## UT TeleCampus Course Development
### Checkpoint #1
#### Review of Syllabus and First Lesson

<table>
<thead>
<tr>
<th></th>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Syllabus</strong></td>
<td>Several required syllabus elements are missing; errors may be present</td>
<td>Syllabus is missing some required elements; typos and errors may be present</td>
<td>Syllabus is complete and detailed with few or no errors;</td>
<td>Syllabus is complete and detailed with no errors; a printable version of the syllabus is included</td>
</tr>
<tr>
<td>(see page 2)</td>
<td></td>
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</tr>
<tr>
<td><strong>Instructional</strong></td>
<td>Organization or presentation of content is difficult to follow; sequencing is not</td>
<td>Sequencing may be logical, but some course content may be difficult to find;</td>
<td>Course content is well-sequenced; most information is easy to find; clear learning objectives are stated, most are observable or measurable</td>
<td>Content is well-sequenced; advance organizers and/or summaries are present; clear learning objectives are stated and are observable and measurable</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>logical; learning objectives are missing or unclear</td>
<td>learning objectives are present but may not be observable or measurable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Visual Design</strong></td>
<td>Design is inconsistent; use of colors and/or graphics is missing or distracting; course is text-heavy and difficult to read; horizontal scrolling may be required</td>
<td>Design may be inconsistent; some content is enhanced by colors and/or graphics; horizontal scrolling may be required</td>
<td>Design is consistent; all text is well-formatted; most content is enhanced by pleasing, unobtrusive colors and graphics; no horizontal scrolling is required</td>
<td>Design is consistent; all content is enhanced by pleasing, unobtrusive colors and graphics; no horizontal scrolling is required</td>
</tr>
<tr>
<td><strong>Testing / Assessment Plan</strong></td>
<td>No testing or assessment plan is in place; instructions for student learning activities or assignments are missing or unclear</td>
<td>Students will be evaluated through objective testing only; assessments may not align with stated learning objectives; assignments and activities include instructions</td>
<td>In addition to objective testing, course includes some subjective assessments (discussions, homework, papers, projects); most assessments align with stated learning objectives; assignments and activities include clear instructions</td>
<td>Students will be evaluated through both objective and subjective assessments; all assessments align with stated learning objectives; opportunities for self- and peer-assessment are provided; assignments and activities include detailed, clear instructions</td>
</tr>
</tbody>
</table>

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Syllabus Checklist

**Required Elements**

- course title and number, including section number if needed
- introduction to the course / course description
- credit hours
- prerequisites
- instructor contact information, including email address, phone number, fax number and address
- instructional goals and objectives
- textbook information, other readings and course materials
- grading information
- testing/assessment logistics
- information on the Discussions area
- participation expectations
- link to UTTC technical requirements webpage
- link to UTTC technical support webpage
- information on student resources, including the digital library
- course/instructor policies (missed exams or assignments, etc.)
- university policies (academic dishonesty, etc.)
- copyright statement

**Suggested Elements**

- course outline
- course calendar or schedule, including assignments, checkpoints and due dates
- netiquette guide
- roles and responsibilities