

## Calculating the Number of Lessons for Online Teaching

The Citizen's Forum Financial Course Support is determined by the number of lessons. These are instructions for planning and calculating lessons carried out online. The duration of one lesson is 45 minutes.

Assigning tasks, online teaching, student guidance, providing feedback and assessing answers can all be included in the online lessons calculated. The course must emphasize co-teaching and include peer learning. In accordance with the course support conditions, distance teaching must also have a minimum of eight participants.

Lessons do not include the time used by the teacher or course organizer to prepare and plan lessons. For example, preparing videos, getting acquainted with necessary technology, planning the structure of the course and making teaching materials, are not included in the lesson hours supported by Citizen's Forum.

A course can have more than one formal teacher, but they can only receive their own lesson hours when they each have their own group. However, the presence of an online support staff member may be counted towards the teaching lessons.

During online courses, as in contact teaching, a group can gather: in person or online part of the time and in small groups, either part of the time or entirely.

Distance teaching hours can include:

- Group teaching and feedback when participants are present (online).
- Assignments done independently (in pairs or a group), given by the instructor to the whole group and done at the same time during a given time frame. For example, the personal or group work time spent by students doing homework does not accumulate lesson hours.
- Time it takes for the teacher to provide feedback for individual and group assignments, irrespective of the channel of communication. The time should be estimated in the teaching plan based on what is necessary for the assignment and feedback (case-by-case). For example, 10 minutes/assignment/feedback (The teaching program should contain the instructions for the assignment).
- Recordings made by the teacher for teaching, available in minutes (assuming that all watch the entire recording at a time that is suitable for them). For example, a video lasting 45 minutes is 1 lesson.
- Participation in and following of a group discussion held for a certain amount of time about a specific subject. The device or service platform is not specified and it can be the same channel used for other social interaction. Time spent following the group's unofficial discussion outside designated lessons is not counted towards lessons.

The course plan must show:

- How the distance teaching lessons are formed by the teacher's different work stages and the lessons reserved for each stage.
- The channels used for online teaching and other communication.

### Course Plan Example 1: Introduction to Puppet Theater

During this online course the students are introduced to the history of puppet theater, techniques, dramaturgy and puppet-building. The course consists of online gatherings and independent assignments (puppet-building and 5 min. monologue). Feedback is given. The course accepts 10 participants.

The duration of the course is 20 lessons, comprised of

- 4 x online lecture gatherings (Zoom) on Mondays between 18:00–20:15 = 4 x 3 lessons = 12 lessons
- Personal feedback sessions for independent assignments: the teacher provides each participant feedback by email on the monologue drafts before their performance (30 min./participant = 5 lessons).
- Final gathering: monologues are performed with their own puppets on Zoom 3 x 45 min.

### Course Plan Example 2: Experimental Choreography

During the course the participants are acquainted with a dance that is new to them. The goal is to both learn a new language of movement and develop one's own ability to learn. The course accepts 10 participants. The course consists of online gathering, independent practice and a day-long contact gathering.

The course duration is 26 lessons

- The teacher pre-prepares 6 x 30 min. instructional videos = 4 lessons
- The participants meet online, listen to the instructor's lecture and discuss their learning experiences 2 x 2 x 45 min. = 4 lessons
- The participants plan a short choreography, record their own productions and the instructor provides them with feedback twice (total 45 min./participant = 10 lessons)
- At the end there is a day-long meeting in a physical space where all perform their assignments for the others and a final discussion 8 x 45 min.

### Course Plan Example 3: Pop with a Group

During this online course participants will play music together, led by three different teachers. The course accepts 20 participants.

The duration of the course is 28 lessons.

- First, one teacher teaches the group a segment on theory (45 min. = 1 lesson)

- Then the group is divided into smaller groups (6–8 participants/group). Each group has their own teacher. Each leads the activities of their own group 2 x 45 min. = 3 teachers x 2 x 45 min. = Total 6 lessons.
- These seven-lesson meetings are arranged four times.