

Course Outline Checklist

Course Name: _____

Date: _____

Professor: _____

Course Outline Section	GUIDE pg. ref	Content	✓
Formatting	4	The template has not been altered; no headings or sections have been added or removed.	
	4	The type and size of font used in the template has not been altered (exception: font size in the Sequence of Instruction may be increased to 10pt.)	
Cover Page	7-9	The cover page contains appropriate, accurate information.	
	7-9	Fields that do not require information have been completed using N/A.	
Course Description	10	The course description captures the essence of the course and matches or expands upon the course description in the College Calendar.	
Rationale	11	The rationale explains <i>why</i> this course is critical to the student's overall program and career.	
Course Learning Outcomes	12	Course specific learning outcomes contribute to achievement of program learning outcomes.	
	12	The course learning outcomes represent culminating (complex, rather than discrete) demonstrations of learning. They articulate the integrated skills, knowledge and attitudes a student is expected to demonstrate at the end of the course.	
	12	Course specific learning outcomes are measurable, realistic, and achievable.	
	12	Course learning outcomes accurately and specifically reflect the skills and knowledge by which students will be evaluated.	
	13	The essential employability outcomes identified for this course are also specifically assessed in this course.	
Sequence of Instruction	14	The "Intended Learning" column clearly answers the student's question, "What can I expect to learn?"	
	15	Weekly content is linked to course learning outcomes through the use of reference numbers in the "Reference to Learning Outcomes" column.	

Course Outline Section	GUIDE pg. ref	Content	✓
Sequence of Instruction	15	The identified learning activities are designed to actively engage students with the course content.	
	15	Assessment provides students with feedback at regular intervals as they progress toward the achievement of course learning outcomes.	
	15	The assessment strategies align with the appropriate levels of learning identified in the course learning outcomes.	
	15	The evaluation column identifies activities for which the student can receive a portion of his/her final grade. The value is clearly identified in this column.	
Evaluation Criteria	16-20	The evaluation plan allows students to demonstrate the achievement of the course learning outcomes.	
	16-20	Evaluation elements are briefly, but clearly described.	
	16-20	Each evaluation element has an identified timeframe and weighting.	
	16-20	If this is a year 1 course outline, the criteria for calculating the mid-term (interim) grade is clearly identified.	
	16-20	The identified evaluation marks accurately total 100.	
Required Text(s) and Supplies	21	Text(s) are clearly identified using either MLA or APA formatting.	
	21	Other necessary supplies are appropriately identified.	
Recommended Resources	22	Resources are listed or N/A is used to indicate there are no recommended resources.	
Policies and Expectations for the Learning Environment	23-24	Policies and expectations (over and above those already documented in the Program Guide or other identified publications) impacting students individually or collectively are clearly stated.	
PLAR	25	The box, indicating the opportunity to challenge the course, has been checked appropriately.	
	25	PLAR challenge is clearly stated.	

Reviewer's signature: _____

Reviewer's name: _____