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## ABSTRACT

To provide participants with intensive training in programed instruction, to make them more knowledgeable consumers of programed instruction materials, and to develop programming skills on a professional level so that they could apply the systems approach in development of instructional materials, two training institutes were initiated. A total of 44 teachers of the deaf participated in the institutes which lasted 5 weeks each during the summers of 1968 and 1969. Included are the calendar of events, the instructional program log, programmed instructional material developed by the institutes, administrative details, social activities, and evaluations. The overall evaluation was that the institutes were well designed and helpful; a complete breakdown of evaluated areas is provided. Also presented are summaries of the evaluations, the instructor evaluation form, the consultant evaluation form, recommendations, and a roster and photograph of staff, instructors, and participants. (JH)

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A REPORT OF THE  
1969  
INTRODUCTORY AND ADVANCED INSTITUTES  
IN PROGRAMED INSTRUCTION AND  
INSTRUCTIONAL SYSTEMS  
FOR TEACHERS OF THE DEAF

SOUTHWEST REGIONAL MEDIA CENTER FOR THE DEAF  
NEW MEXICO STATE UNIVERSITY  
LAS CRUCES, NEW MEXICO  
JUNE 30 - AUGUST 8, 1969

SPONSORED BY  
MEDIA SERVICES AND CAPTIONED FILMS  
BUREAU OF EDUCATION FOR THE HANDICAPPED  
UNITED STATES OFFICE OF EDUCATION  
CONTRACT NO. OEC4-7000183-0183

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## INTRODUCTION

The 1969 Institutes in Programed Instruction and Instructional Systems conducted for teachers of the deaf are an integral part of the Southwest Regional Media Center for the Deaf total program, which is an expression of the Center's commitment to encourage innovation in educational practice in schools and programs for the deaf.

Programed Instruction and the Instructional Systems Approach are two compatible processes which have been derived from separate sources, the psychological laboratory on the one hand and the engineering sciences on the other. When viewed in terms of process, they appear to have a great deal in common.

While programed instruction is the main emphasis of our institutes, it is our hope that participants will come to see the programming process as being applicable to a wide variety of materials and activities. We hope that they will find it is a process for systematically developing materials which will effectively accomplish specific objectives that are integrally related to larger and hopefully well defined educational goals capable of guiding the development of the larger instructional system.

One of the important values of programed instruction is its potential as an efficient method of instruction. When we have techniques for providing effective instruction in an efficient manner, we will be forced to recognize their implications for general practice. When should we teach what to whom--and how? Since

the programing process is empirical in nature, we should be better able to answer such questions.

In a day when educators of deaf children are increasingly recognizing the need to increase their effectiveness, it is appropriate that the empirical techniques developed in programed instruction and the instructional systems approach be recognized as possible answers to some of the problems which we face in providing maximum opportunity for deaf students to achieve at a level more closely commensurate with their capacities.

The Southwest Regional Media Center for the Deaf staff is pleased to have a part in the process of innovation which we optimistically believe will result eventually in greater opportunity for accomplishment by deaf individuals.

It is appropriate to express our appreciation for the guidance, encouragement and financial support of Media Services and Captioned Films, Bureau of Education for the Handicapped, United States Office of Education, which has made these institutes and other services of the Southwest Regional Media Center for the Deaf possible.

Hubert D. Summers, Assistant Director  
Southwest Regional Media Center for  
the Deaf



### ACKNOWLEDGEMENTS

For their interest, and support in making the institute a success, the Southwest Regional Media Center for the Deaf would like to express its appreciation to Dr. H. E. Charles, Superintendent, El Paso School District, Dr. James S. Nicholl, Director of Special Education, and Mrs. Virginia Ingersol, Supervisor of the El Paso County-Wide School for the Deaf; Dr. Jack O. L. Saunders, Dean, and Dr. Donald G. Ferguson, Assistant Dean, College of Education, New Mexico State University and Dr. Gilbert L. Delgado, Chief, Media Services and Captioned Films, Bureau of Education for the Handicapped, U. S. Office of Education.

We also gratefully acknowledge the contribution of the members of the selection committee composed of: Dr. Roy Stelle, Superintendent, New York School for the Deaf, White Plains, New York; Mr. Rance Henderson, Director, West Suburban Association for the Hearing Handicapped, Lyons, Illinois; Miss Gladys Fish, Principal, Bruce Street School, Newark, New Jersey; Mr. Myron Leenhouts, Assistant Superintendent, California School for the Deaf, Berkeley, California.

## OBJECTIVES OF INSTITUTES

### Introductory Institute

The goal of the Introductory Institute was to provide the participants with short-term intensive training in programmed instruction; to make them more sophisticated consumers of programmed instructional materials.

Specific objectives of this institute were to enable participants to:

1. gain knowledge of learning theory and operant conditioning as they relate to programmed instruction;
2. learn basic concepts of programing;
3. plan and develop programmed materials under supervision;
4. acquire basic skills in developmental testing of materials with deaf students;
5. gain knowledge of procedures used in evaluating programmed material;
6. enrich their experience in the application of innovative educational technology;
7. gain knowledge of applications of the instructional systems approach.

### Advanced Institute

The majority of participants in the Advanced Institute attended the Introductory Institute the previous year. The other participants had prior experience in the use and development of programmed materials.

For this institute, the goals were to provide the opportunity for participants to develop programing skills that would approximate a professional level and to apply the systems approach in development of instructional materials.

Specific objectives of the Advanced Institute were to enable participants to:

1. develop and refine skills in instructional program writing;
2. develop testing skills in developmental materials;
3. design instructional flow charts and matrices;
4. understand the systems approach as it applies to instructional development;
5. supervise the use and development of programmed materials in their schools.



Instructors

Bernard Basescu, free-lance programmer, holds a B.A. degree from New York University, and a M.A. degree from Columbia University. He was editor, trainer, and consultant in programmed materials for the Center for Programed Instruction in New York City. In 1967 and 1968 he was a research associate at the Institute for Educational Technology, Teachers College, Columbia University. At that time he also served as a consultant to Performance Systems Incorporated, programming materials for the Job Corps. He was an instructor in the first Institute on Programed Instruction and Instructional Systems for the Deaf, at New Mexico State University. His published articles include those appearing in Programed Instruction, Prospectives in Programing and Automated Education Handbook.

Arthur Babick, Ph.D. is presently Assistant Professor of Education in the School of Education and Research Associate in the Audio-Visual Research Department at Indiana University, Bloomington. He has held this position at Indiana University since 1967. Prior to that, he was Research Associate at Syracuse University and Director of Learning Aids Center at Goddard College. His publications have been in such journals as: New England Association Review, The American Journal of Psychology and Media In Higher Education.

James D. Russell is presently Research Associate and Program Supervisor for the Division of Instructional Media Learning Systems Technology Program at the University of Indiana, Bloomington. Prior to his present position, he was an instructor in the Physics Department, Wittenberg University. He is co-author of publications, expected to be available in the spring of 1970, in the areas of programed instruction and science instruction methods.

Guest Lecturers

Dr. Philip W. Tieman, Head  
Course Development Division  
Office of Instructional Resources  
University of Illinois at Chicago Circle  
Chicago, Illinois

Topics: "Really Understanding Concepts"  
"Developing Specific Instructional Objectives"

Dr. Susan M. Markle, Head  
Programed Instruction  
Office of Instructional Resources  
University of Illinois at Chicago Circle  
Chicago, Illinois

Topics: "The Analysis of Concepts"  
"The Analysis of Student Problems"

Guest Lecturers, continued

Dr. Glenn S. Pfau, Assistant Director  
Project LIFE  
National Education Association  
Washington, D.C.

Topics: "Introduction to Project LIFE"  
"Review of Research in Deaf Education"  
"Programed Instructional System Characteristics"

Mrs. Hilda Williams, Language Coordinator  
Project LIFE  
National Education Association,  
Washington, D.C.

Topic: "Language Development in the Deaf"

Dr. Phillip Harris, Research Associate  
Department of Psychology  
Indiana University  
Bloomington, Indiana

Topics: "Programed Tutoring"  
"Response Analysis Systems"

Dr. Ross E. Stuckless, Director  
Research and Training  
Rochester Institute of Technology  
National Technical Institute for the Deaf  
Rochester, New York

Topic: "Individually Prescribed Instruction  
for Deaf Students - Some Whys and Hows"

Dr. Samuel Postlethwait, Professor  
Department of Biological Science  
Purdue University  
Lafayette, Indiana

Topic: "A Systems Approach Using Mediated Instruction"

Guest Lecturers, continued

Dr. Lawrence Stolurow, Director  
Computer-Aided Instruction Laboratory  
Harvard University  
Cambridge, Massachusetts

Topics: "Implications of the Psychology of Transfer for  
Instructional Engineering"  
"The Organization of Learning Experiences"

Dr. Sivasailam Thiagarajan, Research Associate  
Audio-Visual Research  
Indiana University  
Bloomington, Indiana

Topics: "The Human Element in Instructional Systems"  
"Development of an Operational Program"

Mr. Kay Rigg, Assistant Director  
Communications Research Laboratory  
Department of Speech  
New Mexico State University  
Las Cruces, New Mexico

Topic: "Contingency Management"

## INSTRUCTIONAL PROGRAMS

### Introductory Institute

The instructional program was conducted by Mr. Bernard Basescu. Mr. James Russell assisted with instructional tasks under Mr. Basescu's direction. Guest lecturers provided insights into special applications of the programing process.

Supplementing the instructional program were opportunities to examine and evaluate a wide selection of commercial programs. Thirty-one teachers of the deaf participated in this institute; one without the benefit of a stipend.

Classes met Monday through Friday from 8:00 - 12:00 and 1:30 - 4:30. On the days selected participants traveled to El Paso, their daily schedule was 7:30 - 1:00 and 2:00 - 5:00.

### Advanced Institute

Dr. Arthur Babick conducted the instructional activities of the Advanced Institute with the assistance of Mr. James Russell. Mr. Russell provided coordination between the instructional activities of Dr. Babick and Mr. Basescu as necessary. Guest lecturers were also provided. Thirteen teachers of the deaf participated in the institute, one without benefit of a stipend.

Classes met Monday through Friday from 8:00 - 12:00 and 1:30 - 4:30. On the days selected participants traveled to El Paso, their daily schedule was 7:30 - 1:00 and 2:00 - 5:00.

### Guest Lecturers

Enhancing the instructional programs of the two institutes, presentations were made by outstanding guest lecturers. Their topics dealt with many facets of innovative educational technology. The consultants provided added insight into the practical applications and the potential of programmed instruction. The two institutes were combined for guest lecturer presentations.

### Developmental Testing in El Paso

In addition to the instructional activities on the NMSU campus, developmental testing of materials was conducted under the supervision of the institute instructors at the Hillside School in El Paso, Texas. Institute participants were transported as required

in the second through the fifth week of the session. The children were made available through institute funds and supervised by personnel of the El Paso School District. This opportunity was afforded by the excellent cooperation of the administration and special education personnel of the El Paso School District.

### INSTITUTE CALENDAR

#### JULY

MON	TUE	WED	TH	FRI
June 30 Registration and Orientation	1	2 Drs. Tieman and Markle Dr. Delgado	3	4
7	* 8	* 9	* 10 Dr. Pfau Mrs. Williams	* 11 Dr. Pfau Mrs. Williams
14 Dr. Harris	* 15	* 16	* 17	* 18 Dr. Stuckless
21	* 22	* 23	* 24 Dr. Postlethwait	* 25 Dr. Postlethwait
28	* 29 Dr. Stolurow	* 30	* 31 Mr. Thiagarajan	

#### AUGUST

MON	TUE	WED	TH	FRI
				* 1 Mr. Thiagarajan
4	5	6	7	8 Institutes End

\* Days children were available in El Paso



# INTRODUCTORY AND ADVANCED INSTITUTES INSTRUCTIONAL PROGRAM LOG

June 30

## I. Institute Organization

- A. Registration
    - 1. Course
    - 2. Motor vehicles
  - B. Tour of campus facilities
  - C. Orientation
- 1. Developing Specific Instructional Objectives
  - 2. Developing Really Specific Instructional Objectives
    - 1. Small group discussion
    - 1. Participant development of instructional objectives
  - B. Interaction with consultants

July 1

## I. Class Organization

- A. Introductory Institute
    - 1. Pretesting
      - a. Learning theory
      - b. Programed instruction
  - B. Advanced Institute
    - 1. Pretesting
    - 2. Preparation of materials for developmental testing
- Introductory Institute (Holiday)
  - Advanced Institute
    - 1. Preparation of programed materials for developmental testing in El Paso

July 4

- A.
- B.

July 7

- A. Introductory Institute
  - 1. Operant conditioning
  - 2. Successive approximation
  - 3. Superstitious behavior
  - 4. Conditioning behavior
- B. Advanced Institute
  - 1. Discussion of The Deaf and Hard of Hearing, Review of Research
  - 2. Presentation of Project LIFE material by Darryl Cue
  - 3. Programed Segment: "Developmental Testing"

July 2

## Consultants:

- Dr. Susan Markle
- Dr. Philip Tieman
- Dr. Gilbert Delgado
- A. Slide-Tape presentation to both institutes
  - 1. Really Understanding Concepts
  - 2. The Analysis of Concepts
  - 3. The Analysis of Student Problems
- B. Small group discussion
  - 1. Follow-up discussion and assignment
  - 2. Participants analyzed own concepts

July 3

## Consultants:

- Dr. Susan Markle
- Dr. Philip Tieman
- A. Presentation to both institutes



July 8

- A. Introductory Institute
1. Stimulus discrimination and successive approximation
  2. Writing discrimination frames
  3. Study of semantics
  4. Organization of curriculum material
  5. Additional concept analysis
  6. Statement of objectives
- B. Advanced Institute
1. Field trip to El Paso - Special Classes for Hearing Impaired
  2. Debriefing of visit
  3. Discussion of Entry Behavior Tests
  4. Post test on Developmental Testing

July 9

- A. Introductory Institute
1. Statement of objectives
  2. Analysis of discrimination frames
  3. Overview of 5 basic programming techniques
  4. Discussion of frame writing
- B. Advanced Institute
1. Developmental testing in El Paso
  2. Development of programmed materials
  3. Discussion of reinforcement to be used in developmental testing

July 10

- Consultants: Dr. Glenn Pfau  
Mrs. Hilda Williams
- A. Presentations to both institutes
1. Introduction to Project LIFE
  2. Review of research in deaf education
  3. "Language Development in the Deaf" by Mrs. Williams
  4. Filmstrip and tape: "This Land is Your Land"
  5. Programmed instructional system characteristics
- B. Project LIFE
1. Programs available
  2. Programming process
  3. Demonstration of new equipment
  4. Demonstration of new materials
- C. Advanced Institute
1. Development of programmed materials
  2. Developmental testing in El Paso

July 11

- Consultants: Dr. Glenn Pfau  
Mrs. Hilda Williams
- A. Introductory Institute
1. Problems:
    - a. Words and phrases
    - b. Program writing
    - c. Testing and developmental procedures
- B. Advanced Institute
1. Individual consultation with Dr. Pfau
  2. Mrs. Williams:
    - a. Problems in programming for the deaf

- b. Demonstration of Project LIFE equipment
  - c. Using Project LIFE materials
- C. Presentation on developmental testing experiences by advanced participants to introductory group

#### July 14

##### Consultant: Dr. Phillip Harris

- A. Presentation to both institutes
  - 1. Programed tutoring
  - 2. Operational programming
  - 3. Instructional programming
  - 4. Techniques of programed tutoring
- B. Introductory Institute
  - 1. Project LIFE material demonstration by Darryl Cue
  - 2. Response analysis techniques
- C. Advanced Institute
  - 1. Individual consultation with Dr. Harris
  - 2. Development of programed materials

#### July 16

##### A. Introductory Institute

- 1. Review of linear and branching techniques
  - 2. Developmental testing
  - 3. Research evaluation
  - 4. Development of programed materials
- B. Advanced Institute
- 1. Developmental testing in El Paso
  - 2. Development of programed materials

#### July 17

##### Consultant: Dr. Ross Stuckless

- A. Introductory Institute
  - 1. Review of prompting and cueing
  - 2. Development of programed materials
  - 3. Discussion of ERIC Clearing House
- B. Advanced Institute
  - 1. Developmental testing in El Paso
  - 2. Development of programed materials
  - 3. Discussion of language development
  - 4. Devices for monitoring early behavior
  - 5. Dr. Stuckless presentation on Systems

#### July 15

##### Consultant: Dr. Phillip Harris

- A. Introductory Institute Presentation: Response analysis systems
- B. Advanced Institute
  - 1. Individual consultation with Dr. Harris
  - 2. Developmental testing in El Paso
  - 3. Preparation of programed materials
- C. Combined institutes
  - 1. Film: "Communications Primer"
  - 2. Discussion of film

#### July 18

##### Consultant: Dr. Ross Stuckless

- A. Introductory Institute
  - 1. Dr. Stuckless presentation
    - a. Systems
    - b. DIG Relationships (Priorities in content selection)
  - 2. National Technical Institute for the Deaf - developmental activities
  - 3. Development of programed materials
- B. Advanced Institute
  - 1. Developmental testing in El Paso
  - 2. Dr. Stuckless presentation
    - a. Slides of National Technical Institute for the Deaf

July 21

- A. Introductory Institute  
1. Evaluation of first half of Institute  
2. Preparation of programmed materials  
B. Advanced Institute - Holiday in lieu of July 4th

July 22

- A. Introductory Institute  
1. Developmental testing in El Paso  
2. Development of programmed materials  
B. Advanced Institute  
1. Creation of checklists for developing programmed materials for the deaf  
2. Outlining specifications of conditions under which behavior is to be exhibited  
3. Development of paired-associate lists for discrimination between "is" and "are" with noun changes  
4. Evaluation of first half of institute

July 23

- A. Introductory Institute  
1. Developmental testing in El Paso  
2. Development of programmed materials  
B. Advanced Institute  
1. "Validation Testing"  
2. Development of programmed materials

July 24

- Consultant: Dr. Samuel Postlethwait  
A. Presentation to both institutes  
1. Introduction to Audio-Tutorial Approach  
2. Film: "The Audio-Tutorial System"  
3. Discussion of Audio-Tutorial System  
a. Effectiveness of system  
b. Cost of system  
c. Designing and developing system  
4. Kodak M-80 projector  
a. Development and demonstration  
b. Integration of projector with A-T system

July 25

- Consultant: Dr. Samuel Postlethwait  
A. Presentation to both institutes  
1. Applications of Audio-Tutorial System  
2. Innovations in Education  
B. Developmental testing in El Paso

July 28

- A. Introductory Institute  
1. Discussion of methetics  
2. Development of programmed materials  
B. Advanced Institute  
1. Discussion of Individually Prescribed Instruction  
2. Film: "Rx for Learning"  
3. Discussion of film  
4. Preparation of programmed materials  
C. Joint Institute  
1. Film: "Focus on Behavior-Learning About Learning"  
2. Discussion

July 29

Consultant: Dr Lawrence Stolorow

- A. Introductory Institute
  - 1. Developmental testing in El Paso
  - 2. Development of programmed materials
- B. Advanced Institute
  - 1. Dr. Stolorow
    - a. Problems relating to teaching and individualized instruction
    - b. Stimulus, cue, response and elicitor discussion
- C. Joint Institute - Presentation by Dr. Stolorow

July 30

- A. Introductory Institute
  - 1. Developmental testing in El Paso
  - 2. History of response elicitation
  - 3. Prompting sequences and reinforcement
  - 4. Review for final exam
- B. Advanced Institute
  - 1. Systems approach
    - a. Statements of objectives
    - b. Discussion of input, thruput, output
  - 2. Flowcharting

July 31

Consultant: Dr. Sivasailam Thiagarajan

- A. Joint Institute presentation
  - 1. Dr. Thiagarajan
    - a. Human Element in Instructional Systems
    - b. Operational Programing in Tutorial Reading Project
    - c. Demonstration of development of operational programs

August 1

- Consultant: Dr. Sivasailam Thiagarajan
- A. Introductory Institute
  - 1. Developmental testing in El Paso
  - 2. Development of programs
- B. Advanced Institute
  - 1. Discussion of pretest, post-test and modified gain score
  - 2. Programing for deaf children
  - 3. Developmental testing techniques for deaf population
  - 4. Individual consultation with Dr. Thiagarajan

August 4

- Consultant: Mr. Kay Rigg
- A. Introductory Institute
  - 1. Speech Program at NMSU
  - 2. Contingency Management
  - 3. Development of programmed materials
  - 4. Review for final exam
- B. Advanced Institute
  - 1. Flowcharting
  - 2. Flowgraphing and matrices
  - 3. Development of programs

August 5

- A. Introductory Institute
  - 1. Detection of errors through student testing
  - 2. Checklist for evaluating programmed instructional materials
- B. Advanced Institute
  - 1. Systems with memory
  - 2. Schedules of reinforcement
  - 3. Ashley's Law of Requisite Variety and its implications for language development
  - 4. Review of systems approach and analysis
  - 5. Problems in the application of systems methodology

August 6

- A. Introductory Institute
  - 1. Post-test
  - 2. Consultation by instructor with participants regarding post-test
  - 3. Preparation of programmed materials for reproduction
- B. Advanced Institute
  - 1. Post-test
  - 2. Development of instructional flowchart
  - 3. Preparation of programmed materials for reproduction

August 7

- A. Introductory Institute
  - 1. Consultation by instructor with participants regarding post-test
  - 2. Preparation of programmed materials for reproduction
- B. Advanced Institute
  - 1. Flowcharting
  - 2. Preparation of programmed materials for reproduction

August 8

- A. Presentation to both Institutes
  - 1. Film project by Florence Conner
  - 2. Discussion of film
- B. Evaluation
  - 1. Institutes--final
  - 2. Instructors



PROGRAMED INSTRUCTIONAL MATERIALS DEVELOPED  
by 1968 and 1969 Summer Institutes  
in Programed Instruction and  
Instructional Systems

With few exceptions, the programs listed have been developmentally tested with deaf or hard-of-hearing students. They have not been validated on representative samplings of deaf students. Their development is primarily an exercise to learn the concepts, techniques and skills involved in the programing process.

Language Arts

TITLE OF PROGRAM	PROGRAMER(S)
Discrimination Between Past, Present Progressive and Future Verb Forms	G.I. Wilson James and Dorothy McCarr
Recognizing When to Use <u>OR</u> in Sentences	Mary Humphreys
Behind and In Front Of	Clemontine Y. Randall
Expand and Contract	Norman Anderson
Beginning--Middle--End	June E. Newkirk
Before and After (as place words)	June E. Newkirk
Plurals of Words	Mildred S. Zabriskie
Concept of "On and Off"	Gerald W. Pollard
Spelling for Parts of the Body	Kenneth Eberle
An Understanding of In Front of and Beside	Joan Tellam
Bigger and Biggest (concepts)	Leonard Lane
More Than--Fewer Than--Less Than	June E. Newkirk
Between, Beside, and Through	Mattie Box
Parts of the Face	Patricia Hogan
Who and What	G.I. Wilson James McCarr



TITLE OF PROGRAM	PROGRAMER(S)
Under and Over (concepts of)	Joan DeBoer
Concept of "Isness" and "Areness"	Norman Anderson
Concept of Taller and Shorter	Gene Renck
Building Stories with Judy and Jack	Sister Mary Walter
Discrimination Between Nouns and Adjectives	Helen Langstaff
Verbs "To Be and To Have"	Florence Conner
In Front Of, Behind (concepts)	Darryl Cue
Vocabulary Expansion-Spelling	Anthony Papalia
Pronouns	Sister Mary Walter
Prepositions Under and Over	Gloria B. Hunt
<u>Mathematics</u>	
Less Than and Greater Than and Their Symbols	Beverly Young
Identifying Circles, Triangles, Squares and Rectangles	Melissa Scott
Division Contexts	Marvin Wolach
A Method of Changing Decimal Numerals to Fractional Numbers	Robert M. Edwards
New Math--Long Division "Mechanics"	Beverly Young
Key Words in Addition and Subtraction	Verne P. Call
Addition Concepts	Perl H. Dunn
Volume Measurement	Wilson Fonville
Measuring in Points	Ruth P. Davis
Counting Money	Albert J. Heitz
Concepts of Lines and Circles (basic knowledge of)	Suzanne Ladner

TITLE OF PROGRAM	PROGRAMER(S)
Concepts of More and Less	Robert M. Edwards
<u>Social Science</u>	
How to Read a Map	Peter Dinneson
Geographic Characteristics (concepts of)	Franklyn Amann
Determining Electoral College Vote	Richard Hanks
Teaching Names and Spellings of Various Housing Construction Materials	Patricia Davies
How Rocks Change to Soil	Helen R. Sewell
Life Cycle of a Salmon	Lester Graham
Parts of a Flower	Robert Hoover
Discrimination Between Count and Noncount Nouns	(Unknown)
<u>General</u>	
Basic Filing Program	Earle S. Jones
Playing Cards	Malcolm Henderson
Cued Speech	Stanford Rupert
How to Identify and Complete Items on an Application Blank	Glenn Erakes Wilson Fonville
Alphabetizing (for alphabetical filing)	Theodore Beckmeyer
Work in Media Center High School Level	Carole M. Templin
Fingerspelling	Diann Mizell
Concept of Payment of Salary	Bert Sperstad
Use of the Polaroid Land Camera - Model 180	Eliza J. Ray
Installment Buying	Marie C. Lloyd

# INSTRUCTIONAL ACTIVITIES



## ADMINISTRATIVE PROCEDURES

In December, 1968, announcements of the two summer Institutes were mailed to the executive officer of each school or program in the United States which, according to the Directory of Services for the Deaf in the United States, served more than 40 students.

Shortly before that time initial efforts were made to identify prospective faculty for the Institutes. By February, negotiations with the instructors had been completed.

In response to our announcements, approximately 120 applications were requested and 88 were returned. Applications were screened and preliminary evaluations of specific qualifications were made by the Southwest Regional Media Center for the Deaf staff.

An initial planning meeting was conducted in Chicago, Illinois on February 7, attended by the instructors and the institute director. At this meeting, the general instructional content was discussed and a list of potential guest lecturers was drawn up.

A five member selection committee consisting of representatives of residential, day, private, and parochial programs for the deaf was formed. A committee meeting was held on March 17 at which participants and alternate participants were selected.

Form letters including the names of the selection committee members were sent to each applicant advising him of the selections made. Biographical sketches of all participants were sent to each successful applicant.

Letters were sent to the proposed consultants requesting their assistance and in some cases requesting treatment of specific topics.

Materials descriptive of activities and sites of general interest to visitors in Southern New Mexico were gathered and sent to successful applicants.

Data on housing needs were collected from the participants and with few exceptions, housing accommodations were located by Southwest Regional Media Center for the Deaf staff. Housing is available on the New Mexico State University campus for persons without children.

Institute facilities were made available by New Mexico State University for instructional purposes through the scheduling office. These proved to be adequate, providing a small auditorium for lectures, two rooms adequate in size for workshops and room for office space for the instructors.

Where requested and flight information was provided, prepaid airline tickets were sent to participants by the Southwest Regional Media Center for the Deaf and transportation from El Paso to Las Cruces was provided.

Arrangements for registration with the University were made. Arrangements were also made for orientation to the New Mexico State University Library.

Samples of commercial programmed instructional materials were purchased.

On the first day of the institute, a social committee and a feedback committee were formed. Student assistant help was made available to assist the social committee as necessary.

## SOCIAL ACTIVITIES

### Planning

Prior to the institutes, a list was made of possible social activities to be held during the institute. These included picnics, sight seeing tours and a banquet. Prices for these activities were calculated in order to estimate the approximate per capita cost of social activities for the entire institute.

### Social Committee

On the first day of the institute a social committee was formed. This committee consisted of five participants. Three were members of the advanced institute. This committee was given the responsibility of soliciting suggestions for social activities from the other participants.

### Committee Meetings

At the first committee meeting all of the pre-planned alternatives were presented for the committee's consideration. The suggestions submitted to the committee members by the other participants were also considered. From these suggestions, the committee formulated a tentative calendar of events with the approximate costs. It was decided that a \$15.00 assessment would be made against all adults that planned to attend every function. For adults that planned to attend only a portion of the activities, a pro-rated amount was determined. This money was collected by the social chairman and deposited in a local bank for the payment of all bills approved by the social committee.

### Planned Activities

The following activities were planned and carried out.

1. Sight-seeing tour of Juarez, Mexico on July 12, 1969.
2. White Sands picnic on July 18, 1969.
3. White Sands picnic on July 29, 1969.
4. Banquet at the Palms Hotel on August 6, 1969.

Miscellaneous expenses were also paid from the assessment. These included:

1. A coffee hour during the first week of the institute.
2. Group pictures of the members of the institute.
3. Meals for the guest lecturers.

At the end of the institutes, the balance in the social activity fund was returned to the participants on a pro-rata basis.



# SOCIAL ACTIVITIES



## EVALUATION

Institute evaluation by participants was obtained through forms distributed to them at the completion of the third week of study and at the completion of the institute.

The following is a compilation of the responses obtained from these forms. Participants did not always respond to each statement. This accounts for the difference in total responses for some items.

In addition, pretests of entry knowledge level were given. Grades were assigned partially based on pre-post test gain scores. The test items are not included in this report.

A feedback committee was established to facilitate communication from participants to staff and faculty.

Consultants evaluation forms were completed after each guest lecturer's presentation. Original copies of the forms were forwarded to the guest lecturer.

Included in this report are the following:

1. Evaluation of institute instructors; specimen form.
2. Evaluation of guest lecturers; specimen form.
3. Summary of participant evaluations at end of third week; Introductory and Advanced Institutes combined.
4. Summary of participant final evaluation; responses to Introductory and Advanced Institutes.

## SUMMARY OF PARTICIPANT EVALUATION OF INSTITUTE AT END OF THIRD WEEK

Introductory Institute

1. I FIND THAT THE MATERIAL IS BEING PRESENTED  
4 too quickly 20 at proper pace 2 too slowly
2. I WOULD LIKE MORE 3 lecturing 8 individual work  
4 class discussion 3 private conferences 5 other
3. I WOULD LIKE LESS 5 lecturing 0 individual work  
2 class discussion 0 private conference work  
3 irrelevant lectures
4. THE HOMEWORK ASSIGNMENTS ARE (TOO)  
0 lengthy 3 short 2 vague 0 structured 17 just right
5. I FEEL THAT DEVELOPING A PROGRAM WILL BE OR IS  
0 easy 12 difficult 0 impossible 13 time-consuming  
21 rewarding to me
6. I WOULD LIKE MORE PRACTICE IN WRITING  
17 frames 23 sequences 10 operational objectives
7. I WOULD LIKE MORE OCCASIONS ON WHICH  
6 I am told what to do 7 I decide what I need to study

ADDITIONAL COMMENTS AND SUGGESTIONS MADE BY PARTICIPANTS ARE AS FOLLOWS:

1. Evaluate other published programs
2. Group work on programs
3. Opportunity to work with a larger deaf population
4. The institute was well planned

## SUMMARY OF PARTICIPANT EVALUATION OF INSTITUTE AT END OF THIRD WEEK

Advanced Institute

1. I FIND THAT THE MATERIAL IS BEING PRESENTED  
0 too quickly 10 at proper pace 1 too slowly
2. I WOULD LIKE MORE 2 lecturing 1 individual work  
4 class discussion 0 private conference work 0 other
3. I WOULD LIKE LESS 0 lecturing 3 individual work  
0 class discussion 0 private conference work 0 other
4. THE HOMEWORK ASSIGNMENTS ARE (TOO)  
0 lengthy 0 short 1 vague 0 structured 11 just right
5. I FEEL THAT DEVELOPING A PROGRAM WILL BE OR IS  
0 easy 7 difficult 0 impossible 1 time-consuming  
11 rewarding to me
6. I WOULD LIKE MORE PRACTICE IN WRITING  
1 frames 4 sequences 5 operational objectives
7. I WOULD LIKE MORE OCCASIONS ON WHICH  
3 I am told what to do 3 I decide what I need to study

SUMMARY OF FINAL  
INSTITUTE EVALUATION BY PARTICIPANTS

Introductory Institute responses are above the line; Advanced Institute responses are below the line.

Key to Summary:

Response headings used as follows:

A = very good    B = good    C = adequate

D = inadequate    E = very inadequate

F = no opinion (not recorded)

Directions: Check one response only.

1. Objectives

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
a) The degree to which the Institute helped me was:	22	5	2			
	-----					
	8	3				
b) My understanding of the objectives of the Insti- tute prior to the beginning of the program was:	3	5	6	10	5	
	-----					
	3	3	3	3		
c) As a method for improving teacher competence and knowledge, the Institute program was:	24	5				
	-----					
	12					

2. Organization and Administration      Too much      Too little      Adequate

a) The degree to which the schedule allowed for discussion with staff and other participants outside the formal program was:

		2	27
		1	10

b) The size of your group in the Institute was:

	Too large	Too small	Adequate
	8		21
			11

c) The classroom facilities were:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
7	13	6	2		
3	3	4	1		

d) The library facilities were:

6	4	9	5	1
1		3	2	

e) The library personnel were:

1	3	12	2	2
1	1	3	1	

f) Time allowed for recreation was:

15	7	6
6	3	2

g) Time allotted for social activities was:

15	7	7
7	2	2

h) The recreational facilities available were:

9	11	8	1
6	3	1	1

i) The opportunities for social and cultural activities were:

11	9	6	2
3	5	3	

j) Should the total length of the Institute period or week, or day be changed?

\_\_\_ Yes    \_\_\_ No    If yes, how?

(Comments are not recorded in this summary.)



3. <u>Instruction and Staff</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
a) The extent to which the Institute met my expectations in the over-all content of lectures and other activities was:	15	9	3		1	
	4	5	1	1		
b) In comparison to previous educational programs in which I have participated, the <u>quantity</u> of instruction was:	17	6	2	1		
	5	5	1			
c) The balance maintained by the Institute program between theory and practice was:	12	8	4	4		
	2	9				
d) Learning that resulted from practicum activities was:	15	9	3	1		
	5	6				
e) The extent to which the outside speakers were integrated into the total program was:	4	9	8	5	3	
	1	8	2			
f) The ratio of instructors to participants was:	10	4	10	4		
	6	4				
g) The interaction among participants was:	12	8	5	2		
	10	1				
	Too much		Too little		Adequate	
h) Opportunity to communicate with staff					29	
					11	
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
i) The degree to which the Institute provided opportunity to become acquainted with recent professional literature in the field of programmed learning was:	7	12	7	2	1	
	2	5	2	2		

## 4. Effects on Participants

- a) The extent to which the Institute was instrumental in clarifying my own perception regarding the need for using programed materials at my level was:
- b) As a result of the Institute my confidence in using these new ideas is:
- c) The challenge to my intellectual capacities during the Institute program was:
- d) I feel my ability to motivate students, lead them to voluntary efforts, and encourage them to set higher standards for themselves will, as a result of the program be:
- e) The extent to which the Institute developed my ability to organize teaching materials was:
- f) The degree to which the Institute increased my desire to try new teaching methods was:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
17	10	1	1		
-----					
7	3	1			
10	17	1			
-----					
9	2				
19	7	3			
-----					
9	1	1			
14	14	1			
-----					
7	1	3			
16	10	2	1		
-----					
7	2	2			
25	3	1			
-----					
7	4				

Assume that you are designing a course with the same general objectives as this Institute.

What percentage of time would you allocate to each of the following activities?

(If you do not want to use one of the activities at all, give it 0%. Make sure that your percentages add up to 100%.)

1. Working through programmed material on programing theory.	$\frac{10.1}{7.2}$
2. Working through programmed material on practical programing techniques.	$\frac{9.8}{8.9}$
3. Lectures on psychological principles of programmed instruction.	$\frac{12.4}{6.7}$
4. Lectures on practical programing techniques.	$\frac{14.3}{8.1}$
5. Reading nonprogramed textbooks on basic principles of programmed instruction.	$\frac{3.8}{1.6}$
6. Reading nonprogramed textbooks on practical programing.	$\frac{4.1}{2.2}$
7. Individual design and development of programmed units.	$\frac{24.1}{33.9}$
8. Individual editorial consultation with instructor.	$\frac{11.4}{13.0}$
9. Developmental testing of student-developed programs.	$\frac{10.5}{18.2}$

Responses to the following open-ended questions tended to be specific. Responses were tabulated and categorized as closely as possible to the sentiment expressed by the participants.

Please respond to each of the following questions.

1. THE ONE GREATEST STRENGTH OF THE INSTITUTE WAS -

Introductory Institute

- a. Relaxed, stimulating, productive atmosphere - 10
- b. Instructors' knowledge - 7
- c. Practical application of theory - 3
- d. Enthusiasm generated - 3
- e. Writing programs - 2
- f. Detail in P.I. - 2
- g. Emphasis on organization - 2
- h. Interaction - 1
- i. Learning how behavioral objectives relate to education - 1
- j. The staff - 1

Advanced Institute

- a. Chance for interaction - 6
- b. Developing programs - 3
- c. Developmental testing - 2

2. THE ONE MAJOR WEAKNESS OF THE INSTITUTE WAS -

Introductory Institute

- a. Some guest lecturers were not adequate - 7
- b. Student population - 5
- c. Insufficient testing time - 2
- d. Too many preliminary activities - 2
- e. Lack of direction - 1
- f. Technical language - 1
- g. Lack of P.I. machines - 1
- h. No activities for spouses - 1
- i. Not enough emphasis on deaf education - 1
- j. Organization - 1
- k. Not enough outside work - 1
- l. Lack of communication with Media Center - 1
- m. Not enough communication before institute - 1
- n. Lack of text books - 1
- o. Too much lecturing - 1

Advanced Institute

- a. Children not adequate - 2
- b. Organization - 2
- c. Inadequate coverage of systems - 2
- d. Inadequate time to develop programs - 2
- e. Media Specialist absent - 1
- f. Scheduling of lecturers - 1

3. THE MOST SIGNIFICANT THING THAT HAPPENED TO ME DURING THE INSTITUTE WAS -

Introductory Institute

- a. Learning how to program - 9
- b. Realization I had not been teaching to the best of my ability - 5
- c. Learning to state behavioral objectives - 4
- d. Discovering how P.I. relates to deaf education - 5
- e. Making new friends - 2
- f. Sharing programs - 1
- g. Renewed hope for deaf education - 1
- h. Hearing Dr. Postlethwait - 1

Advanced Institute

- a. The exposure to so many ideas - 4
- b. Being able to program - 2
- c. A greater insight into teaching - 1
- d. Writing objectives - 1
- e. Pre and post test techniques - 1
- f. Developmental testing - 1
- g. Feedback - 1

4. IF I COULD ATTEND A SIMILAR INSTITUTE, I WOULD SUGGEST -

Introductory Institute

- a. More general information before Institute - 7
- b. Do more programing - 5
- c. Hold in different location - 2
- d. More graphic illustrations of programing techniques - 2
- e. Smaller class - 1
- f. Fewer lectures - 2
- g. All educational activities in one location - 1
- h. Demonstration of more P.I. machines - 1
- i. Better sample of students - 1
- j. More group evaluations of programs - 1
- k. Better access to students - 1
- l. More outside work - 1
- m. Better selection of consultants - 1
- n. More emphasis on cultural, social and recreational activities - 1

Advanced Institute

- a. More children and closer at hand - 5
- b. More program writing - 2
- c. Hold on campus of school for deaf - 2
- d. More time for developing programs - 2
- e. More information before Institute - 2
- f. Consultants stay longer - 1
- g. More typical deaf children - 1
- h. Fewer lectures - 1
- i. Participants should have similar fields - 1
- j. Consultants earlier in program - 1

5. IF YOU WISH, REMARK ON THE EL PASO STUDENTS AVAILABLE FOR DEVELOPMENTAL TESTING.



Introductory Institute

- a. Not representative - 8
- b. Inadequate - 5
- c. Lack of advanced students - 3
- d. Range too wide - 2
- e. Adequate - 2
- f. Too few - 1
- g. Too far away - 1
- h. Not enough knowledge about children before tested - 1

Advanced Institute

- a. Too few - 5
- b. Unsatisfactory - 4
- c. Not typical - 4
- d. Range not broad enough - 2
- e. Children were polite and helpful - 2

## 6. WHAT CHANGES WOULD YOU SUGGEST ON THE WAY THE INSTITUTE WAS CONDUCTED?

Introductory Institute

- a. Cancel certain guest lecturers - 4
- b. No changes - 4
- c. Shorter lectures - 2
- d. Have less non-directed classtime - 2
- e. Need more direction - 1
- f. Group participants according to grade level - 1
- g. Have students in Las Cruces - 1
- h. More work on solving practical problems - 1
- i. Better use of 3rd instructor - 1
- j. Better scheduling of guest lecturers - 1
- k. More lab work - 1
- l. More involvement of participants - 1
- m. Information about guest lecturers presentation - 1
- n. Guest lecturers should relate more to introductory group - 1

Advanced Institute

- a. Sufficient time to develop programs - 2
- b. More developmental testing - 2
- c. Hold on a campus for the deaf - 1
- d. Better organization - 1
- e. Advance notice of objectives - 1
- f. Less emphasis on systems - 1
- g. Change location - 1
- h. Wider student population - 1
- i. None - 1

## 7. DO YOU BELIEVE THAT PROGRAMED INSTRUCTION IS A TECHNIQUE THAT SHOULD BE EXTENSIVELY USED AS ONE METHOD OF MEETING THE EDUCATIONAL NEEDS OF DEAF CHILDREN?

Introductory Institute

- a. Yes - 27
- b. As a supplementary method only - 3

Advanced Institute

- a. Yes - 10
- b. No - 1

IF YES, DO YOU BELIEVE YOUR SCHOOL ADMINISTRATION IS ADEQUATELY INFORMED AND DISPOSED TO IMPLEMENT THE USE OF P.I. IN YOUR SCHOOL?

Introductory Institute

- a. No - 16
- b. Yes - 13

Advanced Institute

- a. No - 4
- b. Yes - 4
- c. Just the ones in institute

IF NO, LIST SEVERAL TYPES OF EXPERIENCES OR INFORMATION THAT YOU BELIEVE YOUR ADMINISTRATORS SHOULD HAVE IN ORDER TO ENABLE THEM TO IMPLEMENT THE USE OF P.I. MATERIALS.

Introductory Institute

- a. Hold institute for administrators - 4
- b. Hold workshops for administrators - 4
- c. Have administrators actually program - 4
- d. Value of programing - 2
- e. In-service training for administrators - 1
- f. Value of released time for teachers - 1
- g. Information about behavioral objectives - 2
- h. Share programs with administrators - 1
- i. Have them observe children working with programs - 1
- j. Technical aspects of programing - 1
- k. Knowledge of equipment - 1
- l. The philosophy of P.I.

Advanced Institute

- a. Include them in an institute - 2
- b. Hold workshops - 2
- c. Information on objectives - 1
- d. Value of programing - 1
- e. Value of released time - 1
- f. Value of individualized work - 1
- g. Share programs with administrators - 1
- h. Participants should spread the word - 1

8. WHAT WAS YOUR PRIMARY REASON FOR ENROLLING IN THIS COURSE?

Introductory Institute

- a. To learn about P.I. - 21
- b. To become a better teacher - 5
- c. Professional improvement - 2
- d. Job assignment - 1

Advanced Institute

- a. To gain more knowledge about P.I. - 8
- b. To be a better teacher - 3

WHAT WERE YOUR SECONDARY REASONS?

Introductory Institute

- a. To visit the Southwest - 6
- b. To make new acquaintances - 6
- c. To keep up with modern trends - 3
- d. Pay - 2
- e. Course credit - 2
- f. To learn about P.I. - 1
- g. Employer suggestions - 1
- h. Enjoy school - 1
- i. No secondary reasons - 8

Advanced Institute

- a. Improve teaching techniques - 2
- b. To determine if P.I. was applicable to my field - 2
- c. To meet new people - 1
- d. Additional college credit-1
- e. Was encouraged by employer - 1
- f. To develop a skill - 1
- g. Money - 1
- h. None - 1

## INSTRUCTOR EVALUATION FORM

## INSTITUTES ON PROGRAMED INSTRUCTION AND INSTRUCTIONAL SYSTEMS

          Introductory          Advanced

Please place an initial in ONE of the blanks for each instructor.

Instructor A

Instructor B

Instructor C

## KNOWLEDGE OF SUBJECT MATTER

- Exceedingly well informed  
       Adequately informed  
       Not well informed  
       Very poorly informed

## ATTITUDE TOWARD SUBJECT

- Enthusiastic  
       Rather interested  
       Routine interest  
       Uninterested

## ABILITY TO EXPLAIN

- Clear and to the point  
       Usually adequate  
       Often adequate  
       Totally inadequate

## SPEAKING ABILITY

- Excellent  
       Satisfactory  
       Adequate  
       Poor

## ATTITUDE TOWARD STUDENTS

- Very helpful, understanding  
       Sympathetic, interested  
       Routine, neutral  
       Distant, cold, aloof

## PERSONALITY

- Very attractive  
       Satisfactory  
       Neutral  
       Conflicting

## OVERALL RATING OF INSTRUCTOR

- Outstanding  
       Better than average  
       Average  
       Below average  
       Poor

## CONSULTANT EVALUATION FORM

## INSTITUTES ON PROGRAMED INSTRUCTION AND INSTRUCTIONAL SYSTEMS

\_\_\_\_\_ Introductory \_\_\_\_\_ Advanced  
(please check one)

Please place an "X" on ONE of the blanks for each category.  
Write comments on reverse side of sheet.

## KNOWLEDGE OF SUBJECT MATTER

- \_\_\_\_\_ Exceedingly well informed  
\_\_\_\_\_ Adequately informed  
\_\_\_\_\_ Not well informed  
\_\_\_\_\_ Very poorly informed

## ATTITUDE TOWARD SUBJECT

- \_\_\_\_\_ Enthusiastic  
\_\_\_\_\_ Rather interested  
\_\_\_\_\_ Routine interest  
\_\_\_\_\_ Uninterested

## ABILITY TO EXPLAIN

- \_\_\_\_\_ Clear and to the point  
\_\_\_\_\_ Usually adequate  
\_\_\_\_\_ Often adequate  
\_\_\_\_\_ Totally inadequate

## SPEAKING ABILITY

- \_\_\_\_\_ Excellent  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Adequate  
\_\_\_\_\_ Poor

## ATTITUDE TOWARD STUDENTS

- \_\_\_\_\_ Very helpful, understanding  
\_\_\_\_\_ Sympathetic, interested  
\_\_\_\_\_ Routine, neutral  
\_\_\_\_\_ Distant, cold, aloof

## PERSONALITY

- \_\_\_\_\_ Very attractive  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Neutral  
\_\_\_\_\_ Conflicting

OVERALL RATING OF  
CONSULTANT

- \_\_\_\_\_ Outstanding  
\_\_\_\_\_ Better than average  
\_\_\_\_\_ Average  
\_\_\_\_\_ Below average  
\_\_\_\_\_ Poor

## ORGANIZATION OF PRESENTATION

- \_\_\_\_\_ Well organized  
\_\_\_\_\_ Adequate, but could be better  
\_\_\_\_\_ Inadequate, distracting  
\_\_\_\_\_ Confused, unsystematic

## OPPORTUNITY FOR DISCUSSION

- \_\_\_\_\_ Ample  
\_\_\_\_\_ Occasional  
\_\_\_\_\_ Too infrequent  
\_\_\_\_\_ None

## CONTINUITY WITH INSTITUTE

- \_\_\_\_\_ Well suited  
\_\_\_\_\_ Somewhat appropriate  
\_\_\_\_\_ Neutral  
\_\_\_\_\_ Very inappropriate

## LEVEL OF PRESENTATION

- \_\_\_\_\_ Suited to participants  
\_\_\_\_\_ Completely above participants  
\_\_\_\_\_ Completely below participants  
\_\_\_\_\_ Attempted to suit participants

## VALUE OF PRESENTATION

- \_\_\_\_\_ Very useful  
\_\_\_\_\_ Somewhat useful  
\_\_\_\_\_ Of little value  
\_\_\_\_\_ Worthless

## CONSULTANT EVALUATION FORM

## METHOD OF PRESENTATION

- ☐ Ingenious, creative
- ☐ Interesting, held attention
- ☐ Monotonous, dull
- ☐ Uninteresting, boring

## OVERALL RATING OF PRESENTATION

- ☐ Outstanding
- ☐ Better than average
- ☐ Average
- ☐ Below average
- ☐ Poor



### RECOMMENDATIONS

While the Southwest Regional Media Center for the Deaf staff feels a great deal of satisfaction regarding the institutes, the following instructional and administrative recommendations seem in order.

1. If possible, admission to the advanced institute should be contingent upon previous attendance in the introductory institute.
2. Advanced participants should be advised to bring programed materials which they can use for developmental testing.
3. Before and during the preliminary planning meeting, the instructors and institute director should develop a statement of objectives and a general course outline to be disseminated to participants before the institute.
4. A reasonable reading list, including programed materials on programing should be sent to the institute participants for completion before arrival.
5. A thorough study of information required from participants should be made to simplify and consolidate forms to be completed by applicants and participants.
6. A full time Media Specialist should be available for the duration of the institute to assist the participants and the instructional staff.
7. More adequate provisions should be made for duplication and dissemination of materials developed by institute participants.
8. The stipend position should be redistributed resulting in 28 positions for the introductory institute and 14 positions in the advanced institute.
9. Consideration should be given to methods of providing a more representative sampling of deaf students for use by participants in developmental testing.
10. Guest lecturers should be contacted as early as possible, and should be advised of course content and progression in order that their presentations be better integrated.
11. Guest lecturers should not be engaged for the first week of the institute.

12. Biographical and professional information regarding each guest lecturer should be distributed to participants prior to his presentation.
13. Fewer guest lecturers should be engaged and the average time for each consultant should be increased.
14. Participant evaluation of guest lecturers should be considered in making future selections.
15. Planning should continue to include a social and a feedback committee.
16. Social activities should be planned for the wives of instructors and participants.

# ROSTER AND ADDRESSES OF STAFF, INSTRUCTORS AND PARTICIPANTS

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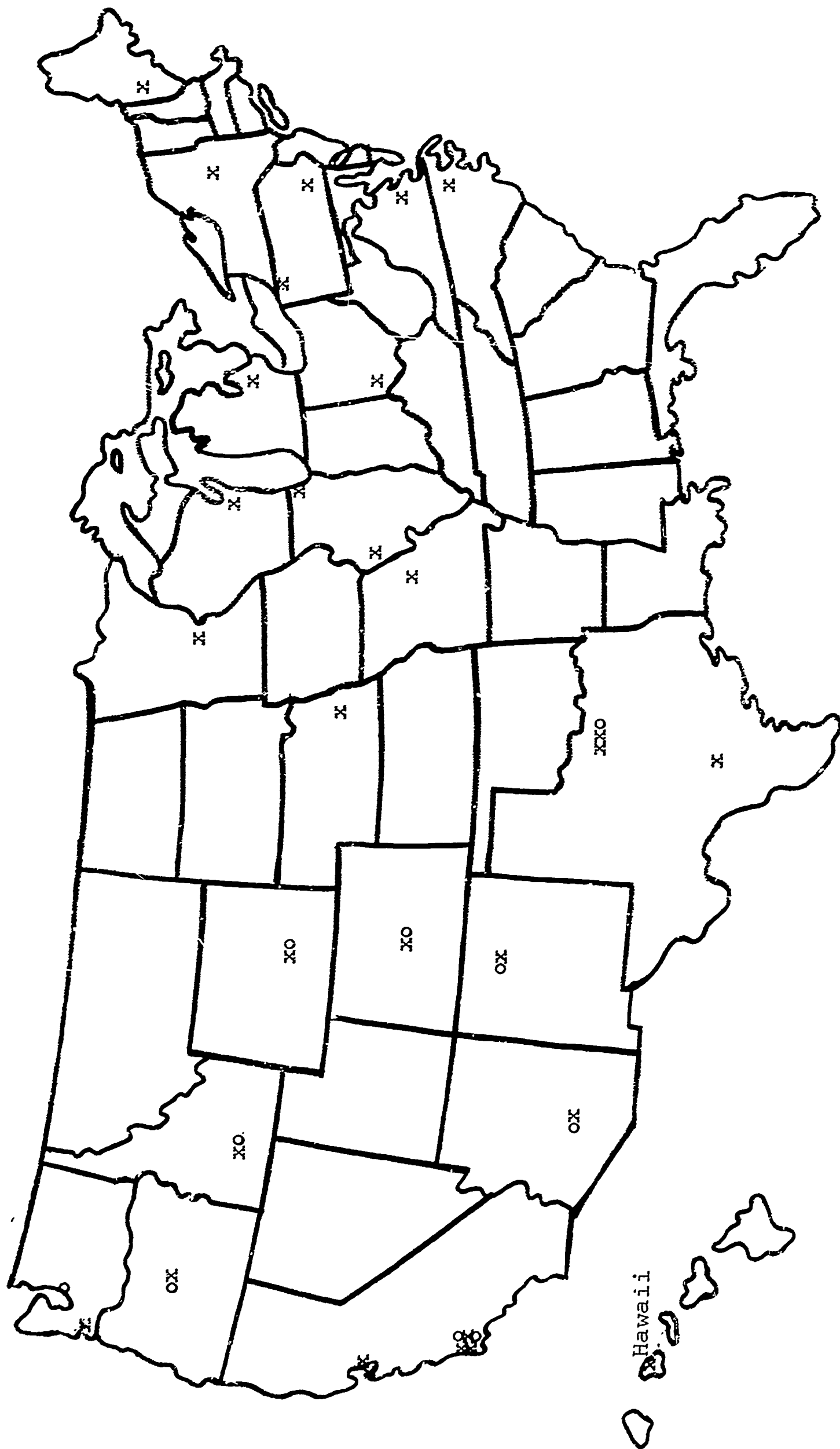
# 1969 SWRMC SUMMER INSTITUTES

**HADLEY**

**ADMINISTRATION**







O = Schools represented at the 1968 Institute  
X = Schools represented at the 1969 Institute