## Annex 2. Template of a course study guide for students

**The study guide for the course**

**TITLE, CODE (e.g. EDU 4020)**

Teachers:

Short presentation or bio or link...

Dear students, this guide will help you to understand course structure, assignments in virtual learning environment and link to the learning content. It will explain to you how to study and how your personal achievements will be assessed. You will find information on help contacts, contact hours with the teacher and other important issues.

First, here are the **learning outcomes** of the course. Having successfully completed the course, you will be able to:

* define ……………..
* identify ……………..
* identify ………………..
* select ………………….
* create ………………
* share …………………..

Second, this course (or topics x-y) are prepared using flipped classroom methodology, which means that it requires your preparation for each in-class (online or face to face) meeting. This study guide presents you with main topics, preparation activities and assignments, however all learning materials and more coherent descriptions are provided in Moodle. Flipped class methodology focus on your learning of main concepts, ideas or basic, introductory information before our meeting, where in-class activities guide you in deeper learning and understanding of more complex concepts, topics, examples, etc.

Learning material is prepared to acquire these skills learning. It consists of:

* literature for pre-class and in-class studies;
* descriptions of pre- and in-class activities;
* records of presentations and online consultations in virtual learning environment;
* practical tasks;
* real time chat, discussion forums;
* additional interesting and useful literature.

The main course topics, activities and assignments are:

|  |  |  |  |
| --- | --- | --- | --- |
| Content (topics) | Study week | Meetings/lectures | Activities/Assignments |
| Introduction and topic 1 |  |  |  |
| 1. Introduction on the course and flipped class 2. The concept of ………………… | Week 1  Week 2 | Aug. 25 (F2F)  Sept. 8  19.00 – 20:30 CET (online) | Prepare for next meeting - watch video on … |
| 1. ……………… | Week 3 | Sept. 22  19.00 – 20:30 hour CET  Sept. 29  19.00 – 20:30 hour CET | Pre-class: video on..  In-class………………... |
| 4. …………………… | Week 4 - 5 | Date and time | Pre-class: reading on.. and selfcheck test in Moodle …  In-class………………... |
| 5. ……………. | Week 6 – 7 | Date and time | Prepare a group presentation on ………………...  ………………….. |
| MIDTERM | Week 8 | HOW? | ORAL?  WRITTEN?  ONLINE TEST?  PROJECT? |
| 6. ……………………. | Week 9 | Date and time | Pre-class: video on … In-class: collaborative document activity in groups on …  Pre-class: reading on.. and selfcheck test in Moodle …  In-class………………... |
| 7. ………………….. | Week 10 - 12 | Date and time |
| 8 …………………….. | 13 week |  | …………………. |
| 1. …………………….. | 14 week |  | ……………………… |
| 1. ………………….. | 15 week |  |
| EXAMINATION | DATE | HOW? | ORAL?  WRITTEN?  ONLINE TEST?  PROJECT? |

Online video meetings will take place online at http://indicate the address

**The dates for group work presentation:**

**Practical task 1 (group work). Xxx - Sept. 29, at 19.00 hour CET**

**Teamwork – Part 1. xxx - Oct. 20, at 19.00 hour CET**

**Teamwork – Part 2. xxx - Dec. 1 at 19.00 – 20:30**

During the course, you will have to perform 10 pre-class activities, and prepare 3 practical tasks, including 1 team work, which will be split into 2 parts in order to facilitate the progress. Then you will have to pass mid-term and the exam:

|  |  |  |
| --- | --- | --- |
| *Assignments* | *Weight* | *Total of the final mark* |
| 2 practical tasks | X % each | X % |
| teamwork | X % | X % |
| mid-term | X % | X % |
| exam | X % | X % |
| Total: | 100 % | |

**Assignment criteria and weights**

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment | *Criteria* | *Weight of each criteria* | *Total weight of the activity* |
| Practical task 1 (group work). Mind mapping. | * …. are identified and marked as categories in the mind map * ….. are described by sub-branches in the mind map * The levels ….. are included and described * The mind map is presented by ….. | 1  1  1  2 | 5 % |
| Practical task 2. …….  Each student …... | * …. is developed * ….. long * ….. uploaded online as ….. * Pictures and videos ….. | 1  1  1  2 | 5 % |
| Practical task 3. ….. | * …. * ….. * ….. | 2  2  1 | 5 % |
| Teamwork – Part 1. …... | * Each group member identifies at ….. * group establishes a collaborative document for development of joint presentation * The presentation is uploaded ….. * Group presentation ….. | 2  2  3  3 | 10 % |
| Mid-term | 15 % | 15 % |  |
| Exam | 50 % | 50 % |  |
| Total: | 100 % | |  |

Once a week, you will be consulted online at the discussion forum in an asynchronous way, answering your questions. The time the teacher may be connected is indicated in Moodle, please register in Moodle scheduler consultations at least one day before.

You are also encouraged to write your reflections in the blog. The aim of this activity is to improve metacognitive skills and skills for management of educational technologies and reflection preparation as well. Posting in the blog will provide you with the possibility to try new technologies, use them in the study process and acquire the course learning outcomes. It will also provide me with the possibility to see your experience, attitudes and improve the course content. There is a template for your blog posting ideas, however do not feel obliged to follow it – be creative.

Let‘s study, share and improve!