



UICC Master Courses

Guidelines for course leaders

Master Courses are purpose-built educational activities combining an online component with a face-to-face workshop. The tailor-made nature of the content and blended format of delivery makes them a unique platform to meet the specific needs for continuing education of those engaged in cancer control from various disciplines and at different levels.

These guidelines build on the experience of previous Master Course programmes to provide course leaders with a template structure to utilise as they design their course.

What is expected from Course Leaders?

Each Master Course can be taught by more than one faculty, though one should be appointed as the Course Leader, who will act as the main coordinator with UICC and course participants. The Course Leader, and any other faculty members, are expected to attend the World Cancer Congress and lead their one-day workshop on 19 October 2020.

Course Leaders' responsibilities consist of:

1. Define clear learning objectives, which should describe the core knowledge and skills that the participant should derive from the course, and select the course faculty
2. Define the target audience for the course and agree with UICC any selection criteria and process for aspiring participants, should a selection be required (for example due to over-subscription from Congress delegates)
3. Develop the course's online learning component in the form of a linear curriculum to be scheduled and led by the course leader and faculty through the UICC eCampus in the three months prior to the World Cancer Congress
4. Collate any reading material and produce relevant webinars, presentations, case studies, and/or assignments making up the online learning content for the course (see next section for template format)
5. Integrate the online content with individual assignments and collaborative activities among the course participants using the eCampus e-messaging or discussion forum
6. Maintain regular contact with participants as they undertake the course online component
7. Include an exercise or assessment to measure participants' learning
8. Design a one-day face-to-face workshop to engage the course participants in discussions, peer learning, and group problem-solving around the course's theme at the World Cancer Congress
9. Lead the face-to-face workshop on 19 October 2020
10. Complete the evaluation survey aimed at Course Leaders

What Course Leaders can expect from UICC

1. UICC will provide a single point of contact acting as coordinator for all queries around the design, development and delivery of the Master Course
2. UICC will provide each Course Leader with personal login details to the UICC eCampus, as well as guidance and support on its functionalities and features

3. UICC will manage all logistics related to the applications, selection (in coordination with the Course Leader) and registration of participants to the Master Course
4. UICC will manage all external communications related to the marketing of the Master Course to Congress delegates
5. UICC will signpost any technical issues related to the eCampus to the eCampus support team and work with the Course Leader to ensure technical issues are resolved
6. UICC will provide room, AV and catering related to the one-day face-to-face workshop
7. UICC will manage all general communications with Master Course participants, aside from that related to the online curriculum
8. UICC will manage the evaluation survey and certificates of completion for participants

Online component

Platform

The Master Courses' online component is delivered through the [UICC eCampus](#), which runs on the [Multilearning platform](#), an online learning management system specialised in providing online solutions for medical education.

Format

Most participants pursue a Master Course while working full-time and have limited time to dedicate to the online course, hence the content for the online component should not be too intensive.

With that in mind, a generic structure for the online component of a Master Course is included below:

- Baseline survey and background reading material to introduce the topic
- A structure of 3/4 thematic modules, each addressing an aspect of the topic
- Each thematic module to comprise of 2/3 online learning activities, for example webinars, narrated slides presentations, or reading material
- For each module, a set of related questions should be posted on the discussion forum to encourage interaction amongst participants, and between them and the Course Leader
- Course Leaders are encouraged to create quizzes or short assignments (for example, case study submissions or learning journals) related to the course topic
- Ideally all course content should include case studies or examples from diverse health systems and income settings to reflect the varied backgrounds of Master Course participants

Example:



Online learning activities

Master Courses predominantly use recorded webinars or narrated slides presentations as most common online learning activities. Not only these lend themselves well to the online format, but also enable participants to access them at their convenience and relevant time zone. The duration of a webinar or presentation varies, but it is recommended not to be over one hour.

- Webinars and presentations are usually recorded in advance and uploaded to the eCampus. In some instances, course leaders have delivered live webinars and uploaded the recording afterwards, however not all participants are able to participate at the same time given the difference in time zones
- UICC has an account with the Zoom video communication platform, which course leaders may use to record webinars or presentation if needed

Webinars and presentations can then be complemented by other learning activities such as reading material, quizzes, polls, or assignments.

Workshop

The capped class size (40 to 50 participants) and face-to-face workshop is what distinguishes Master Courses from other online courses, such as massive open online courses (MOOCs), and renders its format unique.

Previous Course Leaders and participants alike have often highlighted the workshop as a true added value to their Master Course's experience.

Whereas the online component may serve to introduce key aspects of the subject topics, the workshop provides with an effective platform for participants to share learning and bring their own perspectives.

Course Leaders have run their workshops in different ways in the past. Successful formats tend to have a participatory approach and include opportunities for participants to present work undertaken during the online component.

Course Leaders will be provided with a room, catering and standard AV equipment for the full day of 19 October. Specific layout requirements can be agreed in advance.

Timeline

Date	Activity
August – October 2019	Expressions of interests to lead a Master Course
August – December 2019	Rolling review and shortlisting of topics; outreach to sponsors
January 2020	Announcement of Master Courses
February – April 2020	Master Courses' participants registration
May 2020	Participants' selection (if course is overbooked) and finalisation of online content
June – September 2020	Master Courses' online component
19 October 2020	Workshop at 2020 WCC
