**General Education: Quality Course Outline Checklist**

**Course Name**: **Professor Name:**

**Course Code**: **Year/Semester:**

**Use the following checklist to ensure you have addressed all the expectations of each section of the course outline.**

| **Course Outline Section** | **Criteria** | **Comments** |
| --- | --- | --- |
| **Overall Presentation** | Overall presentation is clear, well organized, and formatted for accessibility.Course outline is accurate and free of spelling and grammatical errors.Course outline meets all Durham College Academic Policies and Procedures. |  |
| **Course Description** | Captures the key course learning outcomes and aligns with the Evaluation Criteria and Learning Plan. |  |
| **PLAR** | PLAR eligibility indicates, “eligible”. |  |
| **General Education Themes** | Course outline aligns with one of the [General Education Themes](https://durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies/general-education/themes-overview). |  |
| **Course Learning Outcomes** | Are measurable and performance-based.Reflect culminating demonstrations of learning by referring to the integrated skills, knowledge, and attitudes a student is expected to demonstrate at the end of the course.Do not reflect successful completion of a co- or pre-requisite course.Provide a broad theoretical overview of a topic of personal and/or societal importance (categorized as aesthetic, cultural, historical, scientific or philosophical) with little to no applied skill development.Do not support meeting Program Learning Outcome requirements for a program, if used as an elective or a mandated elective. |  |
| **Essential Employability Skills (EES) Outcomes** | Selection is relevant and either partially or fully evaluated within the course. |  |
| **Evaluation** | In the **Evaluation Criteria section**, the evaluation criteria totals 100% or is P/F. Each Evaluation Description is brief and clear.The **timing and weighting of each evaluation criteria** meets academic guidelines and policies.**Evaluation notes** section contains essential information to support the student’s understanding of the evaluation process.Evaluation notes meet academic guidelines and policies.The **Evaluation Criteria in the Learning Plan** is consistent with the wording of the Evaluation Criteria Section and totals 100% or is P/F. |  |
| **Required and Recommended Text(s) and Supplies** | Text(s) are clearly identified using MLA or APA formatting.Other necessary supplies are identified, if appropriate.Recommended resources and supplies are identified, if appropriate. |  |
| **Policies and Expectations for the Learning Environment** | Relevant and necessary course specific policies are listed.All statements are consistent with School and Program policies and expectations. |  |
| **Universal Design for Learning (UDL)** | Learning outcomes are clear and aligned to the Evaluation Criteria and the Learning Plan.The evaluation criteria allows for alternative methods of demonstration of learning, when appropriate.The evaluation notes and course policies are sufficiently detailed, provide sufficient guidance for students, easy to follow, and inclusive of diverse learners.Learning Plan includes sufficient detail to indicate to students the learning objectives, activities, and evaluation due dates.The learning activities are varied and reflect different learning needs, preferences, and styles. The learning activities will facilitate engagement with the course content through the use of a variety of active learning strategies. |  |
| **Learning Plan** | Weeks, Delivery Mode, and Hours are accurate, clear, and appropriate for the course.The Intended Learning Objectives provides sufficient detail (e.g., 3-5 objectives) and clearly answers the student’s question, “What can I expect to learn?”The learning activities identified are designed to actively engage students with the course content, address a variety of learning styles, provide formative feedback, and support the achievement of the course learning and essential employability outcomes.The resource listed provides clarity to students about the resources required for class. |  |