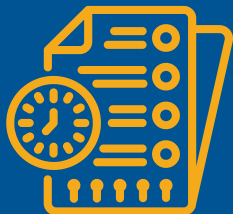


# CHECKLIST

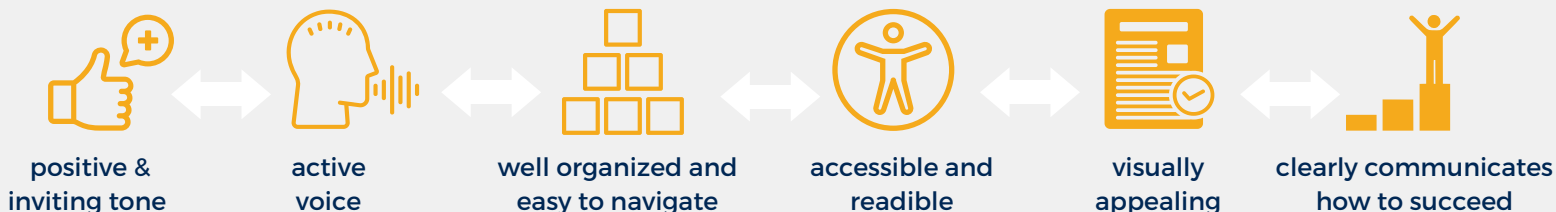


## Components of a well designed syllabus or course outline

Although formats may vary among disciplines, there are several components to a course syllabus or course outline that can make it more informative, useful, and engaging.

This checklist follows the criteria and recommendations listed on the **Components of a well designed syllabus or course outline** webpage. Please also refer to your Faculty/department for templates or other applicable statements to include. To support the student learning experience, these components reflect **Universal Design for Learning (UDL)**.

### Overall structure and organization



#### General information

- Course name, department, course number, section
- Key dates and times
- Class location(s)
- Office hours & location
- Your contact information
- Territorial acknowledgement
- Course prerequisites
- Your biography and teaching statement
- Learning technologies used (i.e. Brightspace, Zoom etc.)
- Required readings/ additional resources
- Feedback opportunities (i.e. early, midterm, CES)



#### Assessment

- **Clearly articulated** [↗](#)
- Aligned with ILOs
- Effectively spaced and sequenced
- Well-described (summative and formative)
- Have sufficient practice opportunities
- Grading information and scale
- Rubrics for assignments
- Study guides and other learning aids



#### Policies & statements

- See **website** for updated list of University policies and statements
- Include **Learn Anywhere** [↗](#) which links to academic services for students (i.e. MSAC, CAC etc.)



#### Intended Learning Outcomes (ILOs)

- **Clearly articulated** [↗](#)
- Includes action verbs
- Shows clear expectations of course



#### Instructional strategies

- Course schedule with learning outcomes
- Major topics, questions and dates
- Aligned with assessment and ILOs
- Derived from **evidence-based practices** [↗](#)
- Learning activities provide formative feedback

[↗](#) = additional resources available online

Learn more!

http://

