# Activity: Synchronous session plan

## Instructions

For this activity, use the below worksheet to create a specific plan for your next synchronous session (you can skip this activity if you are teaching only asynchronously).

* Begin by briefly summarizing the purpose of the live session you are planning. What are you hoping the session will add to your and your learners’ experience in the course?
* What learning outcomes will the session help you address?
* What are the essential components you want to include in your sessions (such as break out rooms, discussions, active-learning elements etc)?

Next, use the worksheet to create an outline of exactly what you would like to do in the session. Be as specific as possible, and designate how much time you expect to take on each portion of your session. You can save the resulting document for your planning purposes. You may also wish to share the document with your learners so that they can make the most of your session together.

### Purpose of session

Summarize the purpose of your live session. What will the session add to your and your learners' experience in the course?



### Learning outcomes

List the learning outcomes that your session is intended to address.



### Key components

Describe the key components of your planned session, such as introductions, break out rooms, active-learning activities, discussions, time to socialize, etc.

### Session plan

Create a session plan with the below fields. If possible, include time estimates for each section of your planned session. The suggested time stamps below are for reference--feel free to time your session however you wish.

* (0:00)
* (0:10)
* (0:20
* (0:30)
* (0:40)
* (0:50)
* (1:00)