

Modernization and internationalization of Iranian HEIs via collaboration in TEL-based curriculum development in engineering and STEM

UNITEL E-COURSE

Templates and guidelines for learning material production in UNITEL

e-course

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# Introduction

These instructions are to support the development of UNITEL e-course learning material development.

The detailed description of the course, it´s objectives and the structure is presented in [*“The development of learning materials in a nutshell”*](https://drive.google.com/drive/u/1/folders/1Hgmec15bL0vKGilI2y01SJioH0ysq77b)*.*

# The materials to be produced for UNITEL e-course

The materials to be produced by the partners for the topics (“lectures”) are:

## Storyboards

A storyboard is a “tool” to help to structure the presentation, e.g. the amount and the order of the slides.

[The template for storyboards is in Appendix 1](https://docs.google.com/document/d/17YvwfmdvJkjwMDWNcePUykqEZhzeXx14/edit?usp=sharing&ouid=103106027257106377880&rtpof=true&sd=true) (in GoogleDrive).

## Lecture notes

Lecture notes are *“Powerpoints in speech”.* They are textual documents presenting the topic in-depth and providing different hypothesis, theories, clarifications in addition to the slides as well as list of additional readings and resources. They are helping the lecturer in lecturing (being sometimes the same or almost the same as the lecturer´s presentation). Lecture notes are also supporting the course participants in learning being additional material to video lecturer. The length of the lecture notes is about 10 – 15 pages.

[The template for lecture notes is Appendix 2](https://drive.google.com/drive/u/1/folders/1uPVBjB7sQYo1HASDGVVXGoxfXt59lAlS) (in GoogleDrive).

## Powerpoint presentations

All topics will include about 10 – 15 slides which are used as a part of video/multimedia lectures.

[The template for Powerpoint presentations is Prof. Matteo Martini is Appendix 3](https://drive.google.com/drive/u/1/folders/1uPVBjB7sQYo1HASDGVVXGoxfXt59lAlS) (in GoogleDrive).

## Video/multimedia lectures

Video/multimedia lectures are created by OBS Studio software. These lectures are combining the video presentation of a lecturer and the slides. Presentations are about 20-60 minutes (if longer than 30 min, then e.g. 2 x 20 minutes).

[A short guideline of OBS Studio](https://drive.google.com/drive/u/1/folders/1-4k6I1pTV17T9x_gOKWumF0-KBFr6c1t) by Mikail Feituri (USGM) is shared in UNITEL GoogleDrive (Appendix 4).

## Assignments for assessment of learning

The overall aim of the UNI-TEL e-course is *to empower Engineering and STEM departments at Iranian universities in enhancing skills and competences of professors and instructional designers on innovative collaborative ICT-based practices. These practices are seen as a means to increase curriculum modernisation and internationalisation.*

The assessment of learning during the UNITEL course is an essential part in supporting the participants of the course to achieve those aims.

### Individual project work / plan

An important element of the assessment in the course is an ***individual project work / project plan*** elaborated by all participants of the course. The project work is different for all participants depending on their  ***current work challenges***.

Examples of the potential project titles for different UNITEL course participants could include:

* for professors and lecturers: “How could I utilize technology enhanced learning in my next course?”
* for instructional designers and IT-support personnel: “What would be a good way to cooperate and learn from each other from colleagues working in other departments?”

Some participants of the course might work as educational leaders in programme or department level. Their project plan can support strategic educational development and leadership to increase curriculum modernisation in STEM:

* for educational leaders: “How to build closer connections with our most important stakeholders?”

The project work is a document about 2-5 pages. It will be constructed step by step during the course. The process is supported by topic assignments.

### Topic assignments

Each course topic will consist questions and assignments which are supporting the preparation of the own project work. Examples of potential topic assignments could be e.g.:

* “Please give a short and catchy working title for your project work.”
* “Whom should know about your development project? Please contact that person and tell about your project.”
* “Please contact at least one potential colleague, whom you have not worked with before.”

The answers are submitted in UNITEL course Moodle.

### Multiple-choice questions

To give a quick overview of the progress of the participants during the course multiple-choice questions are used. Also, these are connecting the links between the UNITEL course and the current work contexts of the course participants.

## Preparation of assignments and test questions

The course leader P2 – UTU will coordinate the production of these assignments and contact subject experts to split the project work in relevant and meaningful pieces. UTU will also compile a document containing all the evaluation questions.

 [The links for Appendices 1-3 in UNITEL GoogleDrive](https://drive.google.com/drive/u/1/folders/1uPVBjB7sQYo1HASDGVVXGoxfXt59lAlS)

## Appendix 1: Template for storyboards

## Appendix 2: Template for lecture notes

## Appendix 3: Template for slides

## [Appendix 4: Video/multimedia lectures in UNITEL e-course](https://drive.google.com/drive/u/1/folders/1-4k6I1pTV17T9x_gOKWumF0-KBFr6c1t)