

## COURSE MAP

The Course Map is a 'birds-eye-view' of a course designed to provide an overview of the course by assignments and due dates. It enables you to see the flow of the course in terms of workload for both the students and the instructor. Instructors can use the Course Map as a check-and-balance while you develop the course and to build your myCourses Gradebook.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Course Map</b>												
2											color codes: <span style="background-color: #d9ead3;">assigned</span> <span style="background-color: #fcf8e3;">reminder</span> <span style="background-color: #f2dede;">due</span>		
3	<b>Course name and number</b>										*All assignments are due on Thursday of week due.		
4											*All readings should be completed by Monday of stated week		
5	Graded Activity	Points	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
6	Assignment 1 (Name)	10	assigned	reminder	reminder	due							
7	Assignment 2 (Name)	10		assigned	reminder	reminder	due						
8	Assignment 3 (Name)	10					assigned	reminder	reminder	due			
9	Assignment 4 (Name)	10											
10	Project Part 1	10				assigned	reminder	reminder	due				
11	Project Part 2	10							assigned	reminder	reminder	due	
12	Project Part 3	20									assigned	reminder	reminder
13	Final Exam	0											
14	Class participation 10 Discussions/2 pts ea	20	2	2	2	no discussion	2	2	no discussion	2	no discussion	2	no discussion
15	Readings & media due this week		None	Jones, Ch 1,2,3 Article: HBR, Mktg	Jones Ch 4, Video: Intro to Mktg	(Note readings)	(Note readings)	(Note readings)	(Note readings)	(Note readings)	(Note readings)	(Note readings)	(Note readings)
	Total graded points	100											

An intermediate skill level of Microsoft Excel is recommended. Users should be comfortable entering text, copying, pasting, and entering simple formulas. You can easily modify this tool for your specific course needs. Taking the time to lay out the course in this manner can save you time later—especially as a reference tool when you are finalizing the assignments and developing the syllabus.

The Course Map includes Excel formulas to calculate:

- Total graded points
- Possible points by Week
- Cumulative points earned by Week

You can copy and paste the color-coded labeled cells at the top of the worksheet into your worksheet as needed.

### Using the Course Map

#### COLUMNS

**Graded activity:** List all graded activities in the left column. You can also include non-graded assignments, such as readings, to help build a total picture of the course.

**Points:** Enter the assigned points for graded activities. The spreadsheet calculates the total number of points at the bottom.

**Week #:** There is a column for each week in the semester and finals week.

#### TRACKING ACTIVITIES

Track each activity by indicating the weeks it is assigned and due, as well as when you want to provide reminders. You can also color code these dates, if you wish. You can include readings as a quick of reference during the course review.

- Enter 'assigned' in the column of the week the activity is assigned.
- Enter 'due' in the column of the week the activity is due.
- Fill in any weeks between the assigned week and the due week with 'reminder'.
- Reminders help students organize their time.

#### TRACKING PARTICIPATION

If you are grading participation, include weekly points. In this example, discussions are worth 2 points and included in the 10 appropriate columns. All discussion points add to the amount in the Points column.

#### READINGS AND MEDIA

You can enter a short note about the readings and media due in each week to coordinate content with activities.

### Reviewing your Course Map

#### CHECK FOR WORKLOAD BALANCE

- Are all graded activities listed?
- Do you need more/less content?
- Are graded activities spread out over the semester?
- Have you provided sufficient learning resources for your students?
- Have you allowed ample time for students to complete activities?
- Have you allowed ample time for you to correct and return submitted activities?
- Have you decided on your course "week" (e.g., Monday through Sunday; Wednesday through Tuesday)?

	A	B	C	D
1	<b>Course Map</b>			
2	<b>Course name and number</b>			
3	<b>Graded Activity</b>			
4	<b>Points</b>	<b>Week 1</b>	<b>Week 2</b>	
5	Assignment 1 (Name)	10	assigned	reminder
6	Assignment 2 (Name)	10		assigned
7	Assignment 3 (Name)	10		
8	Assignment 4 (Name)	10		
9	Project Part 1	10		
10	Project Part 2	10		
11	Project Part 3	20		
12	Final Exam	0		
13	Class participation 10 Discussions/2 pts ea	20	2	2
14	Readings & media due this week		None	Jones, Ch 1,2,3 Article: HBR, Mktg
15	Total graded points	100		
16	Possible points by Week	100	2	0
17	Cumulative pts earned by Week	100	2	2

**CHECK CALCULATIONS**

- Do the graded activities add up to the total points you are allocating for grades?
- Are the 'cumulated points earned by week' spread out over the semester? (Approximately 1/3 by week 5, 2/3 by week 10 and all by week 15/finals week.)

**CHECK DISCUSSIONS**

- Check number of discussions.
- Check that corresponding class material is available.

**CHECK READINGS AND MEDIA**

- Does the amount of reading per week seem balanced?

The Course Map is an excellent reflection tool that you can refer to after you teach the course to identify any areas you want to modify the next time you teach the course. You can also include the Course Map in course materials for students to use as an organization tool.