

Curriculum for the FIRST F2F-meeting:

- **Make clear the necessary commitment**
 - Reasonability for the group members
 - If learners have planned vacation during pilot 2 they cannot take part
 - Sickness / illness → inform local and task tutor and → inform e-tridem group
- **Explain the project at its objectives:**
 - **EU-context**, this is a pilot study, etc... funding by EU.....
 - **Objectives:** intercultural communication, improving language skills and the use of ICT
 - **Working methods /course setting**
 - **Different roles** of learners and tutors
 - **Who is who** (hand-out)
 - Importance of **evaluation** (there is no privacy)
 - Give them a **deadline and dates calendar** for the whole course duration. The learners should integrate all the dates in their agenda. They are fixed and obligatory but if somebody cannot attend a chat or Skype date for an important reason, he/she has to tell this immediately to his/her local tutor and has also to contact his/her e-tridem partners in order to find a better date (but being aware of the deadline sequence and not changing it). If there are sudden and urgent problems at a later state like sickness, etc. learners have to inform also their e-tridem partners and the task tutor.
- **Training of SKYPE and the handling of the moodle tools: [hands-on](#) with your learners & "homework" tasks**
- **Ask them about their technical knowledge and equipment**
- **Role and responsibility of the learners:** special role of the g-o-t-s → distribution of **hand-out including the guidelines for learners** → go with them through the "Guidelines for Learners"
- **Talk with them about the last F2F travel** (if it's possible organise a joint final face-to-face meeting): who can travel etc
- **Explain the evaluation procedure:** in the pilot courses learners had to fill in different Evaluation questionnaires at different stages of the project; integrating an evaluation makes sense in every course!
- Distribute the **Hand-outs** (see link)