

## Needs Assessment TADL 6202

### Course Outline

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#### Description:

Sometimes called front-end analysis, needs assessment (NA) is a crucial first step on the path to customizing learning solutions, designing instruction and putting the learner at the centre of learning. This course will use an active learning approach to examine methods and processes used to determine learning needs, in a variety of contexts. This course will be delivered in a blended format using both in-person and virtual classrooms.

#### Course Goals:

To provide a framework for determining learning needs in the adult learning field.  
To encourage the use of reflection on the practice and application of needs assessment.

#### Course Objectives:

At the completion of this course, the student will be able to:

- Describe the purposes of Needs Assessment
- Choose appropriate Needs Assessment tools and techniques for a specific learning context
- Identify the key steps in the Needs Assessment process
- Apply a Needs Assessment process and tools to a specific situation

#### Evaluation Methods:

- In Class Participation – 20%
- Assignment 1 – Needs Assessment Tool Research – 25%
- Assignment 2 - Planning a Needs Analysis Process - 30%
- Online Participation - 25%

#### Notes on assignments (papers and reports):

- Must be academic in style and content but can incorporate personal experience and reflection (e.g. the use of "I" is acceptable)
- Must have a clear focus
- Must present ideas in a logical and well thought-out structure
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must cite all references from other sources
- Must be in paragraph format
- Must be double-spaced, and typewritten
- Must follow APA style

#### Attendance Requirements:

Due to the condensed nature of this program, students are required to attend 100% of in-class time.

## **Additional notes.**

- It may be helpful to self assess against the rubric
- Use APA for citations and reference list as well as font, page numbering and double spacing between lines
- Keep language simple and on topic
- I statements are allowed
- Use paraphrases of meaning to cite other sources. Only use direct quotes when there is no other way to say it.

In the NA Resources section, you will find guidelines on APA writing as well as tips for writing academic papers. These resources may help with writing your paper.

## **Policy on Cheating and Academic Misconduct**

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>.

Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

## **Code of Student Conduct**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

## **Plagiarism**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com ( <http://www.turnitin.com> ).

## **Our Course Schedule:**

- **Face-to-Face Class**
  - An introduction to definitions, purpose, process, methods, analysis and reporting
- **Online Discussion**
  - Weekly lessons and forum discussions
- **Assignment 1 Due**
- **Assignment 2 Due**

# Western Continuing Studies

- **Online Participation Reflection Due**