Tutorial Goal and Objectives

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AET/545

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July 1, 2013

 Latoya Smith, site director for the Early Childhood Center, located in Tulsa, Ok, requested an online tutorial, teaching basic writing of observations to first year teachers. 80% of the teachers have one year or less experience in writing observations, posing a risk to them and the Early Childhood site. This document identifies the instructional goal, performance objectives, and provides an overview of the tutorial.

**Instructional Goal**

Upon successful completion of the *The Basic Writing of Clear and Concise Observations Tutorial,* the learner will demonstrate the correct approaches to writing a clear observation, grammar, spelling, what the child is doing, how to tie into the lesson planning, while identifying potentially unclear observations and avoid them 95% of the time.

**Performance Objectives**

1. The teacher will identify ways to approach clear observations with 95% accuracy.
2. The teacher will demonstrate writing an observation that can easily be read and understood by Instructional Coach, with 95% accuracy.
3. The teacher will demonstrate using observations to plan for lesson planning for the following week, with 95% accuracy.
4. The teacher will demonstrate adding extension activities with the written observation, with 95% accuracy
5. The teacher will demonstrate properly writing a clear and concise observation with 95% accuracy.

**Tutorial Overview**

The tutorial will be free to all teachers, but only first year or inexperienced teachers are required to complete it. The target audience is teachers with one year or less experience which are of a diverse population. The tutorial will include a variety of multimedia learning exercise that will appeal to a variety of learning styles and levels for teacher of all ages.

 These learning exercises will include videos, simulations and games. There will be pre-training games that will show many different types of observations and teachers will have to choose which ones are good and ones that are bad. There are a variety of simulations games available for the teachers over the internet. The learner will have access to a number of these simulations.

 Other features include a discussion board, assignment area, and assessment area. A discussion board will be available for learners to ask questions and discuss teacher related topics. Each learner will be required to upload a demonstration video and complete a number of short exercises to be uploaded in the assignment area. The assessment area will include an objective pre and posttest. The learners must obtain a 90% on the posttest in or order to gain a certificate of completion.

**Conclusion**

In conclusion, writing clear and concise observations matter to the Early Childhood Center and this tutorial will improve the writing of observations for these teachers. The teacher will be well equipped to write the observations for their classroom correctly. They will have a foundation of which to build upon as they become better and enthusiastic teachers.