

Orientation Guidelines For Introducing Individualized Instruction

Counselors, teachers, and appropriate administrators should be given an orientation as to the method of instruction so that they will understand what will be going on in the lab. A thorough orientation and explanation from the student's viewpoint is crucial for a student's understanding of the concept of the individualized method of instruction.

The following are general guidelines for orienting students:

1. Put in students' language.
2. Do an audiovisual presentation which is effective because "a picture is worth a thousand words" and is the same each time. You might give students a copy of the script. A tour of the lab would also be beneficial.
3. Include the idea of working at their own pace- - what will happen when they finish early, and how they will be evaluated for amount of work accomplished and what they may do in order to complete more work (extra time, or whatever arrangements are made).
4. Include forms to be completed and why - - put these forms in order.
5. Explain grading concept.
6. Give students a lab layout - - put signs around in the classroom.
7. You might start students traditionally, and ease them into independent pacing. (Danger: If an abrupt change in class procedure is made too late in the semester, students may resist).
8. Conduct role playing to illustrate class procedure.
9. Tell students they may have to wait for the teacher's attention if he/she is busy with another student. The students should work on another job until the teacher is free. This is also an excellent time to introduce cooperative learning (using advance students as resource persons to help other students).
10. Explain the program options available to students when they finish the requirements for a course or module. These options should include a variety of different learning activities designed to enhance their career goals.