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Using Narrated PowerPoint Presentations for Distance Learning

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AUDIO LECTURES – Using Narrated PowerPoint Presentations

Dr. Paul Savory

Industrial and Management Systems Engineering

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Course: IMSE 905 (Analysis of Engineering Management II) – a key course in the Master of Engineering in Engineering Management internet-delivery degree program

Class Notes

Students are provided with a “shell” of the class notes

What You Cannot Ask During an Interview

Even though you need to ask a lot of questions to conduct an effective job interview, you cannot just ask anything. Certain questions are legally forbidden, and asking them can lead to a discrimination lawsuit.

Asking questions without the intent of using the answer to discriminate against potential employees is no defense. Furthermore, even if someone volunteers information during the interview that could lead to discrimination, you can still be held liable. For that reason, never write down any information that falls into the categories of questions covered below or into any others you may believe could get you into legal trouble. In these circumstances, state that the volunteered information is not relevant to the interview and move on.

Luckily, you can easily avoid legal trouble by avoiding certain kinds of questions. Most of the forbidden questions are non-job related and you can keep yourself within legal bounds by sticking to professional topics in an interview.

Questions to steer clear of include:

- (1) **Age**
People over 40 are protected by state and federal law to prevent age discrimination and therefore you may not inquire about a candidate's age. Because most people graduate from high school at age 17 or 18, you may also not ask the year someone graduated from high school. However, you may ask about year of graduation from college because people attend college at different stages of life.
- (2) **Marital Status**
Leave the kind of question for getting acquainted after an offer has been extended.
- (3) **Citizenship**
Although you will need to verify that someone is a citizen in order to hire them legally, you cannot find out by asking the question. You may ask a similar way however: "Could you, after employment, obtain verification of your legal right to work in the United States?"

Narrated PowerPoint Presentation

The screenshot shows a slide with the following content:

What You Cannot Ask During an Interview

- (1) How old are you?
- (2) Are you married?
- (3) Are you a citizen?

Navigation controls at the bottom show 'Slide Number: 21' and 'PLAYING'.

Through Blackboard, students listen/watch a presentation of the material via a flash-converted narrated PowerPoint Presentation

Online Discussion Thread

Student respond to questions/issues posed in the PowerPoint presentation

The screenshot shows a discussion thread with multiple posts. The posts are organized into sections: "Question 1: Characteristics of a Manager" and "Question 2: Leader vs. Manager". Each section contains several posts with user names and timestamps.

Online Quizzes

After reviewing the notes and watching the presentation, students complete an online quiz over the material

The screenshot shows a quiz interface titled "Preview Assessment Module 1 Quiz". It includes a "Timer" showing 3:00, a "Question 1 of 12" indicator, and a "Test" button. The quiz content is partially visible, showing a question about a manager's characteristics.