

[Title of the course]

[Name of the author of the course, University, Country]

COURSE GUIDE

General introduction

1. Summary
2. About the author
3. Learning goal of the course
4. Organization of the course
5. Syllabus
6. Learning material
7. Learning assessment

1. Summary

[Introduction of the course]

2. About the author

[Fill in VITA of the author]

3. Learning goal of the course

At the end of this course, you will be able to...

[Fill in goal]

4. Organization of the course

This course follows the “blended learning” approach. That means that learning in the class gets combined with learning outside the class. To be more specific, we follow the [‘flipped classroom’](#) arrangement.

The tutor decides when and how often to arrange a class.

The course is arranged in three moments: 1) before the class, 2) during the class, and 3) after the class.

Before the class:



Read the objectives of the lesson.



Read the corresponding book chapter.



Answer the questions to test your reading comprehension.



Watch the videos corresponding to the lesson.



Watch the PowerPoint presentation.



Do the exercise and bring it to the class for group discussion.

During the class:



Contribute to the group discussion.



Take the test provided by your tutor.

After the class:



Write a paper regarding [course topic]. This paper will progress throughout the course; that is, every new segment in your paper will correspond to every new lesson in the course.



Present your paper for feedback when your tutor invites you to do so.

5. Syllabus

Lesson 1: [Title]

Lesson 2: [Title]

Lesson 3: [Title]

...

6. Learning material

Main Book: [Reference]

Videos: Some lessons are accompanied by videos where [name of the author of the course] explains a determined topic. A list of videos is provided.

Other material: This course also provides a PowerPoint presentation where some topics are explained.

7. Learning assessment

Given that most of the learning activities are carried out at home, this course requires high responsibility and discipline from the students. You are expected to follow the instructions provided in this guide and to prepare well before the class. The tutor monitors the satisfactory and timely completion of your homework. Your final grade will depend on your preparation at home and your participation during the class.

[Title of the course]

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LESSON 1: [Title of the lesson]

Learning objectives

At the end of this lesson, you will be able to ...

[Fill in the learning objectives]

Steps

Before the class:



Read the objectives of the lesson. This will help you to stay focused on what is important.



Read the corresponding book chapter: [chapter x “Title of the chapter”].



Answer the questions to test your reading comprehension.



Watch the videos corresponding to lesson 1 [“Title of the lesson”].



Watch in the PowerPoint presentation the slides related to the content of this lesson.



Do the exercise and bring it to the class for group discussion.

During the class:



Discuss your exercise in small groups. Choose the best answers and share them with the rest of the class. Whenever applicable, illustrate your answers with examples.



Take the test provided by your tutor.

After the class:



Write a paper regarding [course topic]. This paper will progress throughout the course; that is, every new segment in your paper will correspond to every new lesson in the course.



Present your paper for feedback when your tutor invites you to do so.

Learning assessment

During the class:

Your contribution to the group discussion.
The test.

After the class:

Your paper (one part of it at the end of the lesson or the whole at the end of the course)

Lesson [x: Title of the lesson]

Questions for reading comprehension

A. [Question]?

1) [Answer]

2) [Correct answer] (x)

3) [Answer]

B. [Question]?

1) [Answer]

2) [Answer]

3) [Correct answer] (x)

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Lesson [x: Title of the lesson]

Exercise

1. [Exercise]

[Title of the course]

[Name of the author of the course, University, Country]

Lesson [x: Title of the lesson]

Learning assessment

1. [Question]?

2. [Question]?