

COURSE DESIGN TEMPLATE

COMPONENTS

Course Description**

- Title of the course and number
- What the Course is about- an overview of course material.
- Prerequisites –what knowledge the students must know to succeed in the course. What knowledge you expect them to have. What they should do if they do not have these prerequisites.
- How it is organized.
- Approaches to teaching/learning and assesment

Purpose of the Course/Course rationale**

- Why the course exists.
- How it fits into the larger programme
- For whom it was designed.
- How will it benefit participants/students

Instructor information**

- Name of instructor(s)
- Office address and phone
- E-mail address
- Office hours
- Communication policy – preferred method of contact

Letter to the student

A welcome letter

Content**

The content of the course. This could be topics, concepts, themes

Goals/Aims**

Aims are broad general statements about what you would like to see achieved. They often refer to outcomes, which are not likely to be achieved in just one semester, and are almost philosophical statements of what you would ideally like to see achieved in the course.

**This section must be completed

General Objectives**

General Objectives can be considered as steps you the teacher will take throughout the course to achieve the course aims.

Learning Outcomes (Modules/Unit Learning Outcomes)**

- To be more than a wish list objectives need to be immediate, measurable and achievable outcomes created for each general objective.
- The objective of each topic stated in realistic and pragmatic, and preferably behavioural terms- ‘By the end of the class you will be able to...’ *The focus is on what **students** will be able to do or how they will show that they know...*
- More specifically identify the:
 - **knowledge** you want the students to have by the end of the course.
 - **skills** you want the students to master by the end of the course.
 - **attitudes** you want students to demonstrate at the end of the course
- Use Bloom’s taxonomy to help you organize the objectives.

Assignment

- Description of assignments
- Due dates of assignments.
- What marks will be awarded

Course Assessment**

- Purpose of assessment.
- What are the assessment methods
- Will these be / how will they be related to the final mark
- Note: the assessments should relate to **both** your objectives and teaching/learning strategies
- Indicate the weighting of the assessment strategies
- How long will be the final exam be
- Assessment schedule.

Evaluation

- Describe how and when you will obtain feedback about students experiences during the course
- Describe how you will use feedback to improve the course and its implementation

Teaching Strategies**

- What kind of teaching strategies will be used in the class?
- Example – lectures? Active learning? Discussion? Projects? Etc

**This section must be completed

Resources**

- Essential and /recommended textbooks
- Journals and other readings
- Equipment and apparatus
- Internet URLs?

Readings

- Expected readings
- Chapters
- Completion dates

**This section must be completed

Course Calendar**

- Weekly schedule
- Order of topics and associated readings
- Due dates of assignments

**This section must be completed

Additional Information

- University policies.
- Attendance policy
- Grading policy

How to study for this Course

- Suggestions for effective studying for this course

Grading System

- Description of the grading system of the university