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Module 12- Course Project Guidelines

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Guidelines for Participants

The requirements for the Certified AT Course Project focus primarily on 'action research.' The primary purpose of the post-course project is to enable AT course participants to demonstrate their learning, and to implement in very practical ways AT in action, ideally in partnership with an AT user(s).

It may be helpful to approach the structuring of your AT course project paper with the following aspects in mind:

- Cover page with project title and author name
- Table of contents
- Acknowledgements
- Background/Introduction section
- Statement of the project aim
- Explanation of action taken and outcomes
- Impact on the user/target audience (including hard evidence of actions taken)
- General Conclusions (may include next steps)
- References
- Appendix (if required)
- Project Learning Outcomes

Upon successful completion of this project, the learner will have:

- Applied knowledge gained in the course to the investigation of AT alternatives for a particular user/user group.
- Conducted a study/implemented a program of action impacting on a target user/user group or
- Engaged in a survey of applicable AT to meet their needs.
- Selected and implemented an appropriate solution(s)
- Evaluated the overall success of the chosen approach.
- Made recommendations for future developments/next steps.

Format

12-point Arial font

Double spaced

Write on one side of the page only.

40 mm left hand margin

General Requirements

The AT Project report should be descriptive rather than academic, and analytical in nature. The aim of the project is to enhance the participant's understanding of the selection, application or roll out of appropriate AT/AT Services, and therefore the measure of success is whether a comprehensive approach was adopted, and what the researcher learned from the undertaking.

Case Study Format Guidelines

General Instructions

Reports will be accepted in either WORD or as a PDF. Ensure that it is easy to read.

Total should be between 5 – 10 pages (**NO MORE**).

All Case Studies should be ANONYMOUS – do not provide details that identify the child in any circumstances. If using photos, ensure that the Student's / Patient's face is blocked from view. If the policy of your School / Center / Corporate / Institute, etc. is that you need Parental Permission to write and present such a case study – ensure that copies of permission forms are included in the APPENDIX.

Cover Page

(Include your names and your Ids)

Executive Summary

(If appropriate – should be written last to focus on key points/findings)

Introduction

Provide a brief overview of the background information to this case study, explain why you chose it.

Body

The body should include the following information:

1. **Background information about the chosen case**
2. **Assessment and Recommendation**

Those two sections will include:

- Description of the circumstances of the student / patient, his school / center, his family
- Description of the Student's/ patient's diagnosis – if available
- Description of the difficulties s/he is having in various aspects of his/her life.
- What support is available in school.
- Description of what Assistive Technology is, a brief description of how it is used in schools/ centers and WHY you or any other teacher / therapist / specialist would consider it.
- What decisions you made
- Decision Criteria:
- Why you made the decisions you made.
- The specific difficulties that you expect the technology to address.

- What technology or solutions you considered for the student/patient
- What solutions you feel should be put in place

3. Application and Implementation

4. Impact Analysis

Those two sections will include:

- What impact you saw – or you anticipate will be seen by the person using the technology or solution?
- What difficulties you encountered through the process
- What you would do differently to ensure a more favorable outcome

Conclusion

Provide a brief description of what you did, and what lessons you learnt from the process of doing the case study.

References

Recommend webpages, books, articles, or other sources of information that assisted you in preparing the case study.

Appendices

All redacted relevant background information, including IEP, Medical Background, Educational Reports, Medical Reports etc.

You may want to include descriptive information about the technology considered etc.

Final Hints and Tips

A School / Medical Report is **NOT** a Case Study

An Assistive Technology Report is **NOT** a Case Study

Project Submission Deadline

Deadline for receipt of completed projects is on (to be decided in function of the course start date)

We will require:

- 2 x hardcopy of Project
- PLUS 1 copy on USB

Additional Resources

Course Suggested rubrics.

	Very Good	Good	Below Standard	%	Rationale
Course content completion (50%)					
Attends all sessions and contributes to a minimum of 80% of discussion topics	Attends all sessions and contributes to more than 80% discussion topics	Does not attend all sessions and contributes to between 40 – 79% of discussion topics	Does not attend all sessions and contributes to less than 30% of discussion topics.	15%	
Completes all AT modules on Foundation Course	Completes 100% of AT modules on course	Completes between 40 – 99% of AT modules on course	Completes less than 60% AT modules on course	15%	
Actively contributes to AT discussion on each of the 12 sessions. Scoring: A=Good contribution B = Moderate contribution C= Poor/No contribution	Actively contributes to over 90% of AT course discussion	Actively contributes to between 40% and 90% of AT course discussion	Actively contributes to less than 40% of AT course discussion	10%	
Successfully completes all module quizzes	100% correct solutions submitted on all module quizzes.	Does not complete all module quizzes	Does not complete all module quizzes	10%	
AT course project evaluation (50%)					

Submits soft copy AT course project before/by deadline. (Evaluated by Course Director, with sample projects reviewed by DIT)	Submits soft copy completed project by deadline	Submits partially completed soft copy project by deadline	Does not submit/submits after deadline soft copy AT course project	10%	
Demonstrates clear understanding of relationship between topic-associated course module and implementation with end user(s)	Demonstrates full understanding of relevant module(s) and implements them appropriately with end user(s)	Demonstrates some understanding of relevant module(s) but implements them with end user(s) in a limited manner.	Does not demonstrate an understanding of relevant module(s) and their implementation with end user(s).	10%	
Demonstrates understanding of action research by applying learning to 'real world' context(s)	Demonstrates full understanding of action research and applies learning to 'real world' context(s)	Demonstrates some understanding of action research and applies some learning to 'real world' context(s) but in a limited way	Does not demonstrate an understanding of action research and does not apply learning to 'real world' context(s)	10%	
Clearly focuses project on impact on end user's quality of life/social inclusion and/or on ability of service provider to enhance AT user experience	Project focuses fully on impact of AT on end user quality of life/social inclusion and/or service provider's ability to enhance AT user experience	Project focuses partly on impact of AT on end user quality of life/social inclusion and/or service provider's ability to enhance AT user experience	Project does not focus on impact of AT on end user quality of life/social inclusion and/or service provider's ability to enhance AT user experience	15%	
Demonstrates ability to source relevant research and integrate within chosen AT research topic area	Demonstrates full ability to source relevant research and integrate it within chosen AT research topic area	Demonstrates some ability to source relevant research and integrate it within chosen AT research topic area	Does not demonstrate an ability to source relevant research and integrate it within chosen AT research topic area	5%	

