

Version 0, Draft 1

## Practical Activity Design Templates

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This document describes the minimum recommended components of practical activity manuals for courses in the college of Computing and Information Technology in King Abdulaziz University. The lab manual consists of 3 parts, each of which is detailed separately. For each part, **section titles** are in bold type.

### Practical Activity (Lab) Manual

The course instructor is expected to create all parts of the manual and to make sure that the practical activity is properly aligned with the course it accompanies. He may not personally deliver the practical. He is however responsible for ensuring that the activity continues to be improved and delivered as intended.

The manual has 3 parts as described here. The contents of each part are detailed next.

- **Activity (Lab) Instruction Design Template:** primarily for lab instructors but some parts may be useful to share with students in the course syllabus. This part of the practical manual should also be included in the course file or portfolio.
- **Activity (Lab) Sheet Template:** for both students and lab instructors. This is the document that students refer to and use throughout the semester.
- **Session Activity Template:** the step-by-step guide to each session (or period) activities designed mainly for students.

### Practical (Lab) Instruction Design Template

**Minimum: all sections must be included**

- **Statement of Purpose** What are your goals, how they relate to course objectives?
- **Activity Outcomes** What do you hope your students will achieve?
- **Instruction Notes** How the instruction is intended to be delivered?
  - Educational philosophy
  - Instruction methodology
  - Instructions and/or comments for the lab instructor
  - Special considerations
  - Assessments and grading
- **Activity Design** What activities are planned? What is your delivery schedule?

## Practical (Lab) Sheet Template

**Minimum: all sections must be included**

- **Section 1** Cover material: message to student, grading, instructions, requirements
- **Section 2** Schedule
- **Section 3** Session activity sheets (for each session)

## Session Activity Template

**Minimum: Session Goals + relevant sections only**

Following are suggested components for activity session sheets. Some sections may not apply depending on the type of practical activity that you choose for your students.

- **Session Goals** Statement of goals or objectives, and/or outcomes for that particular session.
- **Preparations** Lab attendant and student pre-session work. For students preparations may involve reviewing material related to the activities of that particular session.
- **Materials** Hardware or software components, instruments, tools, or equipment to be used in that particular session.
- **Procedures** The steps to be used in the activity designed for that particular session.
- **Student Notes** Depending on the activity designed for that particular session, students may be required (or encouraged) to record observations, answer questions, or make comments. Some activities such as programming students may be encouraged to keep a journal (a professional practice) for that particular session.
- **Extra Work** Plan for students who are able to finish the activity quickly. Instead of leaving early they can continue to work until the session is over. The extra work can also serve as homework after the session.
- **Report** In-lab or post lab reports, work to turn in
- **Post Session Work** Homework to reinforce the activity outcomes, or to link them with theory (the homework could involve reviewing material or solving exercises from the textbook). It can simply be finishing the work from the activity session.
- **Lab Instructor Notes** Special instructions or teaching comments relevant to that particular session, if any.

## Samples

To be arranged with college administration.