

# Module Checklist *Instructions: Complete this form as an analysis of the module.*

<b>Course Code</b>	<b>Course Title</b>
<b>Module Number</b>	<b>Module Title</b>

## Criteria

	Module follows the Course Design Plan
	Author name and affiliation included
<b>Introduction</b>	
	Provides context for content of the module
	Mentions major topics to be covered in the module
<b>Learning Objectives</b>	
	Match course design plan
	Use the standard preface statement
	5-7 learning objectives
	Formatted as a numbered list
<b>Module Instructions</b>	
	Outlines the sequence of readings and activities for students to follow
	Formatted as a numbered list
<b>Required Resources</b>	
	Match the course design plan
	Include full bibliographic information in addition to any links
<b>Key Terms and Concepts</b>	
	5-7 major terms and concepts
	Listed in the order that they appear in the module (not alphabetically)
	Formatted as a bulleted list
<b>Learning Material</b>	
	Includes introduction if appropriate
	Major headings match the learning objectives minus the verbs
	Subheadings included to chunk the learning material where needed
	Graphics are numbered
	Graphics are referred to in the paragraph prior
	Graphics have sources cited and copyright cleared
	Includes 3-5 learning highlights
	Includes at least one learning activity for each learning objective
	Key terms are bolded the first time they are used
	Summary or conclusion included where appropriate
	Content is accurate, relevant, and current
	Logical order/sequencing of information
	Concepts are explained using relevant examples

<b>Discussion Questions</b>	
	Should promote reflective thinking and learning in a group environment
	Should engage students in debate and help create community
	2-3 discussion questions for each module
<b>Self-Test and Answers</b>	
	Created a self-test with suggested answers using the quiz tool in Blackboard
	Includes at least one question/answer for each learning objective
<b>Glossary</b>	
	Includes all key terms and concepts
	Terms are alphabetized
<b>References</b>	
	Includes references for all of the resources
	Includes full bibliographic information
	Formatted according to your department referencing guidelines
<b>Supplementary Resources</b>	
	Includes some supplementary resources
	Can be easily accessed by students
	Includes full bibliographic information
	Formatted according to your department referencing guidelines
<b>Module Formatting</b>	
	Arial 11 Font
	Space only once after the period at the end of a sentence
	Levels of headings are consistently formatted
	Module is 12-15 pages on average with about 10 pages of learning material
	U of S logos are up-to-date and follow the official style guide
<b>Writing</b>	
	Level of language is appropriate for the intended learners
	Writing is in the active voice
	Writing is accurate – correct spelling, punctuation and grammar
	Language is clear and free of idiomatic expressions and jargon
	Tone of writing is positive, supportive and encouraging
	Writing is free of bias relative to age, culture or ethnicity, gender, and sexual preference
<b>Length</b>	
	Learners can realistically complete the course/module curriculum in the allotted time; reasonable workload