# Course Development Lesson Plans/Instructor Notes

When developing a course, it needs to be created so that it is “plug and play.” This means that any qualified Professor assigned to teach the course would have everything they need to deliver the course on short notice. Weekly lesson plans or instructor notes act as GPS for the Professor to follow when preparing to deliver each lesson. Apart from the slides, they should inform whoever is going to be teaching the course exactly what the structure of the lesson is, what will be taught, how it will be taught, and how long it should take. It should also give behind the scenes tips, advice, and context about the content, activities, assessments, and delivery. There is no specific template that should be used for your lesson plan/instructor notes. Think about what the professor needs to know about the lesson to be able to deliver it.

Below is a customizable template you may consider using. The white rows are what should be completed. Typically each lesson plan is saved as a separate document, to be uploaded into the weekly content folders on Brightspace

Course Code – Course Name

Week # Lesson Plan

Resources used in this lesson:

|  |  |  |
| --- | --- | --- |
| **Lesson Components** | **Content covered/ what Professor should know** | **Time Duration** |
| **Start** |  |  |
| **Lecture and/or lab** |  |  |
| **Activity** |  |  |
| **Assessment** |  |  |
| **Lesson Wrap-up** |  |  |

If needed, on Page 2 is some guidance for how to fill out the template, and suggestions for what kind of information to input.

Course Code – Course Name

Week # Lesson Plan

Resources used in this lesson: *Ex: Textbook chapters, YouTube videos, handouts, PowerPoint slides*

|  |  |  |
| --- | --- | --- |
| **Lesson Components** | **Content that will be covered/Information that the Professor should know** | **Time Duration** |
| **Start**  *How will the lesson start? How will you engage learners?* | Provide details on how the lesson starts. *This could be* *ice breakers, review of last class, learning outcomes and agenda, Industry story* | How many minutes do you estimate this will take? *Ex: 15 minutes* |
| **Lecture and/or Lab**  *What will students learn in the lecture?* | Provide details on the lecture and/or lab. *This could be: What are the main lecture topics? Why is this important? What should the professor know about the topic and how it connects to the unit/course/industry?* What is the objective of the lab? What is the breakdown of how the lab will occur? | *Ex: 45 minutes* |
| **Activity**  *How will you check understanding, apply learning, engage learners?* | Provide context to facilitate the activity: *What is the objective of this activity? Is there anything the professor or learners should know about it?* | *Ex: 30 minutes* |
| **Assessment**  *Are you assessing learners on this lesson?* | Consider: Are you assigning an assessment in this class? *What should the professor know about it? What should the learners know about it?* | *Ex: 15 minutes* |
| **Lesson Wrap-up**  How will you end the lesson? How will you tie it in to the next lesson? | Provide details for how the lesson ends: *What are the main takeaways that you want learners to remember? Are you assigning a work period? Can you take questions? What do learners need to know for the next lesson?* | *Ex: 15 minutes* |
| Total Time:  *This total should equal your allotted class time.*  *Ex: 2 hours lecture, 2 hours lab* | | *Ex: 120 minutes* |