**Assignment: Team** **Assignment**–Microteach.

Please complete and submit as a team. *This assignment will be marked using a 20/70/10 see attached rubrics and team rubric.*

**Required Resources**

* Internet Access
* Others as supplied through Brightspace

**Professional Documentation**

All documentation must be done in a **professional style**. It must include:

* Title page
* **Updateable** Table of Contents
* Document introduction
* Section introductions or description, each section must be clearly identified
* Graphics or screenshots MUST include a title with a short description
* Any direct or copied quotes or graphics MUST be properly credited in a footnote
* ALL sources MUST be properly cited (APA format) and placed at the end of your document in a bibliography.
* **NO** embedded, zipped or compressed files. \*\* All scripts must be converted to text before including them in your documentation. \*\*
* **1 Professional Word Document ONLY.**

**Research and documentation sections** -Please complete all research and question responses in your own words. Research sections not completed in your own words may result in a mark of 0 for the section.

**NOTE:** Please do NOT copy and paste responses from internet, **even with a citation**. I expect each section or response to be in your own words. Be prepared to explain your responses and demonstrate your comprehension.

**No marks** will be given for cited or credited information included in document.

***\*\* I recommend completing any research section before completing any required task listed below as you will have a much better understanding of the material and data.***

**Evaluation:** This assignment is markedas per the attached Rubric (marks will be deducted for deviating from Requirements). \*\*You may be asked to demonstrate some of your assignment to show your comprehension of the material.

**Marking and Assignment Notes:**

* ScreenshotsMUST include user or device identifying information.
* Screenshots MUST be added to your document in the order of creation.
* Documentation must meet Professionalism requirements.
* **Automatic mark of 0 - Assignment not submitted or work not original.**

<http://www.nscc.ca/docs/about-nscc/policies-procedures/policy-studentcodeofconduct.pdf>

<https://www.nscc.ca/docs/about-nscc/policies-procedures/policy-academicintegrity.pdf>

**NOTE: This assignment may require some adaption, research and troubleshooting.**

**Objectives**

1. Research your assigned subject and create a 20-25 minute microteach session based on that subject.
2. Create a training plan for your microteach session.
3. Create a microteach session with your team members.
4. Create a video (5-10 minutes) that will be part of your presentation or include a 5-10 minute Hands-on activity that explains or describes the subject or demos/samples part of your subject.
5. **Note: Team members must each participate in training session equally.** *This does not mean each member must do the same activity, someone may present while others assist trainees.*
6. Each team members must know each part of the training session.
7. Create a Feedback form that meets the Feedback form requirements for your training audience.
8. Upload copy of training plan and Feedback form to Brightspace **prior** to microteach session.
9. Give your 20-25 minute microteach session to class.
10. Upload a copy of any presentation (if you use one) and video to Brightspace **prior** to delivery.
11. Submit or upload completed feedback forms to your faculty or Brightspace **within 24 hours** of delivery.

REQUIRED STEP: As this is a Team Task please make sure to identify which part of the preparation, configuration, development, delivery, etc. you complete for this assignment in your documentation, presentation, etc. \****NOTE****: Your Work Journal and Rubric should reflect (match) each member’s direct contribution as noted in documentation*.

**Section 1 (20%) - Research and create a planning document to support the microteach session based on your assigned subject (assigned subjects below).**

* Identify and research the topic or concept for your microteach session.
* Create a training plan for your microteach session.
  + Training plan must include but is not limited to:
    - Team members and their roles and responsibilities.
    - Explanation of **trainee’s background**, what they already know, what is their current skill level in respect to the topic, etc…
    - Training objectives.
    - Training format, include any training aids required.
    - List of resources used to research material, make sure to identify the ones that will be credited **during** for session, make sure to include what they part or concept they apply to.
    - Copy of any licensing or copywrite information to demonstrate you are not breaking license or copywrite with any software or material used in training session.
    - “**Sample**” of feedback form. (May be modified for actual session)

**Section 2 (70%) - Research and deliver a microteach on the assigned subject.**

1. Give a 20-25 minute microteach session
   1. Maximum 5 minute allowed for setup of session. \**Not included in 20-25 minute time limit.*
   2. Team members must participate in your presentation equally. *This does not mean each member must do the same activity, someone may present while others assist trainees or participated in video creation. Any absent members may receive a grade of 0 for any of the delivery portions (Session sections A-J) of the Micro Teach Session.*
   3. Micro Teach should follow training plan but minor modifications allowed.
   4. Each member must know and understand each part of the training session.
   5. Must demonstrate prior practice/rehearsal (remember to test video or activities in room prior to session day). **You may NOT use any notes, papers, mobile devices etc. with the exception of required prebuild aides identified in the training plan.**
   6. Any prebuilt presentation aids (ex. PowerPoint slide decks) must contain main concept information only and meet the following requirements:
      * No more than 8 slides (not including intro and credit slides)
      * No more than 4 **bullets** per slide
      * No more than 1 sentence to 2 facts per bullet.
      * No more than 2 graphics per session
      * No copy and paste, slide content must to in your own words.
      * You may have 1 additional slide (for a total of 9) with supporting information for your hands-on activity if required. (not including intro and credit slides)
   7. **Must** include a 5-10 minute Demo **Video** or hands-on **Activity**:
      * **Video** should not include visual of presenter, voice overs only, please (if required).
      * **Video** should describe and/or define subject.
      * **Video** should **include demonstration or visual description of subject**
      * **Video** should be **creative**.
      * **Video** should include credit to team but must also include break out credit for individuals involved. Ex. Video recorded and edited by Bruce Orca.
      * **Video** **must** be uploaded to BrightSpace prior to session.
      * **Activity** should be designed for each attendee to participate.
      * **Activity** must **demo/sample or describe** at least one portion of the subject covered.
      * **Activity** should be **creative**.
      * **Activity** must NOT be a research activity unless the activity is designed to demo or sample your subject.
      * **Activity** may be a small or large group activity such as collectively completing a task and reviewing the results. **Quizzes are NOT a task.**
      * **Activity** must include a breakout credit for individuals involved. *Ex. Demo Server created and configured by Bruce Orca.*
      * Activity details and instructions must be uploaded to BrightSpace prior to session.
   8. Must engage trainees in microteach session and material.
   9. **Must** include 2-3 comprehension breaks that evaluate comprehension and engagement **and** demonstrate a modification of the session as required based on results. **Post sessions quizzes like Kahoot will only be considered a comprehension break if it is used to evaluate and enforce subject matter and understanding.**
   10. Microteach session should be given in a professional manner and demonstrate **creativity** in design and delivery.
   11. Includes a take home sheet or pamphlet with subject description, session information and additional learning options.
   12. Supply a form for feedback to your clients. Your feedback form must include **all key points discussed** in microteach, **check for comprehension and session quality**.
2. Submit or upload completed feedback forms, copy of presentation (if required), copy of video or activity and Team Rubric and Work Journals to your faculty or Brightspace.

**NOTE**: You will require a separate work journal and rubric for each section (Planning | Delivery) for a total of two journals and rubrics.

**Task 3 (Required) - Individual Work Contribution Journal (to be completed individually but added to team document for submission)**

**Please note:** No journal or incomplete journal submission will result in 25% loss on your individual mark.

* Throughout this assignment record all the work you contributed in an individual work journal
* Journal MUST include:
  + Time spent on project
  + Details of work completed
  + All sources used for research
* **Make sure to identify which part of the microteach session and planning you contributed as noted above and it matches what is included in the documentation and submissions.**
* Submit your individual work journal to project lead to be added to any assignment documentation for submission

**Task 4 (Required) (10%) – Peer Assessment and marking Rubric**

Complete your Team Marking Rubric created at the beginning of this course and add to your **Appendix A** in your professional document.

**Please note:** No rubric mark submitted will result in you giving full marks to your team members and 0 to yourself. There MUST be one submission by each team member and it MUST include your evaluation of your self along with each of your team members.

**Section 1 (Training Plan) – Marking Rubric (15 Marks) (20%)**

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| --- | --- | --- | --- |
| **Rubric** | **Developing** | **Acceptable** | **Professional** |
| **Document profession-alism, member information and resources** | **0-1**  - Document meets only a few of the requirements for professional documentation.  - Team members or roles are not clearly defined.  -Most resources not identified. | **2**  - Document meets some of the requirements for professional documentation.  - Team members or roles are somewhat clearly defined.  -Some resources identified.  - Resources identified but not separated into reference and credit references. | **3**  - Document meets all requirements for professional documentation.  - Team members or roles are clearly defined.  - All references identified and designated for credit or citation. |
| **Trainee’s background** | **0-1**  - Trainees background is poorly defined.  - Session is not developed to support trainees background. | **2**  - Trainees background is somewhat defined.  - Session is somewhat developed to support trainees background. | **3**  -Trainees background is clearly defined.  - Session is developed to support trainees background. |
| **Training Objectives** | **0-1**  - **Little to no** evidence of objectives identified.  -Objectives are unclear. | **2**  - **Some** objectives identified.  -Some objectives are identified but unclear.  -Objective do not support the training subject identified. | **3**  - Objectives are **clearly** identified**.**  -Objectives support the training subject identified. |
| **Training Format and Training Aids** | **0-1**  **-Little to no** evidence of format identified.  -Format are unclear or does not support training subject.  **-Little to no** evidence of training aids identified.  -Training Aids are unclear or do not support training subject. | **2**  - Format is **partially** defined.  -Format partially supports training subject.  - Training aids are **partially** identified.  -Training aids partially supports training subject. | **3**  - Format is **clearly** defined.  -Format clearly support training subject.  - Training aids are **clearly** defined.  -Training aids clearly support training subject. |
| **Feedback form sample** | **0-1**  - **Little to no** evidence of feedback identified.  -Feedback method unclear or does not gather required information.  -Feedback form *sample* does not reference objectives and/or training session. | **2**  - Some evidence of feedback method identified.  -Feedback method is somewhat clear.  -Feedback form *sample* somewhat references objectives and training session. | **3**  - Feedback method clearly defined.  -Feedback form *sample* reference objectives and training session. |

**Section 2 (Microteach Session) – Marking Rubric (55 marks) (70%)**

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| --- | --- | --- | --- |
| **Rubric** | **Developing** | **Acceptable** | **Professional** |
| **Training Session - Criteria A**  **(Time Management)** | **0-1**  - Three to four areas of sessions are not completed in required time allotment. | **2**  - One to two areas of sessions are not completed in required time allotment. | **3**  - All areas of sessions stay within allotted time. |
| **Training Session - Criteria B**  **(Team Participation)** | **0-2**  - Trainers did not participated equally.  -Each team member’s role or responsibility is not professionally identified during session. | **3-4**  - Some trainers did not participate equally.  -Some team member’s role or responsibility is professionally identified during session. | **5**  - All trainers did not participate equally.  -All team member’s role or responsibility is professionally identified during session. |
| **Training Session - Criteria C**  **(Training Plan)** | **0-1**  - Session loosely follows training plan supplied. | **2**  - Session somewhat follows training plan supplied. | **3**  - Session mostly follows training plan supplied. |
| **Training Session - Criteria D/E**  **(Subject knowledge and practice)** | **0-2**  - Little or no of research on material or training session evident.  **-Significantly read from screen, phone or document.**  -Little to no evidence of prior practice evident. | **3-4**  - Some evidence of research on material or training session.  -Somewhat read from screen, phone or document.  -Some evidence of prior practice evident. | **6**  - Demonstrated good evidence of research on material or training session.  Little to no reading from screen, phone or document.  -demonstrated good evidence of prior practice. |
| **Training Session -Criteria F&K**  **(Slides, pamphlet or handout)** | **0-2**  - Pamphlet, handout or slides met few requirements.  -Did not include pamphlet or handout in session. | **3-4**  - Pamphlet, handout or slides met some or most requirements.  -Included pamphlet or handout in session. | **5**  - Pamphlet, handout or slides met all requirements. |
| **Training Session -Criteria G**  **(Video | Activity)** | **0-2**  -Video| Activity does not meet most requirements. | **3-9**  - Video| Activity meets most of the requirements.  - See Assignment requirements. | **10**  - Video| Activity meets all of the requirements. |
| **Training Session -Criteria H**  **(Trainee engagement)** | **0-1**  **-**Session does not engage trainees either through involvement, questions or general interaction. | **2**  **-**Session somewhat engages trainees either through involvement, questions or general interaction. | **3**  -Session clearly engages trainees. |
| **Training Session -Criteria I**  **(Comprehension breaks)** | **0-2**  **-**Training session did not include any comprehension breaks **or** comprehension breaks are not used to evaluate comprehension **or** no modifications to microteach session based on comprehension.  - After session quizzes not used for evaluating comprehension and enforcing learning. | **3-5**  **-**Training session include 1 comprehension break, **but** comprehension breaks are not used to evaluate comprehension **or** no modifications to microteach session based on comprehension to enforce learning. | **6**  - Training session included 2 or more comprehension breaks **and** modifications to microteach session included based on comprehension. |
| **Training Session -Criteria J**  **(Presentation Creativity)** | **0-2**  - Little to no creativity demonstrated. | **3-5**  -Demonstrated **some** creativity in design and/or delivery. | **6**  - Demonstrated creativity in design and delivery. |
| **Training Session -Criteria J**  **(Presentation professionalism)** | **0-1**  - Little to no professional demonstrated. | **2**  - was mostly professional.  - Language and/or delivery were mostly professional | **3**  - was professional.  - Language and delivery were professional |
| **Training Session -Criteria L**  **(Feedback)** | **0-1**  - No feedback was gathered from trainees.  -Feedback did not cover training material or was not relevant to training session.  Feedback link not supplied prior to microteach session. | **2-4**  -Some feedback was gathered from trainees.  -Feedback partially covered training material or was somewhat relevant to training session. | **5**  - Feedback was gathered from trainees.  -Feedback covered training material and was relevant to training session. |
| **Attention: Each group will meet collectively with faculty for private feedback on their microteach after all microteach sessions have been completed.** | | | |

**Microteach Subject**

Each group may select a topic but no two groups may cover the same topic. Topics selected in a random order.

**Topic 1.** How to implement **user security** using AD and Domain environments including auditing and monitoring.

**Topic 2.** How to implement **directory and file system security** using AD and Domain environments including auditing and monitoring.

**Topic 3.** How to implement and protect **system integrity** including auditing and monitoring.

**Topic 4.** How to implement **network integrity** including auditing and monitoring.

**Topic 5.** How to implement **authentication and authorization** with Radius, MFA, including auditing and monitoring in a Windows Environment.