

Assignment 1: Project Proposal and Goal Analysis

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Background Description

This proposal describes the design of an instructional lesson to be developed by a Nova Southeastern University (NSU) student. The lesson is a print-based instructional paper. It describes the procedures necessary for a learner to create a PDF portfolio. This instructional lesson should take no more than 30 minutes to follow and complete. After completing this lesson, learners should have developed a customized and organized PDF portfolio comprised of a multiple files assembled into an integrated PDF unit.

Learners

Students are anticipated to be adult learners. These learners are faculty and staff at the university seeking to create a professional portfolio. They are a part of a Leadership Academy that will help them build their professional competencies. This lesson will help the learners showcase their skills, abilities, and accomplishments.

Learners will need to have Adobe Acrobat 9 or higher installed in their computers. They will also need to have basic computer skills such as typing, saving and opening a document. Learners should also be familiar with programs like Microsoft Word, PowerPoint and Excel. Having this basic knowledge will allow students to easily understand the instructions when creating their portfolio. This instructional based lesson will be a self-instructional, paper-based lesson and will be placed on our department's website for faculty and staff to download a copy. We will also e-mail a copy to students currently enrolled in the Leadership Academy.

Goal Statement

Goal: With Adobe Acrobat 9 or higher, the learner will develop a PDF portfolio that will document the scope and quality of their professional achievements.

Learning Domain: Intellectual Skill

Goal Analysis

A goal analysis was conducted with the goal stated above and the learning domain was classified as *intellectual skill* according to Gagné's domains of learning described by Dick, Carey, and Carey (2009). The instructional goal above requires thought and reasoning to complete. Learners will be guided step-by-step on how to assemble a PDF portfolio with this print-based instructional lesson. After completing lesson learners will have the skillset required to create a professional portfolio documenting their professional development.

References

Dick, W., Carey, L., & Carey, J. O. (2009). *The systematic design of instruction* (7th ed.). New York, NY: Allyn & Bacon.

Gagne, R. M., (1985). *The conditions of learning and theory of instruction*. (4th Ed) New York: Holt, Rinehart, and Winston, Inc.