Course Outlines (Syllabi)

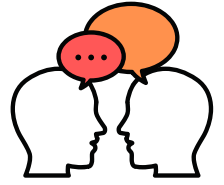## 1) BEGIN WITH THE END IN MIND

Define the course goals or objectives. Start with what the students should learn or have done by the end of the course.
- identifying the end goal(s) should make it easier to determine the steps needed for students to get there

2) DETERMINE HOW TO EVALUATE STUDENT LEARNING:

Consider how/where/when students will have the opportunity to acquire and practice the skills needed for exams and assignments. Plan assignments and exams that align with course objectives.
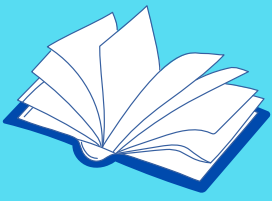- explain the rationale for their inclusion/how they lead to the course goals/objectives
- clearly identify the contribution to the final grade
- provide clarity as to HOW evaluations will be made
    - perhaps sharing the rubric(s) to be used

3.) DETERMINE COURSE CONTENT

Decide on major topics/theories to be including in the course and the order in which they will be covered. Keep in mind course goals and objectives AND the students' characteristics.
- explain to students your thought process regarding what has been included and the logical order of delivery to describe where the class is heading
- consider sharing a detailed course schedule/outline (described next)

4.) SCHEDULE OF ACTIVITIES

This portion of the course outline should be built after the course content and student assessments have been decided. In designing each class, we can create activities to facilitate learning that connects students with course objectives/goals
- lectures, readings, and small group and whole class discussions can help students meet these goals
- for ideas for active teaching and learning see:
http://www2.mystfx.ca/sites/mystfx.ca.faculty-development/files/Active%20Learning%20while%20Physically%20Distancing.pdf

5.) SELECT TEXT(S) AND OTHER MATERIALS

Consider the cost of all materials. Choose Open Education Resources, when possible, older editions, etc.
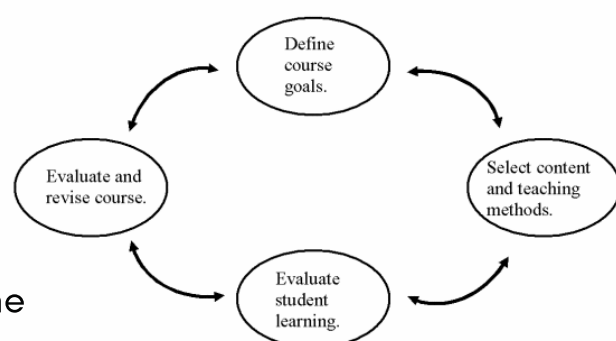- consider placing some of the material on reserve at the library for students to access
If using online resources that require a subscription, allow students sufficient time, clear directions, and support to set these up

6.) REFINE THE COURSE DESIGN

Course planning is a continual process; as we plan and revise courses, it is important to:
- keep the end goal in mind
- provide students with clear explanations for the activities, assignments, papers and exams

Define course goals. → Select content and teaching methods. → Evaluate student learning. → Evaluate and revise course.

Resources
Constructing a Course Outline or Syllabus. (n.d.). Retrieved August 04, 2020, from https://www.uleth.ca/teachingcentre/constructing-course-outline-or-syllabus
Parrish, G. (2020). Designing a Course. Retrieved August 04, 2020, from https://teachingcenter.wustl.edu/resources/course-design/designing-a-course/

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