

Facilitator's Plan for Workshop Module 8: Developing a Student Guide

This plan is for facilitators to follow in the facilitation of this module. It is subject to adaptation in order to suit various workshop contexts.

Expected Duration:

Participants are expected to spend 120 minutes in order to complete this module.

Suggested Time (mins)	Content	Methodology	Resources
5	<p>Introduction to module 8</p> <ul style="list-style-type: none"> • Warm up to the module <i>Ask participants on an important thing they know about student guide.</i> • Module overview Emphasise terms: <i>guidance and support.</i> • Module objectives 	<p>Questioning Roundtable discussion Mind mapping</p> <p>Mini Presentation by facilitator</p>	<p>Whiteboard notes/or Flipcharts</p> <p>Wikipage:Singapore VUSSC BC2 (facilitator to guide learners) and/or</p> <p>Power point presentation slide#</p> <p>Printed handout</p> <p>Board notes</p>
5	<p>What is a Student Guide?</p> <ul style="list-style-type: none"> • General definitions of Student guide. • Purpose of a Guide – to <i>assist.</i> <p>Get participants to work on activity</p>	<p>Mini Presentation by facilitator</p> <p>Individual activity</p>	<p>Wikipage:Singapore VUSSC BC2 (facilitator to guide learners) and/or</p> <p>Power point presentation</p> <p>Board notes</p> <p>Handout</p>

10	Types of Student Guide <ul style="list-style-type: none"> • academic • administrative 	Mini presentation by facilitator followed by group discussion.	Wikieducator Singapore VUSSC BC2 (facilitator to guide participants) Power point presentation Handout (in case of print)
20	Principles in developing ODL Student Guides Reflection thought on student guides. Experiences on using Student guides. Eleven Important guidelines	Group activity and presentations Mini presentation by facilitator	Wikieducator Singapore BC2 (facilitator to guide participants) Handout
60	Creating Content for ODL Student Guides. <ul style="list-style-type: none"> • Principles covered in module 5 • Structure and design • Learner needs and learning styles • Piloting and feedback on sample guide • Study Guide Toolkit Purpose: to ensure clarity and consistency in developing student guides. Checklist/Toolkit 3 stages: Planning, Content Development and Finalising & Distribution	Reflection and whole group discussion Mini presentation by facilitator Mini presentation by facilitator. Emphasize and elaborate on this purpose Click on toolkit link. Explain each item on checklist giving local illustrations.	Wikieducator Singapore BC2 Module 5 (facilitator to guide) Link on McGrawHill Sample Guide. (Other sample guides may be reviewed at this point) Wikieducator Singapore BC2 (facilitator to guide)

		Questioning: ask participants to give some work based examples.	Click on <i>Student Guide Checklist</i> link
20	<p>Assignment Purpose: get participants to apply previously learned information on study guide. Develop and adapt student guide using the sample guide and checklist/toolkit.</p>	Individual Activity (assessment)	<p>Website Singapore VUSSC BC2 (facilitator to guide)</p> <p>Handout (for print)</p>
10	<p>Module Summary Look at objectives and talk about what has been accomplished.</p> <p>Direct group to summary on Wiki or handout if its print based.</p> <p>Reemphasize: a guide assists the learner in his/her learning journey.</p> <p>Inform participants on any outstanding task(s). Tell participants about the next module.</p> <p>Thank group and close session.</p>	<p>Brainstorming and mind mapping</p> <p>Mini presentation by facilitator.</p> <p>Mini presentation by facilitator.</p>	<p>Whiteboard notes/flipcharts</p> <p>Wikieducator Singapore BC2 (facilitator to guide) Or Handout for print based learning.</p>

Special notes:

If size of group is large small group activities (or working in pairs is preferred).

If size of group is small (less than 6 participants individual activities is preferred).

Handouts and power point presentation are recommended for print based workshops.

Power point presentation is also recommended for online learning.