

## **COURSE AND SYLLABUS DESIGN**

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### **GOALS**

How should students be different when they finish your course? Complete the following sentence: At the end of the semester, my students will be able to \_\_\_\_\_

\_\_\_\_\_

and \_\_\_\_\_

and \_\_\_\_\_ .

### **ASSESSMENT**

How will you know that you've reached your goals? Think about in-class activities as well as out-of-class assignments; non-graded exercises as well as graded ones. Write down one assessment tool you will use to measure whether students have actually learned what you hoped they would learn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ .

### **RESOURCES & PARAMETERS**

- How has this course been taught in the past?
- What problems arose in the past?
- How do basic textbooks in the field approach this topic?
- How is this course taught at other institutions?
- How does your course relate to others in the departments' curriculum?
- How many students can you expect?
- What backgrounds will these students bring to the course?
- What are students' goals for this course?

- What are administrators' goals for this course?
- How do the goals of students and administrators mesh with your own goals?
- Are there specific guidelines to follow, such as some graded work returned to students by the add/drop date, or limits on students' in-class presentations, or budgetary constraints?
- How many times will class meet?
- What is an ordinary workload in this department?
- What texts and other resources are available?
- **What readings, questions, or tasks helped you to become fascinated by this subject?**
- What is the most effective order in which to present the course content?
- Is your course schedule consistent with your goals?
- Are your evaluation criteria consistent with your goals?
- Can you write a course description that effectively communicates your goals?

## **ADDITIONAL GUIDANCE**

### Excellent Sample Syllabi and Information

<http://www1.umn.edu/ohr/teachlearn/syllabus/index.html>

### A Ten-Step Guide to Planning a College Course

<http://www.unl.edu/gradstudies/gsapd/instructional/planning.shtml>

### Teaching Goals Inventory

<http://www.uiowa.edu/%7Ecenteach/tgi/>