

Student Instructional Design Competencies Chart

Competencies	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
Professional Foundations					
<i>Communicate effectively in visual, oral and written form.</i>	704, 705				
Create messages that accommodate learner needs and characteristics, content and objectives.		✓			
Write and edit text to produce messages that are clear, concise, and grammatically correct.		✓			
Apply principles of message design to page layout and screen design.					✓
Create or select visuals that instruct, orient, or motivate.					✓
Deliver presentations that effectively engage and communicate.		✓			
Use active listening skills in all situations.		✓			
Present and receive information in a manner that is appropriate for the norms and tasks of the group or team.		✓			
Seek and share information and ideas among individuals with diverse backgrounds and roles.		✓			
Facilitate meetings effectively.		✓			
<i>Apply current research and theory to the practice of instructional design.</i>	704,705				
Promote, apply and disseminate the results of instructional design theory and research.		✓			
Read instructional design research, theory and practice literature.		✓			
Apply concepts, techniques and theory of other disciplines to problems of learning, instruction and instructional design.		✓			
<i>Update and improve one's skill, knowledge and attitudes pertaining to instructional design and related fields.</i>	705				
Apply developments in instructional design and related fields.		✓			
Acquire and apply new technology skills to instructional design practices.		✓			
Participate in professional activities.					✓
Document one's work as a foundation for future efforts, publications or professional presentation.		✓			

Establish and maintain contacts with other professionals.					
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
<i>Apply fundamental research skills to instructional design projects.</i>	704,705				
Use a variety of data collection tools and procedures.					
Apply appropriate research methodologies to needs assessment and evaluation.					
Use basic statistical techniques in needs assessment and evaluation.					
Write research and re-evaluation reports.					
<i>Identify and resolve ethical and legal implications of design in the workplace.</i>	705				
Identify ethical and legal dimensions of instructional design practices.					
Anticipate and respond to ethical consequences of design decisions.					
Recognize and respect intellectual property rights of others.					
Recognize the ethical and legal implications and consequences of instructional products.					
Adhere to regulatory guidelines and organizational policies.					
<i>Conduct a needs assessment.</i>	705				
Describe the problem and its dimensions, identifying the discrepancies between current and desired performance.					
Clarify the varying perceptions of need and their implications.					
Select and use appropriate needs assessment tools and techniques.					
Determine the possible causes of the problem and potential solutions.					
Recommend and advocate non-instructional solutions when appropriate.					
Complete a cost benefits analysis for recommended solutions.					
<i>Design a curriculum or program.</i>	704,705				
Determine the scope of the curriculum or program.					

Specify courses based upon needs assessment outcomes.					
Sequence courses for learners and groups of learners.					
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
Analyze and modify existing curricula or programs to insure adequate content coverage.					
Modify an existing curriculum to reflect changes in society, the knowledge base, technology, and or the organization.					
<i>Select and use a variety of techniques for determining instructional content.</i>	705				
Identify content requirements in accordance with needs assessment findings.					
Elicit, synthesize and validate content from subject matter experts and other sources.					
Determine the breadth and depth of intended content coverage given instructional constraints.					
Determine prerequisites given the type of subject matter, the needs of the learner and the organization.					
Use appropriate techniques to analyze varying types of content.					
<i>Identify and describe target population characteristics.</i>	705				
Determine characteristics of the target population influencing learning and transfer.					
Analyze, evaluate and select learner profile data relevant to a particular design situation.					
<i>Analyze the characteristics of the environment.</i>	705				
Identify aspects of the physical and social environments that impact the delivery of instruction.					
Identify environmental and cultural aspects that influence attitudes toward instructional intervention.					
Identify environmental and cultural factors that influence learning, attitudes, and performance.					
Identify the nature and role of varying work environments in the teaching and learning process.					
Determine the extent to which organizational mission, philosophy and values influence the design, implementation and success of a project.					
<i>Analyze the characteristics of existing and emerging technologies and their use in an instructional environment.</i>	705				

Specify the capabilities of existing and emerging technologies to enhance motivation, visualization, interaction, simulation, and individualization.		✓			
Evaluate the capacity of a given infrastructure to support selected technologies.		✓			
Assess the benefits of existing and emerging technologies.		✓			
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
<i>Reflect upon the elements of a situation before finalizing design solutions and strategies.</i>	None				
Generate multiple solutions to a given problem situation.					✓
Remain open to alternative solutions until sufficient data have been collected and verified.					✓
Assess the consequences and implications of design decisions on the basis of prior experience, intuition and knowledge.					✓
Revisit selected solutions continuously and adjust as necessary.					✓
Design and Development					
<i>Select, modify, or create a design and development model appropriate for a given project.</i>	705				
Consider multiple design and development models.		✓			
Select or create a model suitable for the project based on an analysis of model elements.		✓			
Modify the model if project parameters change.		✓			
Provide a rationale for the selected design and development model.		✓			
<i>Select and use a variety of techniques to define and sequence the instructional content and strategies.</i>	705				
Use appropriate techniques to identify the conditions that determine the scope of the instructional content.		✓			
Use appropriate techniques to specify and sequence instructional goals and objectives.		✓			
Select appropriate media and delivery systems.		✓			
Analyze the learning outcomes and select appropriate strategies.		✓			
Analyze the instructional context and select appropriate strategies.		✓			

Select appropriate participation and motivational strategies.					
Select and sequence assessment techniques.					
Prepare a design document and circulate for review and approval.					
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
<i>Select or modify existing instructional materials.</i>	705				
Identify existing instructional materials for reuse or modification consistent with instructional specifications.					
Select materials to support the content analyses, proposed technologies, delivery methods and instructional strategies.					
Use cost-benefit analyses to decide whether to modify, purchase or developing instructional materials.					
Work with subject matter experts to validate material selection or modification.					
Integrate existing instructional materials into the design.					
<i>Develop instructional materials.</i>	705				
Develop materials that support the content analyses, proposed technologies, delivery methods, and instructional strategies.					
Work with subject matter experts during the development process.					
Produce instructional materials in a variety of delivery formats.					
<i>Design instruction that reflects an understanding of the diversity of learners and groups of learners.</i>	705				
Design instruction that accommodates different learning styles.					
Be sensitive to the cultural impact of instructional materials.					
Accommodate cultural factors that may influence learning in the design.					
<i>Evaluate and assess instruction and its impact.</i>	705				
Construct reliable and valid test items using a variety of formats.					

Identify the processes and outcomes to be measured given the identified problem and proposed solutions.					
Develop and implement formative evaluation plans.					
Develop and implement summative evaluation plans.					
Develop and implement confirmative evaluation plans.					
Determine the impact of instruction on the organization.					
Identify and assess the sources of evaluation data.					
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
Manage the evaluation process.					
Discuss and interpret evaluation reports with stakeholders.					
Implementation and Management					
<i>Plan and manage instructional design projects.</i>	705, 573				
Establish project scope and goals.					
Use a variety of techniques to develop a project plan.					
Write project proposals.					
Develop project information systems.					
Monitor multiple instructional design projects.					
Allocate resources to support the project plan.					
Select and manage internal and external consultants.					
Monitor congruence between performance and project plans.					
Troubleshoot project problems.					
Debrief design team to establish lessons learned.					
<i>Promote collaboration, partnerships and relationships among the participants in a design project.</i>	705,574				

Identify how and when collaboration and partnerships should be promoted.					
Identify stakeholders and the nature of their involvement.					
Identify subject matter experts to participate in the design and development process.					
Build and promote effective relationships that may impact a design project.					
Determine how to use cross-functional teams.					
Promote and manage the interactions among team members.					
Plan for the diffusion of instructional or performance improvement products.					
	Course(s) Applicable	Proficient	Somewhat Proficient	Not Proficient	Not Addressed
<i>Apply business skills to managing instructional design.</i>	None				
Link design efforts to the strategic plans of the organization.					
Establish strategic and tactical goals for the design function.					
Use a variety of techniques to establish standards of excellence.					
Develop a business case to promote the critical role of the design function.					
Recruit, retain, and develop instructional design personnel.					
Provide financial plans and controls for the instructional design function.					
Maintain management and stakeholder support of design function.					
Market services and manage customer relations.					
<i>Design instructional management systems.</i>	None				
Establish systems for documenting learner progress and course completion.					
Establish systems for maintaining records and issuing reports of individual and group progress.					
Establish systems for diagnosing individual needs and prescribing instructional alternatives.					
<i>Provide for the effective implementation of instructional products and programs.</i>	None				

Use evaluation data as a guide for revision of products and programs.					
Update instructional products and programs as required.					
Monitor and revise the instructional delivery process as required.					
Revise instructional products and programs to reflect changes in professional practice or policy.					
Revise instructional products and programs to reflect changes in the organization or target population.					
Recommend plans for organizational support of instructional programs.					