

EFFECTIVE STUDY MATERIALS

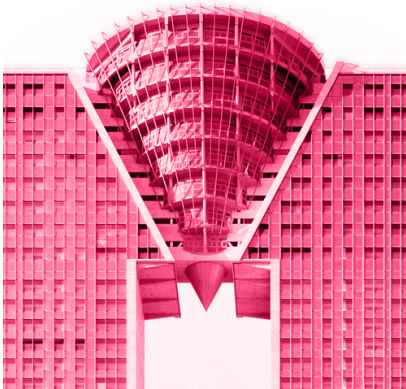
QUICK SHEET THIRTEEN MINIMAL QUALITY

REQUIREMENTS TO CREATE EFFECTIVE STUDY MATERIALS.



www.effectivestudymaterials.com

1. STRUCTURE



STRUCTURED INTRODUCTION

Make sure to provide a structured introduction to the entire course as well as the different sections, so the student can prepare well for the learning process.

- Competence-oriented objectives
- Initial requirements
- Practical arrangements for the courses
- Evaluation
- Study materials
- Assignments

ORDERLY STRUCTURE

- Spacing of at least 12 points between the lines.
- Better to use many short paragraphs instead of a few long ones (minimum 6, maximum 10 lines per paragraph).

- Formulate one thought per paragraph.
- Use linking words like: first of all, additionally, as well, etc.

TEXT STRUCTURE MARKERS

- Make use of non-textual elements, like photos, drawings, graphs, cartoons, diagrams or tables.
- Use extra examples for: concepts, principles or specific terms
- Use the following text structure markers: Key words: **bold** (stands out) or *italic*

ORDERLY TABLE OF CONTENTS, CONSISTENT NUMBERING AND UNIFORM HEADINGS

- Use a decimal hierarchical arrangement, (for instance 1.; 1.1.; 1.1.1.) and limit the number of levels of titles (maximum three levels).
- Use consistent and continuous page numbering that starts at the introduction of the syllabus.
- Number your images, tables and figures continuously.
- Titles are concise word groups that represent how the content of the section is organised.
- Use the same font (Calibri) for all titles and mark them in bold. Titles of the same level get the same point size.

2. LANGUAGE AND SPELLING



LEGIBLE FONT

At Artevelde University College Ghent, it is agreed that the font Calibri 11 is used for all publications. This is an economic font that is easy to read on paper as well as on the screen.

CORRECT LANGUAGE

Make sure to use correct English. There are many online sources that will provide an answer to any language question you may have.

OFFICIAL SPELLING

Follow the official spelling rules and use a consistent spelling if different spelling options exist for the same word.

3. EMBEDDED SUPPORT DEVICES



CONCRETE AND CLEAR OBJECTIVES

- Always start from the competences and the related competence level.
- Describe in detail what your expectations are concerning knowledge, skills and attitudes, and coordinate this with the testing methods.
- State the objectives that describe what result the student must achieve.
- Objectives are teacher-independent. Be creative when you work out these objectives by using teaching didactics, activities and content.

QUOTATIONS AND REFERENCES

Use the APA format³ for quotations and references consistently, as the students are to use this for their Bachelor's thesis as well. Best refer to an up-to-date reading list.

UP-TO-DATE AND RELEVANT CONTENT

Write your study materials as a team, or have your colleagues or experts from the professional field review it.

That way, the content of your study materials can be drawn up in function of the competences aimed at.

GUIDED SELF-STUDY

- Test your study materials for guided self-study against all minimal quality requirements.
- Include tips for study and evaluation in the syllabus as well.
- Pay particular attention to examples and assignments that allow to process the learning contents on a deeper level. Provide correction keys and/or feedback moments.

DIGITALLY AVAILABLE

Use the appropriate digital media tool for the objectives aimed at. Make sure this information is easily accessible for all students.



4. DIVERSITY

RESPECT FOR DIVERSITY

- If possible, represent the diversity of society in your examples, illustrations, cases etc.
- Make the study materials accessible concerning language, cost and sustainability (print recto/verso).
- Provide a digital version of your study materials. Text-to-speech software Sprint+ for students with reading difficulties can be used on your materials.