##### Worksheet 1.1: Review Course Requirements

(Before you start, please save this form with a new name such as course#/term)

Use Tab to move between fields.

|  |
| --- |
| Folder/file location: |
|   |
| Course title/term | Click or tap here to enter text. |
| Course description from course catalog |
|   |
| Course start and end dates | Days (for synchronous sessions) | Start and end times(for synchronous sessions) |
|   |   |   |
| Term dates (**C8**) |  |  |
| Textbook ordering deadline:  | Printshop request deadline:  |
| Last add date :   | Last drop date:  |
| Final Exam Day:   | Student Evaluation of Instruction window:  |
| Holidays (no classes):  |
| Reading Days:  |
| Other key dates (required attendance, grade submission…):  |
| What is the grading schema?  |
| Does this course have a required temporal and/or spatial pattern? (**B3**) (online/classroom/blended, synchronous/asynchronous/hybrid)  |
|   |
| Does this course have a required model (project-based, emporium, lecture, etc.)? (**B3**) |
|   |
| Does this course have an assigned textbook? (C8) |
| Book/edition(s): |   |
| Required chapters for your course |
|   |
| Objectives/outcomes listed in the book for those chapters |
|   |
| What courses are prerequisites for your course? (**A9**) (Use the small ‘+’ in the right side to repeat section) |
| Course title / number  |
|   |
| Pre-req course description from course catalog  |
|   |
| What can you expect your students to already know based on this? (knowledge/skills/attitudes)   |
|   |
| What courses are post-requisites for your course? (**A2, A9**)(Use the small ‘+’ on the right side to repeat section) |
| Course title / number |
|   |
| What knowledge/skills/attitudes do later courses assume that students will learn here?   (You may want to check with instructors teaching these courses for additional input)  |
|   |
| What are the program requirements for this course? (**A3, C2**, A2, A5)If you do not have a copy of the program requirements, ask your department administrator. |
| Outcomes |
|   |
| Other |
|   |
| What other university-wide, program committee, and/or department outcomes are required for your course? (**C2**) |
| Requirement title / category or other identifier (include location of information for each requirement) |
|   |
| Outcome description  |
|   |
| Other requirements |
|   |
| Has your program committee identified any threshold concepts that you need to consider?    |
|   |
| Are there other requirements for your course? (Such as accreditation agencies) (**C2**) |
| Requirements  (include location of information for each requirement) |
|   |
| What else would you like to include in your course? (**A2, A3, C2,** A1, A4, A5, A6, A7, A8, A9, A10, A11) |
| Consider threshold concepts, metacognition, cognitive load, inclusivity, and other concepts for ideas.  |
|   |
| Review Angelo & Cross’s Teaching Goals, Fink's Significant Learning and AAC&U's Goals for Liberal Education |
|   |
| What will your students need to be able to do based on this? (skills/ knowledge/attitudes - SKAs)  |
|   |
| Reflection |
| Do these present any formatting, design, or other constraints? (Online, project-based, asynchronous…) |
|   |
| Review any course and teaching evaluations for your past courses for suggested changes/additions |
|   |

**Please email us to suggest changes, request unprotected form, or to consult with us – designgrp.online@gmail.com**