

1 Deliverables

As a content author, you will work with a Learning Technologist and a Content Reviewer from the University of Manchester to create learning materials in line with the project's guidelines and standards.

The following are the key deliverables:

- List of learning objectives for unit
- Unit structure
- Photo and biography of the author
- Learning materials (draft)
- Any assets – images, additional documents
- Learning materials (final)
- PowerPoint outline
- Tutor guide
- Metadata description of learning resource
- Contributors licence agreement

Learning objectives

Before starting to write your chosen unit you will produce a set of between three and five achievable student learning objectives as bullet points and send them to the project team for comment. A detailed look at writing learning objectives for this project can be found in the *Learning elements* section of this document.

Unit structure

As above, prior to writing any content, you should create a structure (table of contents) for your unit that outlines the topics that you want to cover and a notion of any activities that you want to include. Notes on structuring learning materials can be found in the *Learning elements* section of this document.

Photo and bio of the author

Each author is encouraged to contribute a short biography and head and shoulders style photograph to be included in the course introduction. The purpose of the bio is to remind users of the course of your credentials in the subject area. Keep this short, 150 words or less is fine focusing on professional achievements and research interests.

Learning materials

You should prepare all parts of your finished learning materials document (intro, body text, any acknowledgements, reading lists, references etc) using Microsoft Word (Word 2003 is the current version). Your completed material should be sent to MIMAS in electronic format accompanied by a single paper copy printed on one side only. Please leave this proof copy unbound.

Do not attempt to 'design' the completed layout of your material, try and keep this as simple as possible, the Learning Technologist at MIMAS will work with you to ensure the consistency of finished materials and that they meet the project's 'house style' and the university's quality control procedures.

All of the material (for instance, if you have artwork that you wish to include) must be delivered to MIMAS at the same time, along with the necessary copyright clearance¹.

Length

The core content of each unit will provide approximately one hour's worth of study. As a general guide, about half of this time will be taken up by reflective or practical activities, written by the author, *based around use of the [ESDS International](#) resources* with the remainder of the unit containing explanatory text and illustration. You are encouraged to link to existing materials where appropriate rather than duplicate or paraphrase content already in the public domain. In addition to the core material, you should include a number of other exercises, activities and resources that students can explore in their own time.

As a *rough guide* you should provide about twenty pages of 1.5 line spaced text for a one-hour unit (including references but not including digitised texts or hyperlinks) where each page contains approximately 150 words i.e. about 3000 words in total. You should not feel constrained by this guide and provide the material necessary to fully examine key concepts; authors should indicate material that is additional (further reading) to the core content.

Assets

You can include datasets for teaching, photographs, illustrations, diagrams, interactive elements or additional text materials that explain or enhance student understanding of your material. Each figure should be accompanied by a caption and a description; textual equivalents must be created for all figures containing information not contained in the body text.

Please note that illustrations and interactive elements can be created for your unit by the project's Learning Technologist. These should be discussed with the LIMMD project team as early as possible to allow for production.

PowerPoint slides

You will provide a basic PowerPoint presentation to compliment the online learning materials this may be used at any face-to-face teaching sessions. The presentation should contain the key-points of the learning materials and any notes that are appropriate. Please keep these slides as simple as possible and

¹ See forthcoming documentation on contributors licence

avoid designing in elaborate transformations. All presentations will be given a uniform look and feel by the project's Learning Technologist.

Tutor guide

All material created for this course is to be designed with re-use and re-purposing in mind. This may mean a range of differing uses for the learning materials will arise in the future. For instance, tutors may wish to integrate parts of material into their own lesson plans.

A concise tutor guide of no more than a single side of A4 should be prepared explaining *why* certain topics have been included and suggesting *how* potential students could use the materials, what they should be learning, and especially, when and with what parts of the subject they are likely to need assistance.

Metadata description of learning resource

The completed materials will be held in a learning object repository (LOR) such as the JISC² funded *Jorum* resource where the course materials will be freely available for download, re-use and re-purposing by the wider academic community. In order to maximise this re-use, all materials *must* be accompanied by a short metadata description sheet which is to be filled in by the content author. This sheet will be sent out in due course.

Note that the actual depositing of material in the LOR will be carried out by the Learning Technologist at MIMAS.

Contributors licence agreement

Content will be supplied by the respective authors under a contributor licence for publication and distribution via the web. A copy of the content contributor's licence agreement is included in will be sent out to each author once it is available, it explains the copyright implications of working on the LIMMD project.

Note that by agreeing to the conditions in the contributors licence agreement you are not giving away rights but simply allowing your work to be used in specified ways.

² JISC works with further and higher education by providing strategic guidance, advice and opportunities to use ICT to support teaching, learning, research and administration.