

Online Course Routines for Successful Learning

10 Tips

1. **SET COURSE DATES FOR SYNCHRONOUS SESSIONS** (about 30%)
2. **OUTLINE ASYNCHRONOUS EXPECTATIONS** (individual & team work)
3. **MODEL PARTICIPATION AND NETIQUETTE** (appearance & behavior)
4. **PREPARE WEEKLY MODULES** (objectives, media introduction, readings/resources, step-by-step instructions, assignments)
5. **DESIGN MULTIMEDIA ASSIGNMENTS** (podcasts & videos)
6. **CREATE A LEARNING COMMUNITY** (peer response & support)
7. **REINFORCE ACCOUNTABILITY** (deadlines & delivery method)
8. **MONITOR LEARNING** (weekly feedback to teams)
9. **BE AVAILABLE** (weekly virtual office hours & group chats)
10. **INCLUDE CONTEXT-BASED HUMOR** (photos, videos, quotes)

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