

## A checklist for preparing an OSCu course

The last possible execution period	The responsible university	The participating university (the remote university)
Early enough	<ul style="list-style-type: none"> <li>• Getting to know the OSCu project and project instructions.</li> <li>• Finding out which universities would be interested in the course and designing a convenient timing for the course.</li> <li>• Noticing the lecture periods of other universities (e.g. the holiday seasons may vary).</li> </ul>	
3 semester months before the course begins (e.g. 3/03 for a course which begins 9/03, 10/03 for a course which begins 1/04)	<ul style="list-style-type: none"> <li>• Deciding a person responsible for the course, lecturing times, requirements and prerequisites of the course.</li> <li>• Reserving a lecture room.</li> <li>• Informing the basic facts of the course to the OSCu partners and to the project coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Becoming acquainted with the course, finding out whether it fits to the curriculum (prerequisites etc.).</li> <li>• Getting to know the OSCu project and project instructions.</li> </ul>
2 semester months before the course begins (e.g. 4/03 for a course which begins 9/03, 11/03 for a course which begins 1/04)	<ul style="list-style-type: none"> <li>• Deciding which universities to take to the course and informing of the decision to the universities.</li> <li>• Preparing a main www-page of the course. Linking local www-pages to the main page.</li> <li>• Entering the course to FVU (Finnish Virtual University) portal.</li> <li>• Reserving video conference equipment for the lectures.</li> <li>• Reserving Multipoint Conference services for lectures (e.g. MCU at CSC).</li> </ul>	<ul style="list-style-type: none"> <li>• Deciding whether to participate to the course or not.</li> <li>• Deciding a person responsible for the local arrangements of the course.</li> <li>• Informing the willingness to participate in the course and a contact person to the responsible university.</li> <li>• Taking care of the lecture room reservations.</li> <li>• Preparing a www-page of the local arrangements of the course and informing the address of the page to the responsible university.</li> </ul>
1.5 semester months before the course begins	<ul style="list-style-type: none"> <li>• Informing local students etc. about the course. Deciding the local way of student registration to the course (OSCu registration system is available for all OSCu universities).</li> <li>• Assigning local course personnel and taking into account the OSCu courses resource estimation.</li> <li>• Deciding (at latest now) software systems/environments and other tools required in the course</li> <li>• Informing of the tools to the participating universities.</li> </ul>	<ul style="list-style-type: none"> <li>• Informing local students etc. about the course. Deciding the local way of student registration to the course (OSCu registration system is available for all OSCu universities).</li> <li>• Assigning local course personnel and taking into account the OSCu courses resource estimation.</li> <li>• Taking care of supplying and installation of the required tools and software.</li> </ul>

The last possible execution period	The responsible university	The participating university (the remote university)
1-2 weeks before the course begins	<ul style="list-style-type: none"> <li>• Organizing a test of the lecture arrangements between all the participating universities.</li> <li>• Sending the materials meant for students to the participating universities.</li> <li>• Deciding a common news group to the course.</li> <li>• Planning and organizing an opening seminar (first face-to-face meeting) to all the course personnel in cooperation with the project coordinator. (*)</li> </ul>	<ul style="list-style-type: none"> <li>• Taking care of copying of the materials meant for students etc.</li> <li>• Finishing the division of tasks between the local course personnel and deciding the persons who will participate in the opening seminar.</li> </ul>

(\*) The idea in the opening seminar is to gather up everyone in the course personnel to fix the practices for the course and to create a common understanding of the goals, the content and the implementation of the course. There is also a short training of the principles of the OSCu project in the meeting. This is done to make the course implementation and the material documentation to run smoothly during the course in spite of the distributed location and tasks of the course personnel (cf. multi-site projects which requires careful planning and fixing of the working models).