

Course Development Checklist

Due Date/ Completed	Activity
	Course description listed in University Calendar
	Learner analysis
	Context analysis
	Learning outcomes
	Consult with specialists as needed throughout the process (Instructional Designer, Educational Technologist, Peer Mentoring Coordinator, Service Learning Coordinator, and so on)
	Overall instructional strategy is defined (e.g. problem-based course, service learning, lecture/labs, independent study, etc.)
	Sequence content
	Develop week by week plan (and revise throughout as needed)
	Student assessment plan
	Mode of delivery is selected (face-to-face, blended, online)
	Define specific teaching and learning activities
	Make an inventory list of everything that needs to be developed or located
	Select readings and texts
	Select or create media elements (videos, websites, images, simulations, podcasts, etc.)
	Acquire copyright permissions
	Write the syllabus
	Submit the syllabus to the appropriate person for approval; make revisions as needed
	Order course packs
	Select specific in-class and online activities: What will learners be doing?
	Make detailed course notes

	Write lesson plans
	Create PowerPoint, Adobe Presenter or other presentations
	Create student assessment pieces: create exams, write assignment guidelines, create rubrics, etc.
	Critique the overall design
	Develop the online course site (write discussion board questions, add resources to site, structure site, etc.)
	While offering the course: Gather formative and summative data on the effectiveness of the course, analyze the data
	Make revisions to course as needed