Instructor Notes

Similar to a lesson plan, this document will provide you weekly instructions on how to pull the course content, learning activities and assessments together.

# Week 1

## Agenda

* Schedule of content and learning activities throughout class
* Estimate time for content and activities
* Plan for a 10-20-minute break (does not apply to online courses)
* Plan for a range of activities 1

## Content

* List of lectures\*, tutorials, videos, etc.

*\*Export lectures (with presenter notes) as PDFs and upload to Brightspace for students.*

## Learning Activities

* List of writing exercises, critiques, forum discussions, etc.
* How to facilitate learning activities (if necessary)

## Assessment

* The assignment, exam, etc. that will be used for assessment
* They spread over multiple weeks

1 Courses should be more applied-learning in nature. Lectures (either in-class or online videos) are effective at setting up knowledge, but balance those out with applied activities such as group discussions, writing or design exercises, workshop-like methods—the more interactive and/or collaborative the better. It is also acceptable to have students begin work on their assessment in class—this gives you the opportunity to mentor each team or student to get their assignment started in the right direction. A structure that may worked for a three-hour interaction design courses could be:

**Hour 1** Content (Lecture, tutorial, video, etc.)  
**Hour 2** Learning Activity (ungraded)  
**Hour 3** Assessment (graded)

However, every class does not necessarily need to follow this structure over and over again. You may decide some classes are full learning activities or discussions.

If your course is online, our instructional designers will be able to walk you through the different methodologies and technologies available to you for course delivery.

# Week 2-15

Repeat as above, noting that for most programs there are no classes during Week 8 (Break Week)