



BLEND**E**D Course Scheduling Guide

16 hrs. Online / 3-hr Mid-Course Workshop / 16 hrs. In Class

Online course work starts 2 weeks before In-Class work begins.

SAMPLE:

LOCATION	IN-CLASS SESSION DATES	OFFICIAL START (Online Opens)	ONLINE DAY 1 (Mon)	ONLINE DAY 2 (Tues)	ONLINE DAY 3 (Wed)	ONLINE DAY 4 (Thurs)	ONLINE DAY 5 (Fri)	Mid-Course Workshop (Sun-ZOOM)	ONLINE DAY 6 (Mon)	ONLINE DAY 7 (Tues)	ONLINE DAY 8 (Wed)	ONLINE DAY 9 (Thurs)
Detroit, MI	May 8-9	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 2	May 3	May 4	May 5	May 6

(See Master Schedule for specific dates/locations)

(Official Course Opening – 2 weeks BEFORE In-Class session)

Go into the Online Academy and confirm that you can access the course functions from your device. **Best suited for desktop or large tablet devices.** If you have not already completed the Welcome activities in the Introduction section, do that at this time.

Here is our (HIGHLY) Recommended Daily Work Schedule:

WEEK 1 = Online Activities

Schedule daily blocks of time for your online activities Monday – Friday.
ALL WORK MUST BE COMPLETED BY THE SUNDAY MID-COURSE WORKSHOP.

- 1.5 hrs. Monday = Lesson #1
- 1.5 hrs. Tuesday = Lesson #2
- 2 hrs. Wednesday = Lesson #3
- 1.5 hrs. Thursday = Lesson #4
- 1.5 hrs. Lesson #5
- Saturday = OFF

WEEK 2 (Opening) = Required Mid-Course Workshop

3hrs. ZOOM Workshop (Sunday in most cases)
(8AM Pacific Time / 11AM Eastern Time)

Sample topics covered: Meet your classmates.

Get feedback on your mannequin work and online quizzes.

Get your questions answered before moving forward, and prep for the week to come.

IMPORTANT REQUIREMENTS FOR ZOOM:

- Place yourself in a private setting with appropriate lighting. (Front, NOT back lighting.)
- No conflicting activities (i.e., servicing clients, outside calls/conversations, other work, etc.)
- Reliable internet connection (Ethernet is best. Wi-Fi is less reliable) PLEASE TEST BEFORE SESSION.
- Computer with camera, mic & speakers (We MUST see and hear you.) PLEASE TEST BEFORE SESSION

WEEK 2 = Online Activities

Schedule daily blocks of time for your online activities Mon. – Thursday.

- 2hrs. Monday = Lesson #6
- 2hrs. Tuesday = Lesson #7
- 2hrs. Wednesday = Lesson #8
- 2hrs. Thursday = Lesson #9
- Friday = OFF

SATURDAY = IN-CLASS WORK BEGINS AT YOUR TRAINING LOCATION