

Intentional Course Design Checklist

1 Star: Standard Design Component	2 Stars: Best Practice, Adds Value	3 Stars: Exemplary, Elevates Learning
<p>Alignment: Align outcomes, assessments & activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outcomes are measurable. <input type="checkbox"/> Outcomes are appropriate for the course level. <input type="checkbox"/> Assessments are directly related to each outcome. <input type="checkbox"/> All content and activities lead students to succeed on assessments. <p>Teaching and Learning: Use a variety of teaching strategies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct instruction/mini lectures are used daily. <input type="checkbox"/> At least one other teaching strategy is used every day to complement the lecture/direct instruction. <p>Assessment: Balance formative and summative assessments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Both formative and summative assessments are used in your assessment plan. <input type="checkbox"/> Formative assessments are used before each summative assessment. <p>Communication: Communicate every week with students</p> <ul style="list-style-type: none"> <input type="checkbox"/> Before the course starts students receive an email welcoming them to class and information on how to get started in the Canvas course. 	<p>Alignment: Scaffold your assignments using the Transparent Design Framework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each assignment includes a purpose connecting the assignment to the students' lives or career. <input type="checkbox"/> Each assignment includes a list of the knowledge and skills students will learn. <input type="checkbox"/> Each assignment includes a step-by-step list of the scaffolded tasks students need to do to successfully complete the assignment. <input type="checkbox"/> Each assignment includes a rubric and examples of the format of the assignment. <input type="checkbox"/> Each assignment includes a student checklist to use to ensure all elements of the assignment are complete before posting for credit. <p>Teaching and Learning: Engage students every day in multiple ways</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least half of each class day is dedicated to student engagement activities. <p>Assessment: Improve question writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify the purpose of each question. <input type="checkbox"/> Add higher-level multiple-choice questions. <input type="checkbox"/> Add criteria to essay, short answer, and discussion questions. <input type="checkbox"/> Identify the criteria you will use to assess the question before using it with students. 	<p>Alignment: Teach just the critical content</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use a pre-assessment before each unit or topic to determine what the students know. <input type="checkbox"/> Eliminate content that is not critical to the course outcomes. <p>Teaching and Learning: Set it up, step back and give away the power</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empower students by designing group work projects with roles that encourage students to lead and make choices. <input type="checkbox"/> Teach students how to offer feedback on peers' work. <input type="checkbox"/> Set up learning opportunities for students to become proficient with elements of the content to lead and teach their peers. <input type="checkbox"/> Accept your changing role as mentor and facilitator while keeping the expert role. <p>Assessment: Create descriptive rubrics in Canvas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include rubrics with all summative assessments. <input type="checkbox"/> Add descriptive criteria to rubrics so students can visualize what full credit looks like. <input type="checkbox"/> Use the rubric tool in Canvas with your descriptive rubrics.

<ul style="list-style-type: none"> <input type="checkbox"/> Email or Announcements in Canvas are used regularly to post information, tips, reminders, and encouragement. <input type="checkbox"/> Each module has an introduction and summary of knowledge and skills learned. <input type="checkbox"/> Regular feedback is offered automatically in Canvas, verbally using audio or video, or written comments for all activities. 	<p>Communication: Create a welcoming syllabus</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eliminate negatively stated policies and threats. <input type="checkbox"/> Offer explicit invitations to meet with you during office hours or by appointment. <input type="checkbox"/> Connect the course outcomes to the students' lives, careers, or experiences. <input type="checkbox"/> Include student support services available on campus in your syllabus, in discussions, and on your Canvas page. <input type="checkbox"/> Use white space, color, bold, italics, icons, box, or arrows to highlight and distinguish important elements of your syllabus. <input type="checkbox"/> Include a suggested study schedule and suggestions for study techniques specific to your course. 	<p>Communication: Balance feedback between positive and constructive comments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule due dates with all your classes in mind to alleviate an abundance of assignments needing feedback. <input type="checkbox"/> Offer less feedback with greater impact by writing less comments but more impactful and <input type="checkbox"/> Use the same level of emotional when offering positive comments as when you offer constructive comments. <input type="checkbox"/> Use feedback as a teaching tool instead of justifying the grade. Let your rubrics justify the grade.
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