E851 Professional Development with ICT

Study Guide

Prepared for the Open University by

Deirdre Cook, Deborah Cooper, Paul Hopkins, Robert McCormick and Peter Scrimshaw
This publication forms part of an Open University course E851 Professional Development with ICT. Details of this and other Open University courses can be obtained from the Course Information and Advice Centre, PO Box 724, The Open University, Milton Keynes MK7 6ZS, United Kingdom: tel. +44 (0)1908 653231, e-mail general-enquiries@open.ac.uk

Alternatively, you may visit the Open University website at http://www.open.ac.uk where you can learn more about the wide range of courses and packs offered at all levels by The Open University.

To purchase a selection of Open University course materials, visit the webshop at http://www.oaw.co.uk or contact Open University Worldwide, Michael Young Building, Walton Hall, Milton Keynes MK7 6AA, United Kingdom for a brochure: tel. +44 (0)1908 858785; fax +44 (0)1908 858787; e-mail oaweng@open.ac.uk

The Open University
Walton Hall, Milton Keynes
MK7 6AA

First published 2004

Copyright © 2004 The Open University

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, transmitted or utilized in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without written permission from the publisher or a licence from the Copyright Licensing Agency Ltd. Details of such licences (for reprographic reproduction) may be obtained from the Copyright Licensing Agency Ltd of 90 Tottenham Court Road, London W1T 4LP.

Open University course materials may also be made available in electronic formats for use by students of the University. All rights, including copyright and related rights and database rights, in electronic course materials and their contents are owned by or licensed to The Open University, or otherwise used by The Open University as permitted by applicable law.

In using electronic course materials and their contents you agree that your use will be solely for the purposes of following an Open University course of study or otherwise as licensed by The Open University or its assigns.

Except as permitted above you undertake not to copy, store in any medium (including electronic storage or use in a website), distribute, transmit or re-transmit, broadcast, modify or show in public such electronic materials in whole or in part without the prior written consent of The Open University or in accordance with the Copyright, Designs and Patents Act 1988.

Edited, designed and typeset by The Open University.

Printed and bound in the United Kingdom by The Open University.

SUP 76155 8

1.1
Contents

Introduction to E851 5

Introduction to the Study Guide 7

Part 1: Investigating teaching and learning with ICT 8
  Week 1: Establishing your aims and the tasks to be done 8
  Week 2: Collecting information 12
  Weeks 3–4: Selecting methods and planning an investigation 14
  Weeks 5–8: Carrying out your investigation and analysing the results 20
  Week 9: TMA 01 – Reporting your investigation 21

Part 2: Personal and professional development 22
  Weeks 10–14: Professional and school development 24
  Weeks 15–16: TMA 02 – Combining personal and school priorities 36

Part 3: Professional and school development 37
  Weeks 17–18: Identifying issues of school/departmental change 38
  Weeks 19–20: Relating issues to levels and theories of change 42
  Weeks 21–24: Working on the Examinable Component 45

Appendix 1: Research plan proforma 47

Appendix 2: Checklists 49

References 52

Acknowledgements 52
E851 Professional Development with ICT

Introduction to E851

Aims of the course

This course has four aims:

1. To develop your skills in investigating teaching and learning in your classroom.
2. To develop your understanding of the nature of professional development and school development.
3. To develop your skills in action planning to suit your personal and professional needs.
4. To enable you to analyse change in your institution with an awareness of the issues involved.

The first aim relates to the Part 1 of this course, ‘Investigating teaching and learning with ICT’; the second and third aims relate to Part 2, ‘Personal and professional development’; and the fourth aim relates to Part 3, ‘Professional and school development’. You will see, from their titles, the interrelationship between the three parts. This is one of the main themes of the course, namely that personal development and professional development are strongly linked to the development of the school, and that all should be based on evidence gleaned from teaching and learning in the classroom. There are other sources of evidence and some of them will be explored here; however, other courses in the Open University Postgraduate Programme cover these, most notably E843 Leading Professional Development in Education.

What you will need

- A computer with an internet connection, a web browser and a connection to a printer.
- Word-processing software (referred to in this Guide as a word-processor) such as Microsoft *Word*.
- E851 course materials, including *Study Guide, Assessment Guide, Supplementary Reading* and *Study Plan*.
- Your Open University IDs and passwords.
- Material from your study of E850, i.e. your action plan, and the notes you made as part of your study (e.g. from the reading material and set books), may be particularly helpful.
- Access to the following books:

We would suggest, too, that you create a Professional Portfolio in which to keep your notes and the material you collect as part of your course work. You may find it helpful to divide the Portfolio into separate sections relating to the three parts of the course, for convenience when completing the assignments and the Examinable Component.
E851 Professional Development with ICT

What we assume

We assume only that you have studied E850 and hence are already familiar with, and have access to, the internet and other basic ICT tools. You will also need access to the FirstClass conferencing system. Please refer back to your E850 materials if you are unclear about any practical details on accessing these. If, for any reason, you do not have this E850 documentation, contact the Open University’s Student Helpdesk, tel. (01908) 653972, for technical advice on the use of the E851 FirstClass conference.

This course assumes that you are reasonably proficient in the use of ICT (information and communications technology) in your classroom. We also assume that you will be in a position to develop classroom activities and to plan your professional development, perhaps with the support or direction of other colleagues in school. Finally, as you will be thinking about and exploring issues at a school level, your colleagues will need to understand your motives when you start to ask questions, request sight of documents, and so on. If you have not already done so, it may be useful to alert senior staff. Perhaps a discussion with your head of department or head teacher would be appropriate before you begin work on the course.

How the course is assessed

As with E850, there are three elements of assessment in the course: two pieces of work submitted during the course (tutor-marked assignments, or TMAs); and one piece of work submitted at the end (the Examinable Component). The two TMAs, as their name indicates, are marked by your tutor and form the Continuous Assessment. The Examinable Component replaces the traditional examination; you complete it as you would any other assignment on the course, but it will be marked by your tutor and one other person who will be unknown to you. The final mark you get will depend on what the two markers think of your work. You must achieve a pass grade on the Examinable Component, which is worth 50% of your total course score.

TMA 01: Reporting your investigation

TMA 01 requires you to carry out a small investigation in your own classroom and to report on the focus of that investigation, the investigative methods used, the data collected and what you discovered from these data.

TMA 02: Combining personal and school priorities

TMA 02 requires you to review your recently revised action plan and to re-examine your priorities in relation to your own professional learning and your school’s priorities, in the light of the work done on this course.

Examinable Component: Reporting on issues of change and professional development

While TMA 02 focused on the kinds of changes that you might have to undertake and that the school will have to consider, in the Examinable Component you will explore how these changes will come about, given the conditions in your school.
**E851 Professional Development with ICT**

**Introduction to the Study Guide**

This Guide to your study on the course tells you what you should do and what material you will need to complete the course. This will not usually be on a week-by-week basis, as it was for E850, but in larger blocks of study. We assume that you will adjust this timetable to fit in with your work and family life. Discussions in the face-to-face tutorials and on the FirstClass conferences will follow a schedule laid down in the Study Plan, and you should try to keep up with your work so as to benefit from these. Your tutor will try to be flexible and, as you will see, the nature of electronic conferences allows you to catch up in a way that would be impossible in conventional, face-to-face discussions. You might like to turn to the Study Plan now to look at the way in which your work will be distributed over the next few months. Look particularly at the dates for submitting the assignments (TMAs) and the Examinable Component.

It is very important that you stick to the submission dates for the assignments and the Examinable Component. **You must get permission from your tutor if you wish to submit an assignment late.** She/he will only give you permission for good reason, and then only for a limited period. Any delay in submission has to be limited, given the relatively short duration of the course. **You will not be able to vary the date for submitting your Examinable Component.** Whatever difficulties may arise, be sure to contact your tutor as soon as possible and she/he will be able to advise you.