**Procedures for Course Enrichment - Instructional Design**

1. **Introductory Video**
   1. Schedule appointment with with Lili Steiner at least one-week in advance
      1. Before coming to the meeting, send an e-mail to Lili Steiner with a rough draft of script for Introductory Video Script (maximum length one page, double spaced, font Arial, size 12)
2. **Instructional Design/Course Media Enhancement**
   1. Schedule an appointment with Judith Slapak-Barski to conduct a Needs Assessment & delineate an Action Plan (U-M-T Model)
      * 1. Instructional Design & Production (use of resources: e.g. PowerPoint, Prezi, Camtasia, etc)
        2. Instructional Video (Professor explaining a particular issue in a video segment)
        3. Role Playing/Scenario/Simulation
           1. Schedule an appointment at least one-month in advance
           2. Before coming to the meeting, send an e-mail to Instructional Designer with a rough draft of script for Role Playing/Scenario/Simulation video Introductory Video Script (maximum length one page, double spaced, font Arial, size 12)
   2. Bring all related course materials (digital & hard copy formats)
3. **Link to Instructional Design Faculty Satisfaction Survey**

<http://apps.fischlerschool.nova.edu/survey/survey.asp?s=01172050105242065>