

How to Run Your Session

Preparation

At least one week in advance send to FAM

- PDFs of the material to be dealt with in class (for upload)
- at least one reference text for students to read in advance
- Aim(s) of the session: what do you want to group to learn from your session
- Outline of the planned activity/ies

In Class

Organise an *interactive* session (frontal 'presentation' no more than 15 minutes!)

Elements that should/must be present

- some way to check that the reference texts have been read (be creative here); should take no more than 5 minutes
- brief (!) presentation of the theoretical approach (need not be at the beginning of the class)
- clear instructions as to
 - goals for dealing with the text(s) or activities of your session
 - time frames for activities
- summary at the end: what are the results

After the session

Supply for upload

- the (revised) presentation
- the summary with the results of the session in keywords (PDF)
- possibly suggested further reading