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

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

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