

PLANNING TEMPLATE OF A COURSE

CONTENTS

By using these templates - Planning template of a course, Structure of a teaching session and Tools and Methods, you may plan a course, a structure for a teaching session and the related tools and activities. By clicking the symbol, you can go the right page of the planning document.

Click the
symbol



**Planning template of a course,
explanation and user's guide**



**PLANNING TEMPLATE OF A
COURSE**



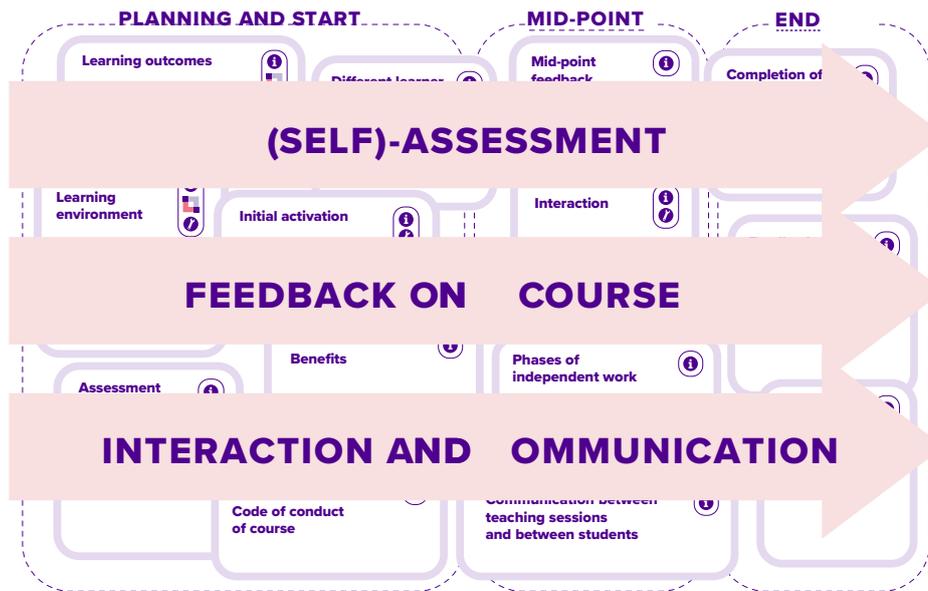
**STRUCTURE OF A TEACHING
SESSION**



TOOLS AND METHODS



THE PURPOSE OF THESE INSTRUCTIONS is to guide the planner of the course to consider the issues collected in the templates. The figure below shows the three processes that flow through the course: (Self)-assessment, course feedback and interaction and communication



DIFFERENT ELEMENTS AND THEIR USE, ASSESSMENT PART AS AN EXAMPLE

Name of part



Further information and links

- Clicking the *i* symbol reveals additional information.
- Clicking on the link will take you to the relevant page on the Teaching and Learning Centre website.
- Clicking takes you to the toolbar page for this file.

Field in which you can write

- You may continue writing even though the visible field ends. A scroll bar will appear to the right of the field.

PLANNING TEMPLATE OF A COURSE

*Starting a lecture/teaching...
and the mid-point... Are as important as the ending.*

PLANNING AND BEGINNING

Learning outcomes

Different learners

Learning environment and tools

Initial activation

Assessment

Benefits

Code of conduct during the course, common rules

MID-POINT

Interim feedback

Interaction and co-building of knowledge

Phases of independent work

Communication in-between teaching sessions and students

ENDING

Completion of demonstrations and study assignments

Feedback on the course

Summary

1

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STRUCTURE OF A TEACHING SESSION

Course

Learning outcomes of a teaching session

1

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PHASES OF TEACHING	TIME	METHODS AND TOOLS
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Introduction	<input type="text"/>	
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Content phase I	<input type="text"/>	
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Activation	<input type="text" value="🔧"/>	
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Content phase II	<input type="text"/>	
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Ending	<input type="text"/>	
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Course / module / teaching session



OUTCOMES

EXAMPLES OF TOOLS

Material, presentation and sharing



Assessment, demonstration of learning and quick activations



Group work and interaction



Other tools and links

