

Center for Online Education

Faculty Course Developer Checklist

This checklist provides a list of course components that the faculty developer will take to the meeting.	
LEARNING OBJECTIVES	
Draft learning objectives. These include course-level learning objectives and unit/module learning objectives.	
ASSESSMENTS	
Assessments that will be used in your course. These include, but are not limited to quizzes, discussion prompts and instructions, assignments, sample essay prompts etc.	
INSTRUCTIONAL MATERIALS	
Instructional materials that you will be using in your course. These include, but are not limited to textbooks, videos, screencasts, readings, materials you may have developed from scratch, links to websites etc.	
COPY OF COURSE SYLLABUS (if available)	
GRADING RUBRIC	
Copies of how you will evaluate students' work. These include rubrics, checklists or other scoring tools	
COURSE OUTLINE	
You may also take a course outline to the meeting which can be used to discuss the structure of your course (optional)	
Note: The COE 102 runs for 4 weeks, however, the instructional designer and peer mentors will work with you until your course is completed. Instructional designer and Mentors will confirm cut-off time for course completion.	