

Methodology- filled form- INSIDE ISEV PROJECT

1 Preparation of a Now course

		Answer
a.	Course title:	Culture Quizz
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: 1.5 hour per week on classroom and 1.5 hour in virtual classroom + individual researches (indefined)

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 checked="" type="checkbox"/> Other knowledge, state: 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. Portuguese most important milestones 2. Europe capitals and world geography (sea sand rivers) 3. Portuguese Grammar 4. Famous world painters 5. Human biology 6. Scientific facts 7. Portuguese sayings 8. Second World War 9. Animal kingdom 10. Planets and galaxies
g.	Study materials for the course State particular literature and other sources	<input checked="" type="checkbox"/> Recommended literature Portuguese Atlas History of Portugal And internet researches
i.	Is the course in an eLearning form? How to access it? Address, login information:	isev.osu.cz/course/rutis/culture_quiz
j.	What is the share of direct and eLearning part (e.g. 36 hours of direct education and 36 hours in a virtual classroom):	<input type="checkbox"/> Share of eLearning part – state the number of hours: 1.5 per week <input checked="" type="checkbox"/> Share of direct education – state the number of hours: 1.5 per week

k.	Do the seniors participate in course creation? How?	<p>Seniors do not participate in course creation.</p> <p>XSeniors participate in course creation as followsThey improved the work of teachers related with course content with reaserches.</p>
l.	Is it Necessary to train the seniors? If yes, state its focus?	<p><input type="checkbox"/> No</p> <p>xYes, how? Have to be trained in ICT and moodle platform. Seniors need to have some information how to search reliable information on google or others search engine.</p>
m.	Do students/youth participate in course creation? State how?	<p><input type="checkbox"/> Yes, students do.</p> <p><input type="checkbox"/> Students do not.</p> <p>XStudents provide technical support.</p>

		<input type="checkbox"/> Students are lecturers. <input checked="" type="checkbox"/> Other possibilities of students'/youth engagement ; Youth help seniors to do all the reserches they need to study in order to be able to answer all the quizz questions
n.	Is it Necessary to train the students/youth? If yes, state its focus?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, how? Some briefings explained how to work with seniors
o.	How does the course meet the requirements on social inclusion? Underline those valid.	Course is not depending on our classrooms. Seniors can attend course from their home. If they do not have physical problems, they could also attend presence classes.
p.	How does the course end? (for example in a theoretical exam, practical exam, test, presentation, semester work, or colloquium?)	The course ends in: <input checked="" type="checkbox"/> Practical examination <input type="checkbox"/> Test <input checked="" type="checkbox"/> Presentation <input 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: They just receive a certificate on the end of the year, including all courses that they did and the respective hours in each one. <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 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: Voluntear teachers on the universities of third age
b.	What are requirements on the lecturer? State.	Experts
1.	Pedagogical requirements, requirements on lecturer's qualification and experience.	Degree in ICT and adult education experience
2.	Does the lecturer need a special	

	training? If yes, which?	Yes, they need to have some information about universities of third age model + experience on adult education
3.	Is the lecturer a creator of the eLearning course as well?	X Yes - Course is prepared also by the lecturer and other staff No
4.	If yes, state the requirements on course creators.	Moodle system in the role of teacher. ISEV methodology
5.	Can a senior be a lecturer?	X Yes <input type="checkbox"/> 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 main reserches are made by seniors with youth help on classroom. The materials are given by teachers in paper form or links in the internet for consult.
2.	How classrooms, laboratories are arranged?	Classroom are whiteboard, data projector, some computers and internet connection. They also can use the library next door.
3.	What are the requirements for a classroom?	<input type="checkbox"/> Each student needs access to a personal computer xOther, state: Classroom have computers for seniors who do not have a personal computer. Who wants to use the personal computer are aloud to do it.
4.	How is the eLearning platform arranged for the course?	Materials about different topics Internet references Presentations Book references
5.	Does the course need a position of an eLearning administrator?	Yes, in order to create accounts, prepare structure course and update all the materials needed.
6.	What activities will s/he do regularly?	1. Create accunts 2. Create course 3. Control if course is based on ISEV methodology
7.	How is seniors' logging in the course arranged?	All seniors have an account, a username and password in order to register on the platform and attend the course

3 Financial matters of the course

	Answer
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a.	How is the course funded?	Course is funded by ISEV project.
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b.	What is the school fee?	Not applicable
c.	What is the cost of the course (i.e. total expenses for preparation and implementation of the course)?	984€
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.)	Teacher: 234€ per month All Personnel: +/- 500 € per month (technical, administrator and other staff) Other costs (printing and other office needs): 250€ per month

4 Acquisition, informing of the target group (seniors)

		Answer
a.	How is the course offered? By what means? Underline those valid.	Media, letter to a senior organisation, mail to registered seniors, web pages of the organisation. Direct phone calls to Senior social centres X Other – state: We choose seniors just for the project group in three Universities of third age that belong to RUTIS Network.
b.	Do you organise specialised events? Underline those valid.	X Seminars, open-door days. <input type="checkbox"/> Other – state: <input type="checkbox"/> No
c.	The course is offered to registered seniors	X Yes <input type="checkbox"/> No
d.	The course is offered to a wide public	xYes <input type="checkbox"/> No
e.	Do seniors participate in the acquisition?	X Yes No
f.	Do students/youth participate in the acquisition?	X Yes No
g.	Are there any risks?	<input type="checkbox"/> Yes – state:

	X No
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5 Course implementation

		Answer
a.	Activities related with the start of the course:	Choosing students, choosing lecturers, making volunteer contracts
b.	Activities regularly done during the course:	Communication with seniors and students Updating contents related with the course Leading the target group of seniors and youth Control the presences and log ins on the platform
c.	Activities related with the end of the course:	Evaluation of all the work done during the course Evaluation of the course (teachers performance and contents) Financial issues
d.	How is seniors' progress checked?	They have to do presentations that will be commented by teachers and make test on the platform.
e.	Are seniors engaged in the course implementation? How?	Yes, they will prepare documents based on their researches on google and will do some presentations during the course.
f.	Are the youth engaged in the course implementation? How?	Yes, the project has a intergeracional component, so youth have to work with seniors constantly and give them all the assistance they need.
g.	What are the risks of social exclusion during course implementation?	Yes, if seniors don't have access to internet at home. Despite to the fact that we choose seniors who have internet at home, for some reasons they could loose this important tool for the course.
h.	How SMART technologies are used in the course?	Seniors who have personal computer can use it on the classroom for researches and also at home.

6 Course evaluation

	Answer
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a.	How will the course be evaluated?	<input type="checkbox"/> Questionnaire for seniors. <input type="checkbox"/> Questionnaire for lecturers. xOther – state: Principal and the staff project will evaluate teachers performance and content structure of the course as well the results on seniors.
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b.	How will the questionnaire be processed, how will it influence further progress of the course?	Not applicable
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Instruction how to use developed structure for describing courses

Use this form and describe at least one existing course (outside ISEV project) and at least one ISEV course.

Take into consideration that ISEV course:

- will take one semester,
- will have presence (i.e. direct education in the classroom) and eLearning (in the platform <http://isev.osu.cz>) part,
- seniors will use SMART technologies in the course,
- seniors 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.),
- will also be staffed by students/youth. For example, they will participate in intergeneration dialogue or they will assist the lecturer, etc.

Idea is how ISEV Methodology influences our course strategy in terms of 4 project pillars, which are:

- Seniors’ social inclusion
- Using SMART technology
- Intergeneration dialogue
- Seniors’ active approach