##### 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.

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| 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) | | | | | |
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| Does this course have a required model (project-based, emporium, lecture, etc.)? (**B3**) | | | | | |
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| Does this course have an assigned textbook? (C8) | | | | | |
| Book/edition(s): |  | | | | |
| Required chapters for your course | | | | | |
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| Objectives/outcomes listed in the book for those chapters | | | | | |
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| What courses are prerequisites for your course? (**A9**)  (Use the small ‘+’ in the right side to repeat section) | | | | | |
| Course title / number | | | | | |
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| Pre-req course description from course catalog | | | | | |
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| What can you expect your students to already know based on this? (knowledge/skills/attitudes) | | | | | |
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| What courses are post-requisites for your course? (**A2, A9**) (Use the small ‘+’ on the right side to repeat section) | | | | | |
| Course title / number | | | | | |
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| 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) | | | | | |
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| 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 | | | | | |
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| 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) | | | | | |
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| Outcome description | | | | | |
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| Other requirements | | | | | |
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| Has your program committee identified any threshold concepts that you need to consider? | | | | | |
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| Are there other requirements for your course? (Such as accreditation agencies) (**C2**) | | | | | |
| Requirements  (include location of information for each requirement) | | | | | |
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| 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. | | | | | |
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| Review Angelo & Cross’s Teaching Goals, Fink's Significant Learning and AAC&U's Goals for Liberal Education | | | | | |
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| What will your students need to be able to do based on this? (skills/ knowledge/attitudes - SKAs) | | | | | |
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| Reflection | | | | | |
| Do these present any formatting, design, or other constraints? (Online, project-based, asynchronous…) | | | | | |
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| Review any course and teaching evaluations for your past courses for suggested changes/additions | | | | | |
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**Please email us to suggest changes, request unprotected form, or to consult with us – designgrp.online@gmail.com**