



Appendix E2
Educational Planning Table

Instructions: For educational activities with multiple sessions, please complete a planning form for each individual session for which contact hours will be awarded.

EDUCATIONAL ACTIVITY TITLE: _____

INDIVIDUAL SESSION TITLE: (IF DIFFERENT THAN ACTIVITY TITLE) _____

CONTENT	TIME FRAME	PRESENTER/FACULTY	LEARNER ENGAGEMENT STRATEGIES
Provide an outline of the content to be presented, related to each learning outcome, in sufficient detail to determine consistency with learning outcomes and appropriate time allotted.	List the number of minutes ² for each topic/ content area ³ .	List the presenter, faculty person or author for each content area.	List the engagement strategies used by each presenter for each content area.
			<input type="checkbox"/> Question/Answer <input type="checkbox"/> Self-check or self-assessment <input type="checkbox"/> Audience response system <input type="checkbox"/> Return skill demonstration <input type="checkbox"/> Role play <input type="checkbox"/> Small group discussion <input type="checkbox"/> Assignments/testing/practice <input type="checkbox"/> Engaging learners in dialogue <input type="checkbox"/> Analyzing case studies <input type="checkbox"/> Other- specify _____
			<input type="checkbox"/> Question/Answer <input type="checkbox"/> Self-check or self-assessment <input type="checkbox"/> Audience response system <input type="checkbox"/> Return skill demonstration <input type="checkbox"/> Role play <input type="checkbox"/> Small group discussion <input type="checkbox"/> Assignments/testing/practice

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² Total number of minutes should match the total number of hours used to calculate the contact hours awarded. ³ Time spent on learner feedback and/or evaluation is acceptable to include in calculation of contact hours. **Total minutes for this activity/session (including time spent on evaluation) = _____**