

DESIGN PREPARATION CHECKLIST

✓	Item	Notes
	Program map	Available from your Department Head
	Course Outline	Available from your Department Head
	The syllabus/syllabi for the current course(s)	Available from your Department Head
	Texts and other learning materials	
	Other existing course materials (tests, assignments, etc.) that you might use	
	Request a myCourses development shell, if used	https://mycourses.rit.edu/index.asp ; scroll down to <i>Course Shell request</i> (login required)
	Block time on your calendar to work on the course	Course design takes time! Two- to three-hour blocks are recommended. It is helpful to set aside several times that you can work without interruptions.
	Schedule time with an Instructional Design Consultant in Teaching and Learning Services.	http://rit.edu/tls/consult