

NAME: Leah Willis Date: **26 May 2025**

These standards are based on ADDIE and professional practice guidelines for instructional designer work. Please honestly and critically rate your level of competence in each statement. Add notes to support self-rating.

**LOW** - you are aware of this standard through readings, presentations, and other information in/outside of course work

**MEDIUM** - you have experience practicing much of this standard & are building knowledge & skills to become competent

**HIGH** - you are currently practicing this standard regularly, at a high level, in all course work and related ID efforts (full competence applying to any situation)

	Low <input checked="" type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input checked="" type="checkbox"/>	Add short note listing specific examples or experiences that support your rating
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## 1.0 ONGOING PROFESSIONAL DEVELOPMENT

1.1 Enhance <b>communication</b> skills (e.g., writing, oral, visual/graphic design)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I believe I have elevated my communication skills during this course. The collaborative group projects has helped me honed my communication skills
1.2 Enhance <b>Interpersonal</b> skills (e.g., meeting presentation, selling, negotiation, instructor, supervising)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I am able to effectively instruct and supervise my subordinates
1.3 Develop multiple <b>theory</b> perspectives (e.g., learning, instructional design, media, and visual design theories)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I believe that I still need additional training for me to develop as an instructional designer
1.4 Participate in <b>professional development</b> and <b>reflection</b> (e.g., literature/ workshops/ networking/ International trends/ new tech tools)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This program has enabled to become more knowledgeable in this area
1.5 Enhance <b>research/ evaluation</b> practice skills (e.g., literature review/ research & evaluation design, data analysis, data interpretation)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The constant research from different courses in the program has elevated my knowledge in this competency
1.6 Practice <b>evidence-based design</b> decision-making (e.g., given context, literature, data)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I know that my collaboration with my previous department and the IDD&E program has elevated my ability for this competency
1.7 Maintain <b>professional, ethical, and legal</b> practices (e.g., fair use, copyright)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	My constant training at the academy and this program has taught me how to determine if I am able to utilize materials for copyrighting

## 2.0 PLANNING AND ANALYSIS [ADDIE]

2.1 Acknowledge performance gaps and <b>plan analysis</b> process (e.g., time line, people)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The training in this program has allowed me to understand performance gaps and the plan analysis process
2.2 Validate performance gaps through <b>multiple analysis techniques</b> (e.g., interview, observation, job/task/document analysis)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I know that I need real world practical applications to further develop in this competency
2.3 Identify and describe <b>target learners</b> using multiple analysis techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I am effectively able to identify and describe target learners using the different techniques
2.4 Describe <b>working and learning environments</b> for target audience using multiple analysis techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As a prior instructor, I am confident that I am able to accomplish this competency using multiple analysis techniques

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2.5 Describe required **content/ prerequisites** for performance and identify instructional content required to close knowledge, skill, attitude gap (e.g., content analysis)

☐☒☐

Although I know that I can describe the content/prerequisites needed, I believe that I need more hands-on experience

2.6 Describe **types/ level of knowledge and skills** to be learned (e.g., learning analysis)

☐☒☐

I believe that I have improved in this area but need further training

2.7 Identify **characteristics of technologies** and their use to support different types of instruction and learning

☐☒☐

My knowledge based from the program has grown to understand the different technologies utilized, however, I will need hands-on experience to further develop

2.8 Create **needs assessment report** on performance gap based on analysis data

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I am confident that my training from IDE 712 and 761 have prepared me to create a needs assessment report, but I will continue to learn and develop as much as I can

Additional Notes as necessary:

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### 3.0 DESIGN AND DEVELOPMENT [ADDIE]

3.1 Select or create appropriate <b>instructional design</b> or <b>evaluation model</b> to enact design plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This program has allowed me to grow in this competency. I am able to create the appropriate evaluation model,
3.2 Determine <b>content</b> , instructional <b>goals</b> , learning <b>objectives</b> , <b>assessments</b> to close gap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I know that I have improved in this area, but still need to continue training to become an expert
3.3 Identify instructional <b>strategies</b> , <b>learning</b> , <b>tech resources</b> required to provide content and engage learners in closing identified gaps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The group projects helped me understand this competency more, however I do believe it is a continuous work in progress
3.4 Create <b>design plan</b> (goals/obj/ assess/ strategies), <b>evaluation</b> and <b>mgt plan</b> using gap analysis and learning/design /graphic theory outlining instructional solution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This program has taught me how to create a design plan and evaluation methods, although I have grown, I still need more training
3.5 Create design plan for <b>non-instructional</b> / <b>informational</b> interventions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I will continue to build on this competency as further training is needed
3.6 Secure and/or modify <b>existing instructional</b> materials to meet plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IDE 761 has taught me how to modify existing instructional materials to meet the intended goal but I will continue to work on this competency
3.7 Develop <b>new instructional</b> , <b>evaluation</b> , and <b>implementation</b> materials based on plan, using appropriate techniques and <b>technology</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Although we are able to develop instructional material in the program, I know that I will need hands-on training to further develop this competency
3.8 Develop learning <b>assessment</b> activities and instruments (e.g., tests to measure gap closure/ learning progress) using appropriate techniques and <b>technologies</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Although we have learned about the different technologies available to develop learning assessments, I know that I will need real-world application to develop my skills more
3.9 Pilot <b>test</b> , <b>critique</b> , and/or <b>finalize</b> learning instructional, assessment, evaluation, and implementation plans, activities & materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Although I have piloted a course, I believe that I still need additional training as it will take multiple iterations to become an expert in this competency

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**4.0 IMPLEMENTATION AND EVALUATION [ADD/E]**

4.1 <b>Implement</b> and <b>disseminate</b> instructional and non-instructional interventions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am still working in this area, and real-world applications will help me become an expert
4.2 Implement evaluation plan and <b>evaluate</b> instructional/ non-instructional interventions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am still working in this area, and real-world applications will help me become an expert
4.3 Collect, analyze, summarize and <b>report</b> implementation and evaluation <b>data</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am still working in this area, and real-world applications will help me become an expert
4.4 <b>Revise</b> instructional/ non-instructional solutions <b>based on evaluative data</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am still working in this area, and real-world applications will help me become an expert

**5.0 MANAGEMENT AND LEADERSHIP**

5.1 Develop and apply <b>business skills</b> to plan and manage instructional design function	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I believe that I still need additional training in this area to grow as an ID
5.2 Manage collaborative <b>relationships</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This course has allowed me to develop and enhance my skills when working with groups
5.3 <b>Lead</b> , maintain <b>quality</b> , and <b>manage</b> ID projects and deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As I served as the lead on some projects, I know that I am able to manage, lead, maintain ID projects and its deliverables

Additional Notes as necessary: