



SUMMERSCHOOL TRAINING

How to plan your summer school?

International summer school ALUO 2020

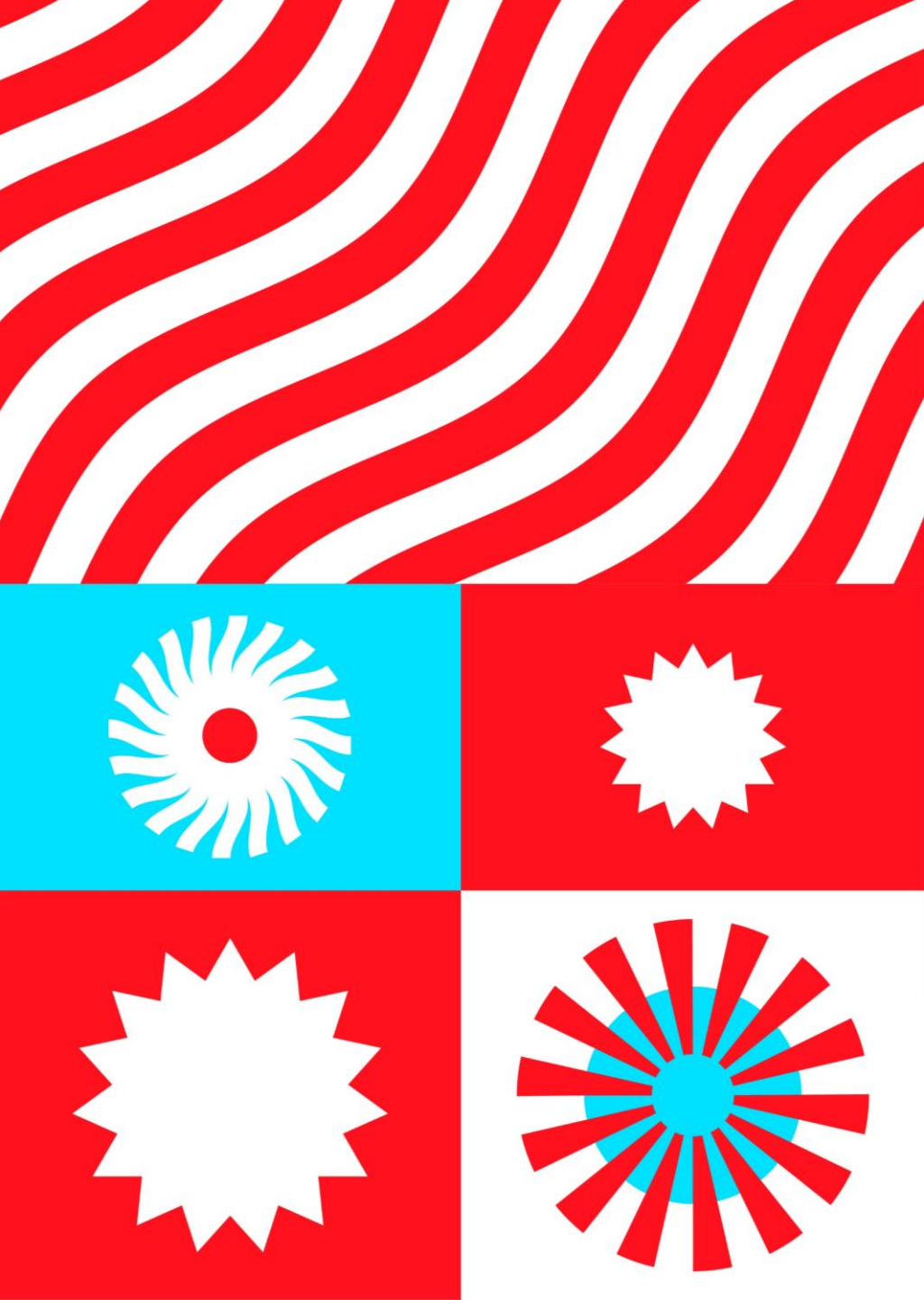
Friday, 23rd October 2020, 9:30 – 13:30

Lecturers:

assoc. prof. Domen Fras

Mateja Vidrajz, *Project Manager*

Project "Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP"



SUMMERSCHOOL TRAINING

How to plan your summer school?

Friday, 23rd October 2020

9:30 – 11:00

12:00 – 12:30

Lecturer:

Mateja Vidrajz, *Project Manager*

*Project “Fostering Internationalization at Montenegrin HEIs through
Efficient Strategic Planning – IESP”*

Why summer schools at UL ALUO?

- Promotion of the faculty,
- Acquisitions of students,
- Improvement of cooperation with individual experts,
- Connection of partners,
- Gaining joint projects,
- Extra funds.

Summer schools at ALUO from 2017-2020

- **Summer school 4 × 4**, with four different subjects: drawing, illustration, photography and typography. Intended for everyone, 2017 – 2018, co-financed;
- **Drawing and painting**, for anyone interested in drawing and painting, 2018– 2019, 2020 – cancelled, no co-financing;
- **Ajkec pajkec**, for kids, since 2000 when it started at the Modern Gallery and now it's continuing at UL ALUO since 2008, 2020 edition was also implemented in August, no co-financing;
- **International summer school 2020:**
 - Type Days Ljubljana with Gerry Leonidas, planned in Ljubljana but changed to an ONLINE course, co-financed by University of Ljubljana;
 - 4 Design projects Sprints For Sustainable Change, 2020 edition cancelled and postponed until 2021, co-financed by University of Ljubljana.

Initiative or gaining approval

Convincing your superiors of the benefits of the programme: consider presenting your summer school as a solution to a problem, an answer to a question, an opportunity that cannot be missed by:

- writing a good proposal and curriculum,
- set agenda of the summer school,
- include information for whom it is intended (identify your pupils),
- when it will happen and why this time is chosen,
- consider the best duration of your programme (also because of the ECTS points),
- include: the number of attendees, teachers, experts, ..
- prepare a draft of a communication strategy.

Initiative or gaining approval

MEDNARODNA POLETNA ŠOLA 2020

Spoštovani,

prosimo, da izpolnite prijavo s svojim predlogom za izvedbo mednarodne poletne šole na UL ALUO. UL ALUO bo pokrila stroške dveh Mednarodnih poletnih šol (MPŠ), pri čemer bo za vsako namenila 4.686,49 € iz sredstev Razvojnega stebra financiranja. Za vsako poletno šolo je potrebno predvideti tudi kotizacijo, s katero se bodo pokrili vsi preostali stroški izvedbe.

V primeru več prijavljenih predlogov se bo izvedel izbor na podlagi spodnjih kriterijev. Prosimo, upoštevajte tudi časovnico za prijavo predlogov.

OBVEZNE VSEBINE:

1. sodelovanje najmanj enega tujega predavatelja,
2. število drugih predvidenih predavateljev in njihove reference,
3. vsebina poletne šole,
4. učni načrt, predviden obseg ur dela s študenti, končni rezultat njihovega dela, število predvidenih ur samostojnega dela (da se lahko določi število KREDITNIH TOČK, ki jih dobijo sodelujoči na poletni šoli),
5. trajanje poletne šole od 3 do 5 dni,
6. izvedba v poletnem času od junija do vključno septembra,
8. poziv tujim študentom z mednarodnim pozivom za sodelovanje, ki se ga pošlje na tuje visokošolske zavode, lahko tudi v sodelovanju z akademijo ipd., iz katere prihaja tuji predavatelj,
9. število udeležencev poletne šole,
10. jezik izvedbe: angleščina ali slovenščina – v tem primeru je potrebno zagotoviti prevajanje za tuje udeležence (strošek prevajalca je potrebno vključiti v izračun stroška poletne šole),
12. predvideni termin,
13. okvirni finančni načrt za izvedbo (strošek honorarjev, potnih stroškov: letalskih kart, hotela, materialov za udeležence, prevodov, koordinacije, oglaševanja, PR, tiska, oblikovanja, morda posebne spletne strani ali podstrani, reprezentance, najema prostorov, če je izven prostorov ALUO). Končni finančni načrt bo pripravljen v sodelovanju s projektno pisarno.

KRITERIJI ZA IZBOR PREDLOGA MPŠ:

1. sodelovanje najmanj enega tujega predavatelja,
2. število drugih predvidenih predavateljev in njihove reference,
3. vsebina poletne šole.

NASLOV MEDNARODNE POLETNE ŠOLE *

Vaš odgovor

PREDAVATELJ (ime in priimek) *

Vaš odgovor

PREDAVATELJ PRIHAJA IZ TUJINE *

- DA
 NE

REFERENCE PREDAVATELJA *

Vaš odgovor

DRUGI VABLJENI PREDAVATELJI (pripišite ali so iz tujine ali domači, reference) *

Vaš odgovor

https://docs.google.com/forms/d/1F4L0JBVNXH_OMLXRcFPXaA60IQg6QKDCzww9Q0U9O6Q/edit

Initiative or gaining approval

MEDNARODNA POLENTA ŠOLA ALUO 2020: Predlog št. 3	
Casovni žig	2.15.2020 18:03:13
Naslov mednarodne poletne šole	Typeform bootcamp
Predavatelj (ime in priimek)	Gerry Leonidas
Predavatelj prihaja iz tujine	DA
Reference predavatelja	Department Director of Academic Tutoring, Programme Director for the MA Typeface Design and MA (Res) Typeface Design, Course Director for the TDi summer course, and Enterprise Coordinator for the School of Arts & Communication Design. Teaches design across various modules on our undergraduate programme, supervises BA and MA dissertations, and supervise PhD researchers, member of groups focusing on internationalisation, student exchange, admissions, and enterprise, actual president of ATypl http://www.reading.ac.uk/typography/about/staff_list/g-leonidas.aspx
Drugi vabljeni predavatelji (pripisite ali so iz tujine ali domači, reference)	/
Sodelujoči partnerji (podjetja, institucije,...)	Društvo Tipo Brda
Vsebina	Priprava projektnih nalog za razvoj črkovne vrste, iskanje relevantnih virov za njihov projekt, digitalizacija ključnih črkovnih oblik, oblikovanje slogovnih različic, evalvacija razvojnih in slogovnih možnosti v sklopu projekta. This is an intensive short course that builds the foundation for developing typefaces, and provides the skills to continue work independently after its conclusion.
Komu je mednarodna poletna šola namenjena (lahko izberete več možnosti)	Dodiplomskim študentom, Podiplomskim študentom
Metode poučevanja in učenja (lahko izberete več možnosti)	Predavanja, Delavnica
Predviden obseg ur dela z udeleženci	30
Predviden obseg ur samostojnega dela	20
Število kreditnih točk (ECTS)	3
Končni rezultat dela udeležencev MPŠ	Črkovna vrsta oz. črkovna družina, evalvacija dela
Trajanje	5 DNI
Mesec izvedbe	Avгust 2020: 20., 21., 22., 24. 25.

Expected Deliverable/Results/Outcomes	Work Package and Outcome ref.nr	3.4.
	Title	Development of pilot summer school in English with curricula
Description	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material <input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input type="checkbox"/> Service/Product
	Description	<p>In order to support internationalization through incoming student mobility, the P1 will offer accredited summer schools in English language.</p> <p>Design of summer school programs will include development of the course content and the learning outcomes, procedures of student recruitment, procedures of dealing with the application process, arrangement of housing for the students and development of a social program. Students will be able to learn more about the topics they are interested in and the courses that will be offered are those that are not always available at their home institutions. They will be taught by the same professors who teach full-time degrees at the university, covering the same academic content. After the completion of the summer school program, students will have to complete a final exam in order to earn credits.</p> <p>At least 2 interdisciplinary summer school programs with curricula will be developed at P1.</p> <p>P5 and P6 will host 2 day meetings (M8 – M9) to P1 during which EU HEIs will present their summer school programs with administration. Meeting in P5 within WP3, DEV 3.1 will be used to present additionally its summer school programs. Delegation will be composed of at least 3 members from P1 and at least 1 member from ministries and agency.</p> <p>P1 will host a two-day meeting (M13) during which P1 will present summer schools programs where fine tuning of curricula will be performed. Delegations will be composed of at least 3 members of P1, at least one member from ministries, agency and 2 per each EU HEI.</p> <p>Documents will be disseminated and incorporated into the general overview report.</p>
	Due date	15/12/2020
	Languages	English/Montenegrin
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input checked="" type="checkbox"/> Administrative staff <input type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Other If you selected 'Other', please identify these target groups. (Max. 250 words)	
Dissemination level	<input checked="" type="checkbox"/> Department / Faculty <input type="checkbox"/> Institution <input type="checkbox"/> Local <input type="checkbox"/> Regional <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> International	



Internal preparation

- setting up a team,
- designing and planning of your timeline,
- founding and budget preparation,
- designing your outlook,
- defining your communication strategy.

Designing and planning of your timeline

- getting the team together,
- appointing a coordinator,
- appointing individual roles and assignments,
- planning the timeline.

Designing and planning of your timeline

- give enough time for individual work assignments and outsourced assignments:
 - finalising the content and schedule,
 - design of the web page and visuals,
 - translations and proof reading of the content,
 - purchase of new equipment,
 - etc.
- set date when to go online,
- set dates of social media exposure,
- give enough time for applicants to apply and consider spare time for extended deadlines,
- consider enough time for payment and don't forget about additional time needed for international bank transfers.

Founding and budget preparation

Income:

- grant,
- sponsors (national and local governments or enterprises),
- participation fee.

Expenditures:

- online or on-site,
- accommodation, catering, excursions, social event, lecture rooms, office supplies, shuttle services, stationary, student tutors, assistants, graphic designer, photographer, videographer, translator, proofreader, printing, post costs (if we send out certificates by post), cost of travel and living costs for the lecturer,...

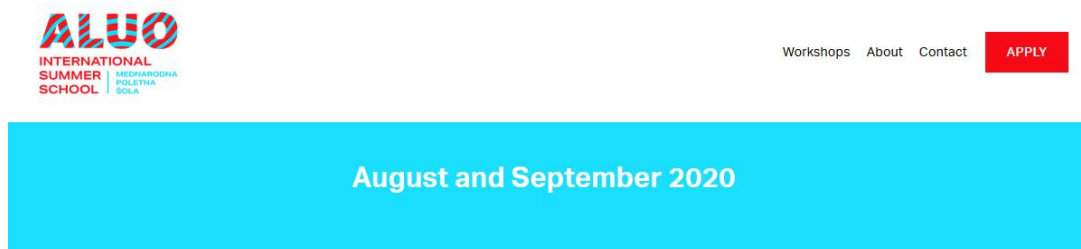
The slide features a decorative border composed of various geometric patterns in red and blue. The patterns include sunburst designs, concentric circles, wavy lines, and abstract shapes. The border is positioned around the top, bottom, and sides of the central text area.

Designing your outlook

- Preparing your graphic design identity,
- Web site preparation,
- Preparation of all visual content for your communication strategy.

External preparation

Implementing your communication strategy and getting people interest in your programme.



Workshops



Online Type Days Ljubljana with GERRY LEONIDAS



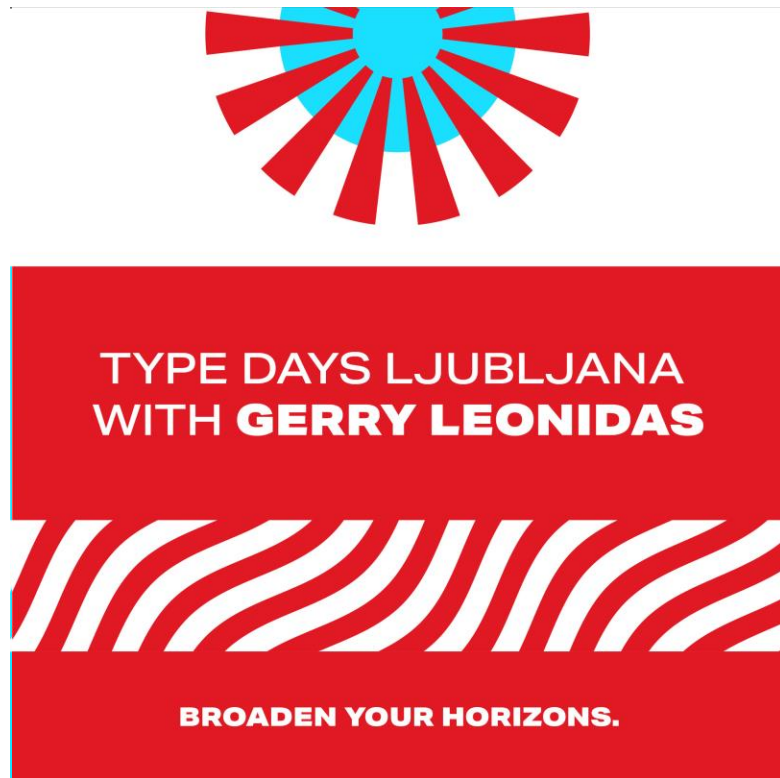
4 Design projects Sprints For SUSTAINABLE CHANGE

The website contains the following information:

- general description of the summer school, rationale of the theme, program, structure and content,
- composition of the academic committee,
- names of the teaching staff,
- day-to-day program,
- general information on the target audience, language requirements, participation costs, application procedure, deadlines,
- location and accommodation,
- travel information,
- information on the host university or faculty.

External preparation

Implementing your communication strategy and getting people interest in your programme.



"The only external course I'll do this summer."


ONLINE

20 - 24 AUG

3 ECTS

External preparation

Application process and selection of candidates



**INTERNATIONAL
SUMMER
SCHOOL** | MEDNARODNA
POLETNA
ŠOLA

TYPE DAYS LJUBLJANA

Mednarodna poletna šola UL ALUO z Gerry-em Leonidasom
International summer school UL ALUO type design with Gerry Leonidas

Na poletni šoli se boste seznanili z razumevanjem raznolikih tipografskih žanrov za načrtovanje črkovnih vrst. Predstavljeni bodo različni načini pisanja, uporaba raznolikih orodij ter medijev, ki vplivajo na parametre oblikovanja. Razvoj črkovne vrste boste testirali s testnimi predlogi.

Začetniki bodo pridobili znanje osnov oblikovanja črkovnih vrst – skiciranje osnovnih oblik in digitalizacije uporabnega fonta. Izkušeni oblikovalci pa bodo na poletni šoli izpopolnili obstoječe znanje in razumevanje načrtovanja črkovnih družin za specifične namene. Poudarek bo na unikatnosti in izvirnosti oblik črkovnih form.

//

The course begins with an understanding of type genres, and helps participants conceptualise typefaces and plan typeface families. It introduces writing, sculpting, and synthetic methodologies for style consistency. Systematic development across styles and optical sizes is supported with workflow examples and test documents. Beginning participants will develop with a clear understanding of typeface design spaces, and develop skills for translating their sketches into workable fonts that can be used to typeset test documents. Experienced participants will be able to refine their designs, understand how to position typefaces for specific markets, and explore originality and identity within realistic briefs. The material used in the course can be documented, shared, and re-used.

KDAJ // WHEN
20. 24. avgust 2020 // August 20–24, 2020

KJE // WHERE
Na spletni platformi // Online course

TYPE DAYS LJUBLJANA

Ime in fotografija, povezana z vašim Google Računom, bosta zabeležena, ko naložite datoteke in pošljete ta obrazec. Niste aluo.prijave@gmail.com? [Preklopi račun](#)

* Zahtevano

Študenti / Students

Fakulteta in univerza / Faculty and University *

Akademija za likovno umetnost in oblikovanje, Univerza v Ljubljani / Academy of Fine Arts and Design, University of Ljubljana

Drugo: _____

Stopnja študija *

1. stopnja / MA

2. stopnja / BA

Drugo: _____

Letnik / Year *

1. letnik / 1st year

2. letnik / 2nd year

3. letnik / 3rd year

TYPE DAYS LJUBLJANA

Ime in fotografija, povezana z vašim Google Računom, bosta zabeležena, ko naložite datoteke in pošljete ta obrazec. Niste aluo.prijave@gmail.com? [Preklopi račun](#)

* Zahtevano

Osební podatki / Personal details

Naziv / Title

Mr

Mrs

Ms

Drugo: _____ Počisti izbor

Ime / Name *

Vaš odgovor _____

Priimek / Surname *

Vaš odgovor _____

Practical preparation and implementation

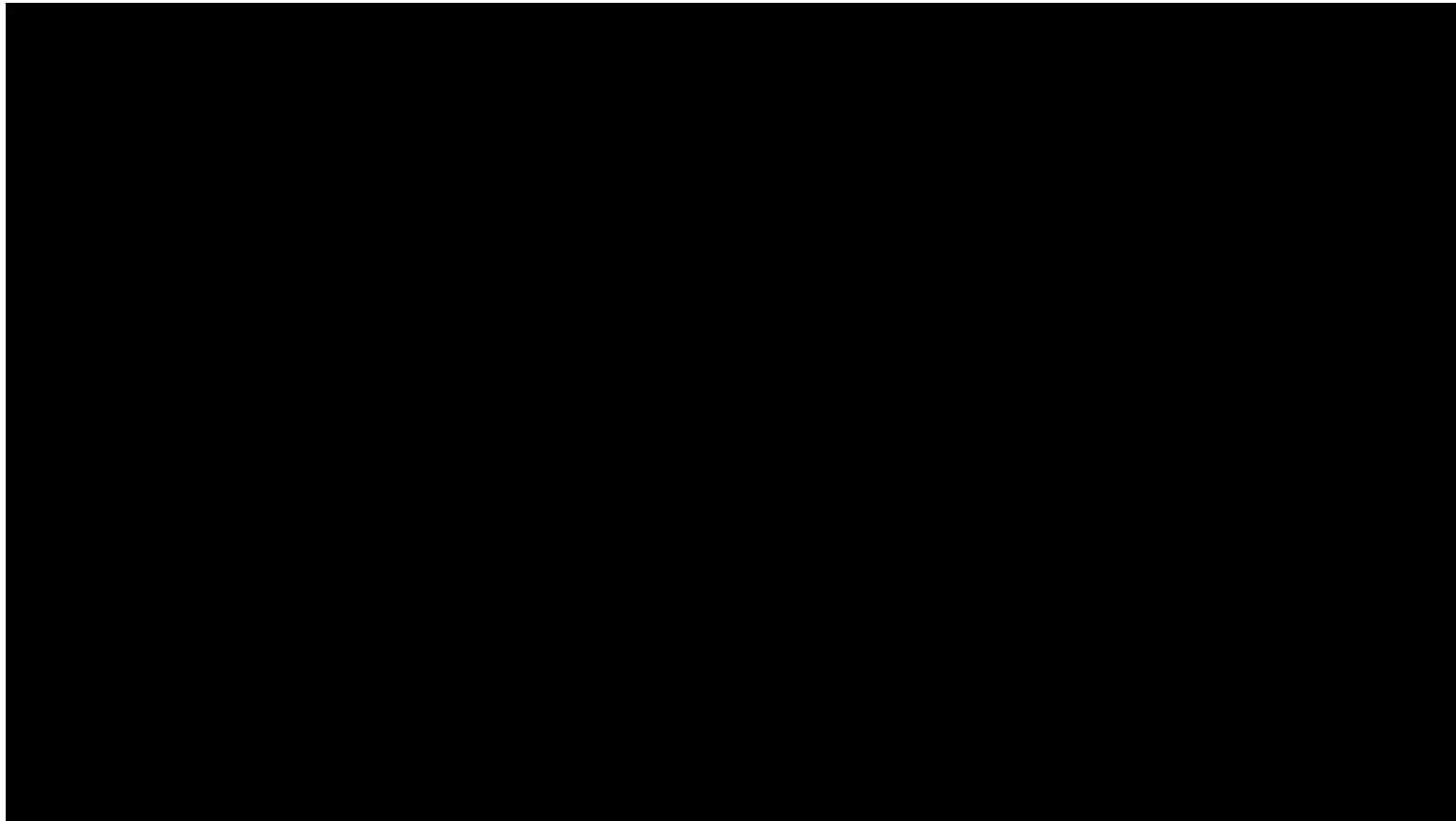
Getting ready to start your summer school:

- check everything two days prior to the start of the course,
- work on some 'worst-case scenarios',
- get help from additional personnel,
- logistics,
- catering,
- informative package,
- special requirements,
- housing,
- other activities: evening programmes, cultural programmes, excursions, official reception, closing and farewell dinner.
- emergency contact,
- insurance,
- student transcripts,
- certificates.

Implementation of planned summer school activities



Implementation of planned summer school activities



Implementation of planned summer school activities



Evaluation & Reporting

- Evaluate all your steps from the beginning to the end,
- Write a detailed evaluation report that will help you in future endeavors,
- Make a survey for your participants,
- Talk with the lecturers what they liked and disliked.

Evaluation & Reporting

1 UVOD

V letu 2020 je UL ALUO s strani Univerze v Ljubljani iz sklada RSF pridobila dodatna sredstva za izvedbo mednarodnih poletnih šol (MPŠ).

Sofinanciranje poletnih šol je bilo za članice UL namenjeno iz:

- področje: internacionalizacija;
- razvojni cilj: pozicioniranje UL v mednarodni prostor in povezovanje z odličnimi univerzami.
- Ukrepi za doseganje razvojnega cilja: izvedli bomo mednarodne poletne šole v tujem jeziku s kreditnim ovrednotenjem za redno in splošno izbirnost v okviru študijskih programov prve in druge stopnje,
- Kazalnik: B3B;
- Namenjena sredstva: 4.686,49 € za vsako načrtovano MPŠ.

Sredstva so bila predvidena za izvedbo dveh MPŠ v času od junija do konca septembra. Pri pripravi in organizaciji prvih MPŠ je delo potekalo po naslednjih korakih:

1. **KORAK:** Pobuda za prijavo vsebine in pridobitev odobritve: prepričevanje ocenjevalcev v prednosti programa,
2. **KORAK:** Notranja priprava: oblikovanje in načrtovanje, identifikacija učencev, določitev dnevnega reda poletne šole, ustanovitev in priprava proračuna, oblikovanje in priprava komunikacijske strategije,
3. **KORAK:** Zunanja priprava: izvajanje komunikacijske strategije in spodbujanje zanimanja kandidatov za pripravljene programe,
4. **KORAK:** Praktična priprava: priprava na začetek poletne šole,
4. **KORAK:** Izvajanje načrtovanih dejavnosti poletne šole,
5. **KORAK:** Vrednotenje in poročanje: pridobite dragocenih vpogledov učencev, ocenite, kaj so se naučili in kako izboljšati program in izvedbo za naslednje leto.

V skladu s pogojem, da mora biti mednarodna poletna šola ovrednotena s kreditnimi točkami (ECTS), je bil sprožen postopek za potrditev 3 ECTS za vsak izbran program mednarodne poletne šole. Za izbrane programe mednarodnih poletnih šol je komisija za študijski program po pregledu predlogov MPŠ, vsebine in obveznosti za študente (skupaj 75 ur) potrdila 3 ECTS za vsako predlagano MPŠ.

4. učni načrt, predviden obseg ur dela s študenti, končni rezultat njihovega dela, število predvidenih ur samostojnega dela (število KREDITNIH TOČK, ki jih dobijo sodelujoči na poletni šoli),
5. udeležba tujih študentov,
6. dobro opredeljen finančni načrt za izvedbo (strošek honorarjev, potnih stroškov: letalskih kart, hotela, materialov za udeležence, prevodov, koordinacije, oglaševanja, PR, tiska, oblikovanja, morda posebne spletne strani ali odstrani, reprezentance, najema prostorov, če je izven prostorov ALUO). Končni finančni načrt bo pripravljen v sodelovanju s projektno pisarno.

ČASOVNICA:

- 14. februar: rok za oddajo predlogov za izvedbo MPŠ,
- 28. februar: izbor dveh predlogov za izvedbo MPŠ,
- potrditev MPŠ na Senatu UL ALUO
- marec: priprava za izvedbo in objava prijave na MPŠ UL ALUO.



Slika 1: Izgled dela prijavnice z opisom obveznih vsebin, kriterijev in časovnice.

Survey for participants

INTERNATIONAL SUMMER SCHOOL | MEDNARODNA POLETNA ŠOLA

TYPE DAYS LJUBLJANA WITH GERRY LEONIDAS | **AUG 2020**

TYPE DAYS LJUBLJANA - SURVEY

Satisfaction survey for participants of the International Summer School UL ALUO: Type Days Ljubljana with professor Gerry Leonidas; University of Reading, UK. Between 20 and 24 August 2020.

Please take a few minutes to answer the questions below. Completion of the survey is anonymous by choice.

Thanks in advance for your cooperation.

* Zahtevano

Status: *

Student

Employed / Self-employed

Drugo: _____

Application to the summer school workshop was easy (Google Form application). *

I totally disagree. 1 2 3 4 5 I totally agree.

Were you satisfied with the way you were informed about the workshop after application? *

Very dissatisfied. 1 2 3 4 5 Very satisfied.

Communication with the project office was helpful and informative. *

I totally disagree. 1 2 3 4 5 I totally agree.

Evaluate your satisfaction with the content and implementation of the workshop. *

Very dissatisfied. 1 2 3 4 5 Very satisfied.

Survey for participants

For the future: *

	Content	Lecturer	Colaborative space	Online	Price	Schedule	Assistants
What should be kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What should be fixed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What should be abandoned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your experience with online workshop? *

- I prefer it online, no need to travel, less expensive.
- Ok, I don't have a problem with it.
- It was difficult, I would like to meet people in person.
- Never again, it should be live!
- Drugo: _____

The content was?

- As promoted.
- I expected more about theory.
- I expected more about font engineering.
- I expected more about sketching by hand.
- Drugo: _____

Pricing evaluation

	150 €	250 €	350 €	450 €	500 €	550 €
At what price would you begin to think the product is so inexpensive that you would begin to question the quality?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At what price would you think the product is a bargain?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At what price would you think the product is getting expensive, but you might consider it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At what price would you think the product is too expensive?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

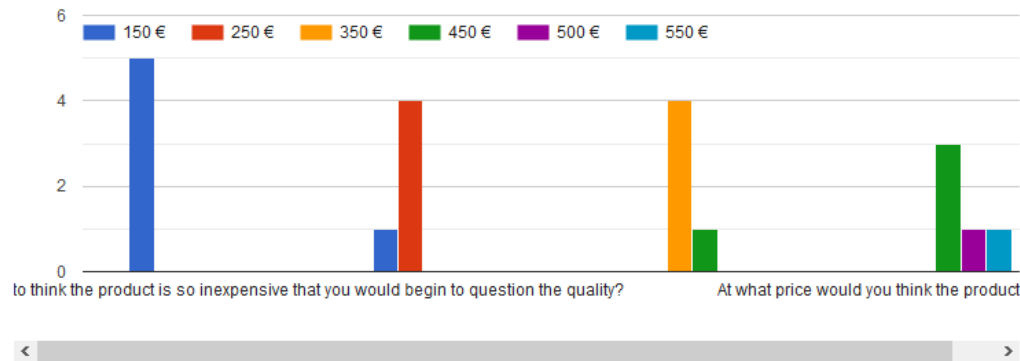
- Which price do you consider cheap for this product?
- Which price do you consider expensive for this product but still just acceptable?
- Which price do you consider too expensive for this product?
- Which price do you consider too cheap for this product so that you would actually question the quality?

Pricing evaluation

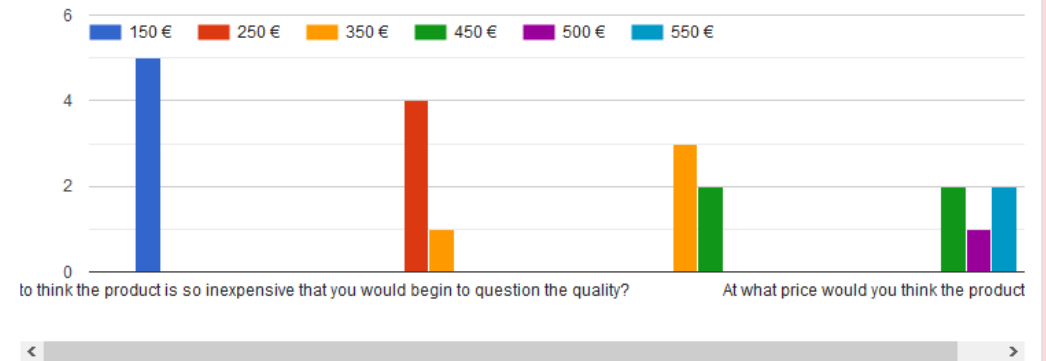
Please evaluate the acceptability of the **ONLINE** workshop price.

Please evaluate the acceptability of the **LIVE** workshop price.

Please evaluate the acceptability of the ONLINE workshop price.



Please evaluate the acceptability of the LIVE workshop price.



Survey for participants

Please make a short statement or opinion on the content, implementation and lecturers of the workshop. If you allow use of your name, please write your name at the end of the statement.

5 odgovorov

I think you did a great job trying to replicate a studio-based class online. The content was great and I liked the balance of workshops and lectures.

Going into groups with the assistants didn't really seem to work, and I think that was just the nature of the online format. You can't just "grab" someone and pull them aside like you can face to face. But I really enjoyed it and for the price it was fantastic.

Having the workshop online turned out to be better than I'd imagined. Of course meeting in person is unmatched, however it was very cost effective in terms of travel and accommodation costs. If the workshop wasn't online I wouldn't have the chance to attend it.

A great opportunity to start or continue a type design project with first-class mentorship, coupled with excellent lectures and one-on-one discussions on the field's historical, business and technological context. Shame it was only for a week. Tamir Hassan

Since Gerry Leonidas is an outstanding and unique personality in the field, it was an honour to get the opportunity to to get his feedback and to hear his opinions on concrete problems. All of this was very helpful and enlightening. I would also complement Leonidas and ALUO for making the lectures available to the public. Although the workshop was online and for that part a bit impersonal. the lecturer. assistants

- Try to get statements or opinions from your participants so you can use them for your marketing and communication of your future workshops,
- Make a section on your site with the statements of your participants.



Practical exercise

Plan your first International Summer School program:

- Online summer school programme,
- On-site summer school programme.