Proposal of the methodology for preparation and implementation of courses for seniors

The proposal accents 4 pillars of the project

- Social inclusion
- Use of Smart technologies
- Active seniors' participation
- Intergeneration cooperation, or dialogue

The methodology will pursue the following phases

1. Preparation of a new course
2. Staff, organisational/administrative, and technical provisions of the course
3. Financial matters of the course
4. Acquisition and informing of the target group (seniors)
5. Course implementation
6. Course evaluation

1 Preparation of course

		Answer
		Answer
a.	Course title:	"Digital alphabetization for over 60" ("Alfabetizzazione digitale degli over 60") – EXITING COURSE outside ISEV project
b.	Target group:	X Seniors under 65 X Seniors aged 65 and 65+
c.	Time allocation: state the number of hours per semester:	X Less than 36 hours ☐ 36 hours and more than 36 hours ☐ Other frequency - state the number of hours per semester
d.	Lesson frequency during the semester:	X Frequency 2 hours per week ☐ Frequency 3 hours per week ☐ Other frequency – state the number of hours

e.	Input requirements for a course participant (knowledge, skills, e.g. work with a PC and the Internet, or others).	X Work with a PC X Work on the Internet ☐ Other knowledge, state: ☐ No requirements
f.	Content of the course – e.g. title of individual lessons:	X State the titles of individual lessons (not all these lessons must be done, they're indication for the teacher and student): Smartphone Hello, who is speaking? Internet at your fingertips From the Agenda to the Smartphone From the roll to the smartphone Useful apps The Computer - let's start from the basics! Let's find out the machine You can play...sorry, you must! Aladdin's lamp! Let's learn to speak the same language: the technical and English language of the pc Who begins well has half the work done! PC file OFFICE package The Cloud The world becomes virtual All useful online portals Safety on the web The tablet.
g.	Study materials for the course State particular literature and other sources	X Recommended literature: Teachers have a detailed Guide (Diario di bordo del Tutor) with material, indication on course process and how to personalize the course to student.
i.	Is the course in an eLearning form? How to access it? Address, login information:	NO ☐ How do seniors access the eLearning course? Provide a URL address and login information:
j.	What is the share of direct and eLearning part (e.g. 36 hours of direct	☐ Share of eLearning part – state the number of hours: 0 hour ☐ Share of direct education – state the number of hours: 32 hours

	education and 36 hours in a virtual classroom):	
k.	Do the seniors participate in course creation? How?	☐ Seniors do not participate in course creation. X Seniors participate in course creation as follow: The course is created thanks to inputs, suggestions and evaluations of previous courses.
l.	Is it Necessary to train the seniors? If yes, state its focus?	X No ☐ Yes, how?
m.	Do students/youth participate in course creation? State how?	☐ Yes, students do. X Students do not. ☐ Students provide technical support. ☐ Students are lecturers. ☐ Other possibilities of students'/youth engagement
n.	Is it Necessary to train the students/youth? If yes, state its focus?	☐ No X Yes, how? Previous training with material is given to students/youth.
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? The course is implemented inside schools, where most of the time there is not architectural barrier. All the senior students from Senior social centers are invited, regardless their economic, health, social background.
p.	How does the course end? (for example in a theoretical exam, practical exam, test, presentation, semester work, or colloquium?)	The course ends in: ☐ Practical examination X Test ☐ Presentation ☐ Semester work ☐ Colloquium
q.	Do the seniors obtain a certificate after a successful course completion?	☐ Yes, they will obtain a certificate after a successful course completion. ☐ They will obtain – state: X No

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

		Answer
a.	Who participates on the preparation of the course?	☐ Guarantor X Personnel ☐ Technician ☐Administrator of eLearning courses ☐ Other, state:
b.	What are requirements on the lecturer? State.	Ability to manage intergeneration dialogue and communication. Ability to adapt and be flexible with the students.
1.	Pedagogical requirements, requirements on lecturer's qualification and experience.	The lecturers must be motivated to take part in the project and to become a teacher for senior/students. The need to know basic informatics skills.
2.	Does the lecturer need a special training? If yes, which?	Yes, before starting the course the lecture receives a specific training, explaining the process and methodology of the course, the good use of the manual (Diario di Bordo) and basics knowledge regarding inter-relation and intergenerational dialogue.
3.	Is the lecturer a creator of the eLearning course as well?	☐ Yes X No
4.	If yes, state the requirements on course creators.	
5.	Can a senior be a lecturer?	☐ Yes X No
6.	Can a student be a lecturer?	X Yes ☐ 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.)	The study material is distributed by email and also printed.
2.	How classrooms, laboratories are arranged?	The laboratories are in schools, in the informatics laboratory, equipped with PC
3.	What are the requirements for a classroom?	X Each student and lecturer needs access to a personal computer ☐ Other, state:

4.	How is the eLearning platform arranged for the course?	There is no eLearning platform.
5.	Does the course need a position of an eLearning administrator?	No
6.	What activities will s/he do regularly?	/
7.	How is seniors' logging in the course arranged?	/

3 Financial matters of the course

		Answer
a.	How is the course funded?	Depends on the year and partnership. It may be by public funds (Rome municipality) or private funds.
b.	What is the school fee?	There is no school fee.
c.	What is the cost of the course (i.e. total expenses for preparation and implementation of the course)?	/
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.)	Administrator and Technician Project manager Communication staff Communication material and office needs Travel costs

4 Acquisition, informing of the target group (seniors)

		Answer
a.	How is the course offered? By what means? Underline those valid.	X Media, letter to a senior organisation, mail to registered seniors, web pages of the organisation. X direct phone calls to Senior social centres X Other – state: direct visit to Senior social centers.

b.	Do you organise specialised events? Underline those valid.	☐ Seminars, open-door days. ☐ Other – state: X No
c.	The course is offered to registered seniors	☐ Yes X No
d.	The course is offered to a wide public	X Yes ☐ No
e.	Do seniors participate in the acquisition?	X Yes ☐ No
f.	Do students/youth participate in the acquisition?	☐ Yes X No
g.	Are there any risks?	X Yes – state: it is possible that there is a miss-match between the number of seniors willing to participate and the number of student/teachers involved. ☐ No

5 Course implementation

		Answer
a.	Activities related with the start of the course:	Addressing and selecting potential schools, and school teachers. Addressing and selecting potential Senior social centers. Preparation of the lecturers needed documents (time sheets, guide manual etc.). Preparing structure and the content of the course including study materials. Preparing schedule of the course. Communication with Senior social centers. Preparation of attendance lists. Preparation of specific materials needed in the course.
b.	Activities regularly done during the course:	Leading the presence lessons. Communication with seniors, lecturers and other involved people. Dealing with specific seniors' and schools need.
c.	Activities related with the end of the course:	Checking results of the seniors in the course. Checking all attendance lists. Financial matters.

d.	How is seniors' progress checked?	There is an ongoing monitoring and progress check, involving both the senior students and the student lecturer.
e.	Are seniors engaged in the course implementation? How?	Yes, senior have an active role in adjusting the content of their course to their level, expressing themselves on the contents and modules they wish to further implement.
f.	Are the youth engaged in the course implementation? How?	Yes the youth are engaged in the implementation of the course, as an IT assistance and above all dedicating specific attention to the inter-relations issues with the seniors.
g.	What are the risks of social exclusion during course implementation?	. health issue can be an issue, enabling the participation to the course, both for the students and seniors.
h.	How SMART technologies are used in the course?	The whole course activities are implemented with the use a PC, and also using a smartphone/tablet.

6 Course evaluation

		Answer
a.	How will the course be evaluated?	X Questionnaire for seniors. ☐ Questionnaire for lecturers. ☐ Other – state:
b.	How will the questionnaire be processed, how will it influence further progress of the course?	At the end of the course all the questionnaire outcomes are analysed, where many suggestions and inputs are also collected. In this sense they have a real influence on the implementation of future courses.

The proposal is presented to you (all partners) and you will supplement it, comment it, etc.

An approved proposal will be used for preparation and implementation of the course in two situations:
1. According to the structure, any prepared, offered or implemented course of the partner will be processed.
2. According to the structure, a course will be processed to be proposed and implemented within the ISEV project. In such a case, it will concern a one-semester course of an eLearning form, there will be both presence (i.e. direct education in the institution) and virtual part (i.e. a platform on webpage

isev.osu.cz). In addition, the seniors will use SMART technologies in the course, they will actively participate in at least one phase from the methodology (e.g. preparation of the course, acquisition, implementation – such as lecturer's assistants or direct lectures, etc.). The course will also be staffed by students/youth. For example, they will participate in intergeneration dialogue or they will assist the lecturer, etc.