Provides hand-on leadership and direction to the team 	<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource Manual Project Management</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary</i></p>	<p>These artifacts demonstrate my ability to plan, organize and direct instructional project teams so we were able to operate effectively and efficiently given the project time constraints.</p>
<p>3. Manage personnel and facilities.</p>	<ul style="list-style-type: none"> • Oversee curriculum staff to ensure that training products are consistent with policies and procedures • Enforces training standards 	<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p>	<p>These artifacts include detailed timelines and methods for managing personnel and facilities for the individual instructional design projects.</p>

	<ul style="list-style-type: none"> Provides hands-on leadership and direction to the team as well as manages client relationships 	<p>MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource Manual Project Management</i></p>	
4. Plan and implement organizational change.	<ul style="list-style-type: none"> Assist in the planning and budgeting for the acquisition of new technology. 	<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p>	<p>These artifacts demonstrate my knowledge of change management principles and ability to plan the implementation of organizational change within the business industry, higher education and an elementary school.</p>
5. Design instructional management systems.	<ul style="list-style-type: none"> Develop program to support training initiative Create and manage project plans, budget, structure, schedule and staffing requirements 	<p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 520 – Managing Instructional Development <i>GOGAS Training and Resource</i></p>	<p>These artifacts:</p> <ul style="list-style-type: none"> Illustrate my knowledge of project management and change management principles. Demonstrate my ability to design and plan for macro-level instructional management systems.

		<p><i>Manual Project Management</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs</p> <p><i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p>	
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Evaluation			
MIT Competency	Job Qualifications	Artifacts	Rationale
1. Plan and conduct needs assessment.	<ul style="list-style-type: none"> Assess course review and revision process to ensure that all goals and objectives are met 	<p>MIT 500- Instructional Systems Design: Theory and Research</p> <p><i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology</p> <p><i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs</p> <p><i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p> <p>MIT 530- Evaluation & Change in</p>	<p>These artifacts exemplify my knowledge of the systematic processes used to plan and conduct thorough needs assessments. Within the evaluation domain, these were employed in order to ensure that the original objectives of a training program were met.</p>

		<p>Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p> <p>MIT 542- Internship <i>UNCW Division of Student Affairs: Training Needs Assessment</i></p>	
<p>2. Plan and conduct evaluation of instruction/training.</p>	<ul style="list-style-type: none"> • Develop reports and make recommendations on enhancements and/or revisions of training materials and delivery methods • Evaluate training materials and procedures and makes or recommends revisions 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p> <p>MIT 510- Design and Development of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 522- Organization & Management of Instructional Technology Programs <i>Miller-Motte Technical College: Casting the Net of Virtual Education</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>Changing Views on Autism Spectrum Disorders at North Topsail Elementary School</i></p>	<p>These artifacts demonstrate my ability to plan and conduct formative evaluations of both micro and macro-level instructional/training programs. I employed various evaluation techniques and measures including interviews, surveys and focus groups.</p>
<p>3. Plan and conduct summative</p>	<ul style="list-style-type: none"> • Conduct annual evaluation of all 	<p>MIT 510- Design and Development</p>	<p>These artifacts demonstrate my</p>

<p>evaluation of instruction/training.</p>	<p>assigned staff to ensure continued professional growth</p> <ul style="list-style-type: none"> • Provide supportive documentation of evaluation decisions 	<p>of Instructional Technology <i>Port City Java: Wired for Performance Improvement</i></p> <p>MIT 530- Evaluation & Change in Instructional Development <i>GOGAS Employee Training Manual and Resource Guide: Summative Evaluation Plan</i></p>	<p>knowledge and ability pertaining to the planning and hypothetical conduction of summative evaluations.</p>
<p>4. Plan and conduct product evaluation.</p>	<ul style="list-style-type: none"> • Conduct quality reviews on products • Provide quality assurance testing for courses and post-production work 	<p>MIT 500- Instructional Systems Design: Theory and Research <i>GOGAS Employee Training Manual and Resource Guide</i></p>	<p>This artifact exhibits my ability to plan and conduct a product review through the process of formative evaluation, which included one-to-one and small group interviews.</p>