

Course Design Plan Checklist

TEMPLATE SECTION	CHECK FOR THE FOLLOWING:
Course Title, Code, Credits	<input type="checkbox"/> Ensure all info is updated and accurate.
Course Description	<input type="checkbox"/> Be sure that the course description matches the U of S Course Catalog description, prerequisites, etc. Check with the Department/ College if there are discrepancies because a formal process is required to change this information.
Required Textbook(s)	<input type="checkbox"/> Ensure textbook(s) is the latest edition; note any updates pending from the publisher. <input type="checkbox"/> Include ISBN(s) and full bibliographic information. <input type="checkbox"/> Enquire with the publisher about supplementary resources that may accompany the textbook(s).
Course Learning Outcomes	<input type="checkbox"/> Use the following preface statement: By the end of this course/class, students should be able to: <input type="checkbox"/> Use numbers, not bullets. <input type="checkbox"/> Ensure each objective starts with an active verb. <input type="checkbox"/> Ensure each objective contains only one verb. <input type="checkbox"/> Ensure each objective is measurable. <input type="checkbox"/> Ensure each objective is at an appropriate level for the course.
Course Evaluation	<input type="checkbox"/> Include the grading scheme. <input type="checkbox"/> Check that percentages add up to 100%.
Module Number	<input type="checkbox"/> Number your modules 1, 2, 3, 4...
Module Name	<input type="checkbox"/> Use concise titles.
Content Topics	<input type="checkbox"/> List the major topics for each module. <input type="checkbox"/> Ensure appropriate sequencing.

Course Design Plan Checklist continued...

TEMPLATE SECTION	CHECK FOR THE FOLLOWING:
<p>Module Learning Objectives</p>	<p><input type="checkbox"/> Develop 5-7 module learning objectives per module.</p> <p>Use the following preface statement: By the end of this course/class, students should be able to:</p> <p><input type="checkbox"/> Use numbers, not bullets.</p> <p><input type="checkbox"/> Ensure each objective starts with an active verb.</p> <p><input type="checkbox"/> Ensure each objective contains only one verb.</p> <p><input type="checkbox"/> Ensure each objective is measurable.</p> <p><input type="checkbox"/> Ensure each objective is at an appropriate level for the course.</p>
<p>Required Readings</p>	<p><input type="checkbox"/> Ensure each required reading connects with module learning objectives.</p> <p><input type="checkbox"/> Consider copyright clearance options when selecting required readings.</p> <p><input type="checkbox"/> Identify how required readings will be embedded in the module.</p> <p><input type="checkbox"/> Include full bibliographic information for each required reading.</p> <p><input type="checkbox"/> Ensure the resolution of required readings is high quality.</p>
<p>Media</p>	<p><input type="checkbox"/> Ensure media connect with module learning objectives.</p> <p><input type="checkbox"/> Consider copyright clearance options when selecting media.</p> <p><input type="checkbox"/> Identify how media will be embedded in the module.</p> <p><input type="checkbox"/> Include full bibliographic information for media.</p> <p><input type="checkbox"/> Ensure the resolution of media is high quality.</p>
<p>Evaluation/Assessment</p>	<p><input type="checkbox"/> Ensure the evaluations/assessments are based on module learning objectives.</p> <p><input type="checkbox"/> Provide some variety in evaluation/assessment types.</p> <p><input type="checkbox"/> Ensure each evaluation/assessment is at an appropriate level for the course.</p> <p><input type="checkbox"/> Ensure appropriate workload of evaluation/assessments for students.</p> <p><input type="checkbox"/> Ensure appropriate workload of evaluation/assessments for instructor.</p> <p><input type="checkbox"/> Consider the technological assessment tools available in the learning management system.</p> <p><input type="checkbox"/> Develop a rubric for each evaluation/assessment.</p> <p><input type="checkbox"/> Indicate if the exams are to be invigilated or online.</p>