

SESSION PLAN

Course: _____ **Day & Date:** _____
Topic: _____ **Time:** _____
Session: _____ **Room:** _____
Venue: _____

Session Aims: _____
 Purpose of session

	Learning Objectives	Evidence of Achievement
1		
2	Specific knowledge, skills or abilities you want students to have or be able to demonstrate at the end of the session.	
3	Include form of evidence that students meet the objectives.	
4	Should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).	
5	Space for six which may be required for longer session, or for sessions with students with different capabilities or for whom expectations of learning are different and stratified.	
6		

Differentiate By: _____
 How you plan to provide alternative or additional materials or approaches for students with needs that differ from the usual or from the cohort norm.

Session Evaluation: _____
 Complete these sections at end of session to record any ideas, comments or happenings that are of significance or which may inform the development of the session for next time or inform your own CPD.

Notable Learner Achievement: _____

Comments: _____
 Any additional, general information that might be of relevance to the preparation of the session.

Time **Topic** **Learner Activity** **Resource / Handout** **Assessment**

INTRODUCTION

	Housekeeping (fire drills, notices, health and safety, breaks, etc.). Introduce session's topics and objectives, make links with the previous session and relate the topics to the subject as a whole.			
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CONTENT

	Divide into phases that deal with different topics, or different activities associated with the same topic. Structure will vary according to the subject context and type of session (e.g. lecture, seminar, practical, etc.)			
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Time
Consider time needed for each phase.

Consider entering actual clock time rather than duration.

Topic
Enter title for topic or phase.

Add brief notes for own guidance.

Learner Activity

Focus on what you want students to be doing to develop their learning.

Make as active as possible to encourage engagement.

Use activities that suit their preference for learning and the development of target subject and generic knowledge and ability.

Organise activities in a planned and progressive sequence (aim to increase level of cognitive demand as the session progresses).

Resource / Handout

Note handouts, presentations, videos, artefacts or other media needed by students in order to carry out the students' activities.

Assessment

Indicate how you plan to check student learning through the session phases. Think about observations, discussion, questioning and peer and self assessment.

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RECAP

	Recap the session's topics, making links with the next session and reinforce how the topics relate to the subject as a whole. Provide an activity that requires students to reflect on their learning in the session (e.g. quiz, list key points, etc.). Set self-study or homework tasks if appropriate. Remind students of important dates, e.g. submission deadlines.			
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SUPPLEMENTARY

	Note any additional / alternative materials and activities that could be used if the session does not work according to plan.			
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Notes:

Additional, general information that might be of relevance to the delivery of the session.