

Methodology – filled form

1 Preparation of a New course

		Answer
a.	Course title:	What is Hlučínsko (specific part of Silesia) and who are its inhabitants – EXISTING COURSE outside ISEV project
b.	Target group:	<input type="checkbox"/> Seniors under 65 <input checked="" type="checkbox"/> Seniors aged 65 and 65+
c.	Time allocation: state the number of hours per semester:	<input type="checkbox"/> Less than 36 hours <input checked="" type="checkbox"/> 36 hours and more than 36 hours <input type="checkbox"/> Other frequency - state the number of hours per semester
d.	Lesson frequency during the semester:	<input type="checkbox"/> Frequency 2 hours per week <input type="checkbox"/> Frequency 3 hours per week <input checked="" type="checkbox"/> Other frequency – please state: one lesson (4 hours) a month in classroom, totally 6 lessons in classroom, cca 36 hours in virtual classroom within the semester
e.	Input requirements for a course participant (knowledge, skills, e.g. work with a PC and the Internet, or others).	<input checked="" type="checkbox"/> Work with a PC <input checked="" type="checkbox"/> Work on the Internet <input type="checkbox"/> Other knowledge, state: work in virtual classroom, communication through virtual classroom <input type="checkbox"/> No requirements
f.	Content of the course – e.g. title of individual lessons:	<input type="checkbox"/> State the titles of individual lessons: 1. Introduction, constitution of Hlučínsko after the first war. 2. Evolution, characteristics of the region 3. Identity, sources of identity, how identity has changed during 20 century 4. How the border in Silesia has changed in 20 century 5. What people did you're their living 6. Cancelation of serfdom, industrial revolution and its influence to the people 7. Architecture and urbanism of the region 8. Hlučínsko within Third Reich 9. Second world war and its influence on inhabitants of Hlučínsko 10. How to study history of Hlučínsko, sources, archives, digital archives.
g.	Study materials for the course	<input checked="" type="checkbox"/> Recommended literature

	State particular literature and other sources	Teachers prepare study materials for seniors and upload them to the virtual classroom. Material consists of original texts, pictures, maps, powerpoint presentations, etc.
i.	Is the course in an eLearning form? How to access it? Address, login information:	<input type="checkbox"/> How do seniors access the eLearning course? Provide a URL address and login information: Course is supported by eLearning course in virtual classroom https://setip.osu.cz/course/view.php?id=115 . Access to the course for obtain registered seniors. There is possibility to access as a host without login.
j.	What is the share of direct and eLearning part (e.g. 36 hours of direct education and 36 hours in a virtual classroom):	x Share of eLearning part – state the number of hours: 24 x Share of direct education – state the number of hours: 36
k.	Do the seniors participate in course creation? How?	x Seniors do not participate in course creation. <input type="checkbox"/> Seniors participate in course creation as follows
l.	Is it Necessary to train the seniors? If yes, state its focus?	<input type="checkbox"/> No x Yes, how? Seniors that want to attend course have to be trained in ICT, using internet for learning, how to work with virtual classroom, how to communicate with teachers and schoolmates.
m.	Do students/youth participate in course creation? State how?	<input type="checkbox"/> Yes, students do. x Students do not. <input type="checkbox"/> Students provide technical support. <input type="checkbox"/> Students are lecturers. <input type="checkbox"/> Other possibilities of students'/youth engagement
n.	Is it Necessary to train the students/youth? If yes, state its focus?	x No, they do not participate <input type="checkbox"/> Yes, how?
o.	How does the course meet the requirements on social inclusion? Underline those valid.	Is it barrier-free in the sense of architectural, information, economic, health, social barriers? Presence lessons are situated to the classrooms without barriers. Unfortunately we do not have perfect barrier-free environment, toilets, corridors, entrance to the building, etc. We teach in historical buildings, barrier-free adaptation is not ideal one.
p.	How does the course end? (for example	The course ends in:

	in a theoretical exam, practical exam, test, presentation, semester work, or colloquium?)	<input type="checkbox"/> Practical examination <input checked="" type="checkbox"/> Test <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Semester work <input type="checkbox"/> Colloquium
q.	Do the seniors obtain a certificate after a successful course completion?	<input type="checkbox"/> Yes, they will obtain a certificate after a successful course completion. <input checked="" type="checkbox"/> They will obtain – state: credits written in the specific jotter to evidence what courses were pass. <input type="checkbox"/> No

2 Staff, organisational/administrative, and technical provisions of the course

		Answer
a.	Who participates on the preparation of the course?	<input checked="" type="checkbox"/> Guarantor <input checked="" type="checkbox"/> Personnel <input checked="" type="checkbox"/> Technician <input checked="" type="checkbox"/> Administrator of eLearning courses <input checked="" type="checkbox"/> Other, state: teachers
b.	What are requirements on the lecturer? State.	Experts on the topic, pedagogical experience, ability to work within virtual classroom.
1.	Pedagogical requirements, requirements on lecturer's qualification and experience.	Lecturers are university teachers, staff of museum and archive. There are experts in the topic.
2.	Does the lecturer need a special training? If yes, which?	Lecturer has to be trained in using virtual classroom. How to upload materials, how to prepare activities for seniors, how to check their results, examine, comment their assignments. Lecturer has to be trained in communication platform: how to create discussion board, how to motivate seniors, etc.
3.	Is the lecturer a creator of the eLearning course as well?	<input checked="" type="checkbox"/> Yes, eLearning course is partly prepared by lecturers, technicians and the coordinator of all U3A activities. <input type="checkbox"/> No
4.	If yes, state the requirements on course creators.	Knowledge of Moodle system in the role of teacher. Knowledge of methodology how to create eLearning course in Moodle.

5.	Can a senior be a lecturer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.	Can a student be a lecturer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c.	Technical provisions of the course:	
1.	How are study materials distributed (for example, in a paper form for a lesson, by email electronically, in eCourse, etc.)	Study materials are distributed in eCourse on the moodle platform. Address is https://setip.osu.cz/course/view.php?id=115 . Some materials needed in presence lessons can be distributed in a paper form.
2.	How classrooms, laboratories are arranged?	Classroom has blackboard, data projector, notebook, access to Internet.
3.	What are the requirements for a classroom?	<input type="checkbox"/> Each student needs access to a personal computer <input checked="" type="checkbox"/> Other, state: in this course students do not need access to PC, lessons are lead as frontal teaching.
4.	How is the eLearning platform arranged for the course?	eLearning course which supported the course is divided into 6 parts. Every part focuses on specific topic related to the presence lesson. Every part includes: presentation of the lecture, material to the topic prepared by lecturer, references to electronic sources and other sources like books, etc., discussion board with different topics to the discussion, assignments for individual seniors' work. It can be home works, quizzes, essays, etc. These assignments are evaluated by lecturers; seniors obtain grades which are the bases for credits.
5.	Does the course need a position of an eLearning administrator?	Yes. It is necessary to prepare structure for course, create accounts for seniors, enrol seniors to the specific course, etc. This is eLearning among others administrator job.
6.	What activities will s/he do regularly?	<ol style="list-style-type: none"> 1. Create empty courses 2. Create accounts for seniors and lecturers (ev. other roles) 3. Enrol seniors to specific courses 4. Help with development of the content of the course 5. Graphical amendment of the courses as well as whole platform 6. Archive of the courses 7. Adaptation of the courses for general public
7.	How is seniors' logging in the course arranged?	Every senior has account created by Administrator. This account is also part of her/his registration to the virtual U3A. Seniors obtain user name and password.

3 Financial matters of the course

		Answer
a.	How is the course funded?	Course is funded by Ministry of Education Czech Republic. U3A obtains grand which depends on activities realised in previous academic year. The main inputs to the algorithm are: number of realized courses, number of seniors involved, financial demands on the specific courses, etc. Course is partly financing by tuition fee.
b.	What is the school fee?	200 CZK is a tuition fee for seniors.
c.	What is the cost of the course (i.e. total expenses for preparation and implementation of the course)?	30.500,- CZK
d.	What is necessary to be paid in relation to preparation and implementation of the course? (For example, lecturer, personnel, printing of study materials, classroom rent, eLearning course administration, etc.)	24.000,- CZK for Teachers 2.000,- CZK for Administrator 2.000,- CZK for Personnel 2.000,- CZK for Guarantor 500 CZK other (printing, office needs, etc-)

4 Acquisition, informing of the target group (seniors)

		Answer
a.	How is the course offered? By what means? Underline those valid.	<input checked="" type="checkbox"/> Media, letter to a senior organisation, mail to registered seniors, web pages of the organisation. <input type="checkbox"/> direct phone calls to Senior social centres <input type="checkbox"/> Other – state:
b.	Do you organise specialised events? Underline those valid.	<input checked="" type="checkbox"/> Seminars, open-door days. <input type="checkbox"/> Other – state: <input type="checkbox"/> No
c.	The course is offered to registered seniors	<input checked="" type="checkbox"/> Yes, but course is open for the public. It means when some new senior wants to register to the virtual U3A, he/she can. <input type="checkbox"/> No
d.	The course is offered to a wide public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

e.	Do seniors participate in the acquisition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f.	Do students/youth participate in the acquisition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g.	Are there any risks?	<input checked="" type="checkbox"/> Yes – state: maybe the demands can be higher the acceptable number of participants. In this case we must do some restrictions. <input type="checkbox"/> No

5 Course implementation

		Answer
a.	Activities related with the start of the course:	Addressing potential lectures, negotiation with the lectures, choosing lectures Preparation of the contracts for lecturers and other needed documents (time sheets, etc.) Preparing structure and the content of the course including study materials, assignments for seniors and discussion board Preparing eCourse in the platform, uploaded all needed materials and activities Preparing schedule of the course Creation of eApplication form on web site of the university Rolling registered seniors to the eCourse Communication with seniors in the eCourse about starting the course Arranging classroom for presence lessons Preparation of attendance lists Preparation of specific materials needed in the course
b.	Activities regularly done during the course:	Leading the presence lessons Leading the eLearning activities in virtual classroom Commenting assignments, grading them Communication with seniors, lecturers and other involved people Dealing with specific seniors' need Updating eCourse based on specific demands of the lecturers and seniors
c.	Activities related with the end of the course:	Checking results of the seniors in the course Assign credits Checking all attendance lists Completing time sheets Financial matters
d.	How is seniors' progress checked?	Each senior has to do quizzes and essays which are graded. Quizzes can be done several times

		to obtain the best results. Essays are commented by teachers and there is possibility to remake it.
e.	Are seniors engaged in the course implementation? How?	no
f.	Are the youth engaged in the course implementation? How?	no
g.	What are the risks of social exclusion during course implementation?	<ol style="list-style-type: none"> 1. When the health of the senior gets worse and he/she cannot attend lessons 2. When movement of the senior gets worse and our not very barrier-free environment does not allow senior to attend lessons 3. When senior does not have enough knowledge and skills to work in virtual classroom 4. When senior does not have access to PC and Internet
h.	How SMART technologies are used in the course?	Seniors have their PC/notebook/smart phone/ iPhone/tablet with connection to Internet at home or they can use our classrooms for self-study. Virtual classroom is regularly updated to support seniors by relevant and current information. Presence lessons are support by audio-visual techniques.

6 Course evaluation

		Answer
a.	How will the course be evaluated?	<input checked="" type="checkbox"/> Questionnaire for seniors. <input type="checkbox"/> Questionnaire for lecturers. <input type="checkbox"/> Other – state:
b.	How will the questionnaire be processed, how will it influence further progress of the course?	The questions in the questionnaire focus on: content of the course, attractiveness of the course professional and pedagogical ability of the lecturer, quality of the virtual classroom, quality of the communication within the course, organisational things. All these answers are evaluated and the result influences our attitude to the development and realisation of the other courses.