GRADUATE COURSE DESIGN TEMPLATE

Course Details

- Course Title & Banner Code (where available)
- No. of credits
- Proposed Lecturer
- Course Coordinator
- Duration of Course
- No. of contact hours – show no. of hrs. of lectures, tutorials, labs, etc. as appropriate
- Eligibility Requirements
- Pre-requisites
- Proposed Start Date

Course Description & Rationale

- An overview of course material.
- Rationale
- How the course integrates into the overall programme.
- How it fits in with the mission of the Dept and the University
- Input/Advice sought

Learning Objectives (SMART)*

- 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 course you will be able to...' (*The focus is on what <u>students</u> will be able to do or how they will show that they know…)*
- More specifically identify the:
  o **knowledge** you want the students to have by the end of the course.
  o **skills** you want the students to master by the end of the course.
  o **attitudes** you want students to demonstrate at the end of the course

*SMART: *S – Specific; M – Measurable; A – Attainable; R – Relevant; T – Time-frame*

Mode of Delivery

(face-to-face, blended, online on-campus, online cross-campus, online with Open Campus)

Lecturer information

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

Course Content & Structure

The content of the course. Topics / concepts / themes
Weekly schedule/order of topics

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

Assessment Methods
These should relate to **both** your objectives and your teaching/learning strategies
- Indicate the weighting of the assessment strategies
- Assessment schedule.
- Length and type of final exam.

Resource Requirements
- Costs associated with the course
- Other department/s involved?
- Equipment and apparatus

Evidence of consultation with:-
- Other campuses
- IDU
- Library
- Bursary

Reading Material
- Required Reading
- Recommended Reading

Course 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

Adapted from the Instructional Development Unit template & FSS Grad Course Checklist