

Quick Guide to Course Design

Course Design Criteria

- Are course goals explicitly stated in terms of learning outcomes?
- Do assignments reflect course goals and are they likely to help achieve the stated course goals?
- Are instructional approaches suitable to reach the course objectives (lecture, discussion, films, fieldwork, guest speakers)?
- Are there a variety of approaches and types of assignments provided to reach a diverse range of student learning styles?
- Is the course designed to provide activities that allow students to continually demonstrate their learning (such as ungraded activities, interactive periods in lecture/discussion forum, short writing assignments, and group work)?

Course basic information:

- Course title, course number, and prerequisites.
- Course delivery mode, assessment method, certification
- Instructor's name, e-mail address, blog address, facebook, twitter .
- Text(s) and supplemental readings; web site.
- Suggested bibliography.

Course Syllabus

Consider the following items as a foundation for a syllabus that helps students understand a teacher's expectations as well as basic course information. Including each item may not be necessary. Use this checklist as a guide for what might be included in a course syllabus.

Syllabus Checklist.

- ✓ A brief statement of overall course objectives that introduces students to what they should know and be able to do by the end of a course. Consider the personal tone set here as an important aspect of this statement.
- ✓ A few words about course format, so that students know what to expect about how the course will be delivered.
- ✓ A brief statement of expectations in terms of student responsibilities, clearly stating what the program expects (such as participation and the level of work).
- ✓ A statement of what assessment techniques will be used to evaluate students, including information on grading policies.
- ✓ A schedule of work and topics, along with week-by-week reading assignments.
- ✓ Due dates for papers, exams, projects, and so on, including any policies about late assignments.
- ✓ Any pertinent information about academic policies and procedures (such as class attendance, making up assignments, and institution -wide policies).