

Needs Assessment and Proposal

Assignment ##

Submitted by: Your Name

Student ID: xxxxxxxx

Submitted in fulfillment of partial requirements for course name and ####

Institution

Submitted to: Instructor Name

Date:

Needs Assessment and Proposal

[You can delete this sentence.] Provide a brief introduction to this document. Should be no more than 1-2 paragraphs, ~250-300 words.

Part 1: Needs Assessment

[You can delete this paragraph. You do NOT need to add an introductory paragraph here!] Your answer to the questions for Part 1 should be a total of about 6 to 8 pages in length (1500 to 2000 words). Answer each question separately. Use APA style citations to provide an informed response by integrating material from the text or other readings to add support to your answers. Remember to cite your sources.

Needs Assessment Approach

[You can delete this sentence.] In this section, answer the following questions:

1. Describe the different needs assessment approaches. Which do you propose to use and why is it appropriate for your project? (1 mark)

Scope and Extent of the Need

[You can delete this sentence.] In this section, answer the following questions:

2. You need to substantiate the scope and extent of the need with data. (4 marks)
 - a. Who would you choose to query in your needs assessment and why?
 - b. Describe how you would go about doing this (e.g., survey, interviews)?
 - c. Give 2 examples of the type of questions would you ask participants of your needs assessment?
 - d. What other sources of data should you use (reports, observations, standards)?

Gap Analysis

[You can delete this sentence.] In this section, answer the following questions:

3. A need is a gap between what is and what is desired. What problem or need have you identified? How big is the gap (size of deficiency, number of people involved and affected)? What are its causes? (1 mark)

Potential Solutions

[You can delete this sentence.] In this section, answer the following questions:

4. Describe the potential solutions to the problem or need. (1 mark)
 - a. How might instruction resolve (or help to resolve) this problem?
 - b. What non-instructional solutions (e.g. job-aids, task engineering...) might also be used?

Part 2: Proposal Development

[You can delete these paragraphs. You do NOT need to add an introductory paragraph here!] For Part 2, assume that you have completed the needs assessment described in Part 1 and determined that the

solution to the problem or need is instructional in nature (i.e., can resolved by the development of a program or unit of instruction). Answer (hypothetically, if necessary) the following questions.

Your answer to the questions in Part 2 should be a total of about 4 to 6 pages in length (1000 to 1500 words). Again, answer each question separately, use APA Style as appropriate, and provide an informed response by integrating theory from the text or other readings to add support to your answers.

Proposed Course (or Program)

[You can delete this paragraph and insert your response.] What course or program would meet the need(s) expressed or would address the problem? Describe the components of the course or program, i.e., the topics it will cover, and the major activities it will involve. (2 marks)

Learner Characteristics

[You can delete this paragraph and insert your response.] Describe the characteristics of the learner population for whom the course or program will be designed. Integrate material from the course readings or other readings to add support to your answer. (2 marks)

Delivery Context

[You can delete this paragraph and insert your response.] Describe the context in which the course or program will be delivered. How will the course/program be delivered? Integrate material from the course readings or other readings to add support to your answer. (2 marks)

Pilot Module to be Developed

[You can delete this paragraph and insert your response.] Finally, following the guidelines listed below, identify a topic or subject area for an online learning module that is part of the course or program described above. Clearly describe how your online learning module fits within the course or program. (2 marks)

Guidelines. [You can delete these guidelines from your document before submitting.]

- Your online learning module may cover any topic or subject area, but you should be quite familiar with the content.
- The materials that you develop will be created using the Canvas open learning management system (more information on that, including Canvas how-to resources, will be provided in the Week 6 module in Moodle). Your learning activities and resources should be designed to be delivered at a distance.
- The unit of instruction comprising an introduction, content delivery, formative exercise and summative assessment, should take a learner 1 to 1.5 hours to complete.

References

[You can delete these paragraphs. You do NOT need to add an introductory paragraph here!] The following is a sample APA references list, including citations from the first few weeks on my instructional design courses. You may include some (or all) of these in your References list (provided you have actually cited them in your responses to the questions in Parts 1 and 2 of this assignment!).

For additional resources on APA formatting, refer to the Purdue OWL APA Guidelines website at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

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