|  |  |
| --- | --- |
|  |  |

**ME33EL Online Course Design for Medicine Course Handbook**

Dr K Deans, Dr O Dempsey & Mr D Bean

Contents

[Introduction 4](#_Toc433295743)

[Aims & Objectives 4](#_Toc433295744)

[How to use this guide 4](#_Toc433295745)

[Assessment 5](#_Toc433295746)

[Week 1 6](#_Toc433295747)

[Timetable 6](#_Toc433295748)

[Session Information 6](#_Toc433295749)

[Tasks & Assignments 7](#_Toc433295750)

[Presentation 7](#_Toc433295751)

[Week 2 8](#_Toc433295752)

[Timetable 8](#_Toc433295753)

[Session Information 8](#_Toc433295754)

[Tasks & Assignments 9](#_Toc433295755)

[Presentation 9](#_Toc433295756)

[Week 3 10](#_Toc433295757)

[Timetable 10](#_Toc433295758)

[Sessions 10](#_Toc433295759)

[Tasks & Assignments 10](#_Toc433295760)

[eLearning Content 10](#_Toc433295761)

[Week 4 11](#_Toc433295762)

[Timetable 11](#_Toc433295763)

[Sessions 11](#_Toc433295764)

[Tasks & Assignments 11](#_Toc433295765)

[eLearning Content 11](#_Toc433295766)

[Week 5 12](#_Toc433295767)

[Timetable 12](#_Toc433295768)

[Sessions 12](#_Toc433295769)

[Tasks & Assignments 12](#_Toc433295770)

[eLearning Content 12](#_Toc433295771)

[Final Presentation 12](#_Toc433295772)

[Final Report 12](#_Toc433295773)

[Week 6 13](#_Toc433295774)

[Timetable 13](#_Toc433295775)

[Tasks & Assignments 13](#_Toc433295776)

[Final Presentation 13](#_Toc433295777)

[Final Report 13](#_Toc433295778)

[Assignment Guidelines 14](#_Toc433295779)

[eLearning Content 14](#_Toc433295780)

[Assessment 14](#_Toc433295781)

[Final Presentation 16](#_Toc433295782)

[Suggested Structure 16](#_Toc433295783)

[Assessment 16](#_Toc433295784)

[Final Report 17](#_Toc433295785)

[Recommendations 17](#_Toc433295786)

[Suggested Structure 17](#_Toc433295787)

[Assessment 18](#_Toc433295788)

# Introduction

Thank you for choosing this Humanities SSC. We hope that you enjoy working together and with us as we explore together the frontiers of instructional design of learning in medicine. This short guide provides an overview of the module. Although we will be seeing you regularly during this block, please contact us if you need advice or support in between these times.

**Kevin Deans Owen Dempsey Douglas Bean**

kevindeans@nhs.net owen.dempsey@nhs.net [douglas.bean@abdn.ac.uk](mailto:douglas.bean@abdn.ac.uk)

# Aims & Objectives

The **Aim** of ME33EL is to gain understanding and knowledge of the contemporary application of technology in medical education.

The **objectives** are as follows:

* Describe the role of e-learning in medical education
* Summarise a specific area of e-learning technology
* Design a script or other activity that could form the basis of a novel e-learning activity
* Evaluate the limitations, advantages and opportunities of e-learning in different educational environments
* Demonstrate how educational theory informs e-learning content choices
* Test the effectiveness of e-learning

# How to use this guide

This guide has been designed to help you through the course and will set out the formal elements of the course. Whilst there are only a few taught sessions, the rest of the time should be spent working on the weekly tasks.

This guide is broken down into the activities we expect you to complete each week. The timetable is colour coded to help you plan your time.

|  |  |
| --- | --- |
|  | Taught Element |
|  | Discussion & Review |
|  | Deadline |

# Assessment

Assessments will be marked in accordance with the University Common Grading Scale. Your mark will be comprised of:

* Week One Activity 5%
* Week Two Activity 5%
* eLearning Content 50%
* Final Presentation 10%
* Final Report 30%

# Week 1

This week will introduce the topics of the course as well as provide an insight into some basic educational e-theory and pedagogy as well as important considerations around intellectual property & copyright clearance.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 21/10** | **Tuesday 22/10** | **Wednesday 23/10** | **Thursday 24/10** | **Friday 25/10** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 | **Course Intro & Adult Learning Theory**  Suttie 209 | **10:30****An Introduction to Web Application Design** Suttie 209 |  |  |  |
| 11:00 – 12:00 |  |  |  |
| 12:00 – 13:00 |  |  |  |  |  |
| 13:00 – 14:00 |  |  |  |  |  |
| 14:00 – 15:00 |  |  |  |  |  |
| 15:00 – 16:00 |  |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |

### Session Information

#### Course Introduction

Mr D Bean

* Organisation of SSC
* Staff & Resources
* Practical Considerations
* Medi-CAL Unit History
* Week One Tasks Launch

#### Adult Learning Theory

Mr D Bean

* Is educational theory relevant to eLearning?

#### An Introduction to Web Application Design

Mr D Bean

* Design principals.
* User stories.
* Metrics.
* Techniques for evaluation.

## Tasks & Assignments

#### Intellectual Property & Copyright

Complete e-learning module on IP & Copyright and write detailed feedback on the experience.

Use the following code to enrol on this site - xMW3GBStw94jYfH8oQI4

<https://www.abdn.ac.uk/medical/elearning/mod/elearningconnector/view.php?id=335>

Submit feedback via the feedback page at the end of the module **and also** via email to course tutors.

### Presentation

Give a 10 minute presentation on one of the following topics:

* The history of eLearning;
* The advantages of eLearning;
* The disadvantages of eLearning;

Presentations will be strictly limited to 10 minutes, followed by 5 minutes for questions. You will be presenting to a small audience. **Submit presentation slides (if used) to course tutors via email.**

#### Assessment Criteria

* Overall knowledge of the topic;
* Communication with audience;
* Content;
* Visual Presentation.

# Week 2

In Week Two, the focus will be on eLearning in other contexts, such as clinical and academic environments. At the end of this week, you will start to think about the eLearning package that you are going to develop.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 28/10** | **Tuesday 29/10** | **Wednesday 30/10** | **Thursday 31/10** | **Friday 01/11** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 |  | **E-Health in the NHS**  Suttie 209 |  |  |  |
| 11:00 – 12:00 |  |  | **E-learning with the Centre for Academic Development**  Suttie 209 |  |  |
| 12:00 – 13:00 |  |  |  |  |  |
| 13:00 – 14:00 | **Project Launch** Suttie 209 |  |  |  |  |
| 14:00 – 15:00 | **Week 1 Presentation**  Suttie 210 |  |  |  | **Week 2 Presentations** Suttie 210 |
| 15:00 – 16:00 |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |

### Session Information

#### Project Launch

Mr D Bean

* An overview of some general aspects for script preparation and specific details for your own project.
* A detailed overview of the assignment guidelines for assessment.

E-learning with the Centre for Academic Development

Mrs Catherine Ogilvie

* Storyboarding, question building, MyAberdeen and the Centre for Academic Development approach to E-learning.

#### E-Learning in the NHS

Mrs F Robb

* E-Learning approaches within the National Health Service.

## Tasks & Assignments

### Presentation

Give a 10 minute presentation on an area of **innovative** e-learning that you find particularly **novel or exciting**.

Presentations will be strictly limited to 10 minutes, followed by 5 minutes for questions. Ideally, this will include an idea or resource that is not mainstream and at the frontier of technology/education. You may use computers/other aids if needed.

#### Assessment Criteria

* Overall knowledge of the topic;
* Communication with audience;
* Content;
* Visual Presentation.

# Week 3

In Week Three you will primarily focus on the development of your eLearning package.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 04/11** | **Tuesday 05/11** | **Wednesday 06/11** | **Thursday 07/11** | **Friday 08/11** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 |  |  |  |  |  |
| 11:00 – 12:00 |  |  |  | **Medical Photography & Consent**  Suttie 209 |  |
| 12:00 – 13:00 |  |  |  |  |  |
| 13:00 – 14:00 |  | **Discussion &**  **Project Review**  Suttie 209 |  |  |  |
| 14:00 – 15:00 |  |  |  |  |
| 15:00 – 16:00 |  |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |

### Sessions

#### Discussion

Mr Bean

* Twitter in Medical Education

#### Medical Photography & Consent

Ms I de Vries

* Introduction to the Medical Photography Department
* Overview of patient consent for Photographs.

## Tasks & Assignments

### eLearning Content

Start development of your eLearning Content. Please refer to the assignment guidelines for further details.

# Week 4

In Week Four you will primarily focus on the development of your eLearning package.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 11/11** | **Tuesday 12/11** | **Wednesday 13/11** | **Thursday 14/11** | **Friday 15/11** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 |  | **Discussion & Project Review**  Suttie 209 |  |  |  |
| 11:00 – 12:00 |  |  |  |  |
| 12:00 – 13:00 |  |  |  |  |  |
| 13:00 – 14:00 |  |  |  |  |  |
| 14:00 – 15:00 |  |  |  |  |  |
| 15:00 – 16:00 |  |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |

### Sessions

#### Discussion

Mr D Bean

* Quality Indicators

## Tasks & Assignments

### E-Learning Content

Continue development of your eLearning Content. Please refer to the assignment guidelines for further details.

# Week 5

In Week Five you will primarily focus on the development of your eLearning package.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 18/11** | **Tuesday 19/11** | **Wednesday 20/11** | **Thursday 21/11** | **Friday 22/11** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 |  | **Discussion & Project Review**  Suttie 209 |  |  |  |
| 11:00 – 12:00 |  |  |  |  |
| 12:00 – 13:00 |  |  |  |  |  |
| 13:00 – 14:00 |  |  |  |  |  |
| 14:00 – 15:00 |  |  |  |  |  |
| 15:00 – 16:00 |  |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |

### Sessions

#### Discussion

Mr D Bean

* Do Virtual Patients Prepare Medical Students for the Real World

## Tasks & Assignments

### E-Learning Content

Finalise your eLearning Content. Please refer to the assignment guidelines for further details.

### Final Presentation

Start to think about your final presentation. Please refer to the assignment guidelines for further details.

### Final Report

Start work on your final report. Please refer to the assignment guidelines for further details.

# Week 6

This is the final week of the course and will culminate in a presentation about the eLearning package you have created as well as submission of your final report.

## Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 25/11** | **Tuesday 26/11** | **Wednesday 27/11** | **Thursday 28/11** | **Friday 29/11** |
| 09:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 |  |  |  |  |  |
| 11:00 – 12:00 |  |  |  |  |  |
| 12:00 – 13:00 |  |  | **Report Due** |  |  |
| 13:00 – 14:00 |  |  |  |  |  |
| 14:00 – 15:00 |  |  |  |  | **Final Presentations**  Suttie 210 |
| 15:00 – 16:00 |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |
| 17:00 – 18:00 |  |  |  |  |  |

## Tasks & Assignments

### Final Presentation

Finalise your presentation slides. The presentation will take place on Friday afternoon. Please refer to the assignment guidelines for further details.

### Final Report

Your final report is due on Wednesday lunchtime. Remember to leave plenty of time to submit so that you are not stressed at the last minute. Please refer to the assignment guidelines for further details.

# Assignment Guidelines

## E-Learning Content

Your main output from the course will be a detailed script for your eLearning package. This includes all the content and your designs for displaying the material. This should be submitted as a PowerPoint or Word file, with appropriate images and annotations to allow part of the development team to produce the finished product.

### Assessment

The script will be assessed for Content Preparation, Content Quality and Content Presentation. The following criteria are a guide to factors that will be considered:

#### Content Preparation

* Patient confidentiality understood;
* Obtaining informed consent understood;
* Procedure on wards and clinical areas understood;
* Appropriate and professional actions when dealing with all of the teams encountered (including patients);
* Understood the difference in preparing the same script for different people (e.g. technical teams, educators and students);
* Understanding of e-learning design principles understood;
* Script is clear to read;
* Script makes the relationship between components clear;
* Script details the interactivity required clear;
* Video and audio recording requirements clear;
* Media direction requirements clear;
* Media edit requirements clear;
* Placeholders clearly identified;
* No plagiarism and all sources acknowledged;
* Every image (and other assets as appropriate) clearly and consistently labelled with Consent Status (if required), Copyright Ownership, Copyright Status if appropriate, Provenance, unique identifier;
* Professional approach when liaising with various groups e.g. Media Services and the Medi-CAL Unit;
* Evaluation methods proposed;
* Organisation of evaluation;
* Innovation;
* Other aspects as appropriate.

#### Content Quality

* Objectives clearly stated;
* Learning outcomes clearly stated;
* Relevance to the stated audience;
* Extent of content covered appropriate;
* Clinical Accuracy;
* Clarity;
* Clinical aspects of acquiring and generating the content;
* Other aspects as appropriate.

#### Content Presentation

* Consistent design appearance and/or presentation;
* Professional design appearance and/or presentation;
* Usability;
* Coherent organisation;
* Time taken to complete appropriate;
* Innovation;
* Other aspects as appropriate.

## Final Presentation

This is a ten minute oral presentation on your project.

* 10 minutes for the presentation must be strictly adhered to;
* There will be 5 minutes for questions;
* You will be presenting to the examiner and a small audience (probably no more than 15 people in total). Your clinical advisor and others will be invited to attend.

### Suggested Structure

* Introduction and rationale behind choosing your subject and audience(s);
* Presentation of your script or "deliverable";
* Things that went well (justify statements);
* Things that were difficult (justify statements);
* Anything else that you wish to discuss.

### Assessment

You will be assessed using the following criteria:

* Clear, structured oral presentation;
* Evidence of background research;
* Overall understanding of the assignment requirements;
* Strength of justifications;
* Response to questions from the audience;
* Other factors at the discretion of the examiner.

## Final Report

This is a report on the project rationale, processes used, results and an evaluation of what worked well and what could be improved. You must submit no more than 10 single A4 pages. This is a strict limit. This includes images and the bulk of text (excluding headers, index, bibliography, etc.) should be Arial 11pt or a font of similar size;

Reports should be submitted, via email, **no later than 1pm on Wednesday 27th November**.

### Recommendations

* Use an Index in the document if you think that will help;
* Make good use of section headings;
* Ensure that all figures that you use have both a Title, a Legend and a Source;
* Ensure that you use a consistent method of reference citation;
* Carefully proof-read;
* Number the pages.

Guidance in preparing a Final Report will be given in the final week but you should not feel that you need to follow any particular format;

### Suggested Structure

* Introduction,
  + Rationale behind choosing your subject and audience(s);
* Materials & Methods
  + Processes that you went through
  + Services that you liaised with.
* Results
  + A description of your script or "deliverable”
  + Screen shots,
  + On-line links;
  + Evaluation
* Discussion
  + Things that went well (justify statements);
  + Things that were difficult or impossible (justify statements);
  + How to improve aspects;
  + Educational Impact;
  + Further development and evaluation;

### Assessment

You will be assessed using some of the following criteria:

* Submission no more than ten single A4 pages
* Clear and concise introduction;
* Literature review;
* Background clearly explained;
* Approach and method clearly explained;
* Results clearly presented;
* Problems encountered and how they were resolved or why they were unresolved;
* Reflection upon your own experience of preparing e-Learning;
* How you articulate the relevance (or otherwise) to technology enhanced learning in medicine (or similar reflective aspect);
* Statements, assertions and opinions supported by evidence and a well-argued structure.