

FINAL DESIGN REVIEW

1. Do the graded activities support the intended learning outcomes for the course?
 - Review the ILOs on the official Course Outline Form
2. Have you listed all graded activities?
 - Schedule a due date for any activities you need to complete.
3. Do graded items address different learning styles?
 - Using activities that address a variety of learning styles is a best practice in course design.
4. Are graded activities distributed throughout the semester?
 - Students like to see steady progress.
 - Return a graded activity by end of Week 3 to provide students with early feedback on how they are doing.
5. Do the graded activities add up to the total points you are allocating for grades?
6. Do you need more/less content in any areas of the course?
 - What could be dropped if you need to strengthen an area of the course?
7. Did you allow ample time for students to complete activities?
 - Workload should be balanced over the course.
 - Most students will be taking five courses. By spreading your deliverables out over the length of the course, students can plan their time accordingly.
8. Have you allowed ample time for you to correct and return assignments?
 - Timely feedback is a critical element in the learning process.
 - Be sure to let students know when they can expect grades to be available for each activity.
9. Are discussion questions open-ended?
 - Do your discussion questions elicit a conversation rather than a short answer?
 - Discussion questions should relate to the content, require thought, and encourage conversation among classmates as well as with the instructor.
10. Check that corresponding class material is available at the time of the discussion.
 - Keeping materials in synch with the discussion is critical.
 - Check that students have ample time to read and respond.
11. Note the articles you will place on reserve.
 - For Course Reserve Guideline, go to library.rit.edu/node/644
 - Electronic Reserve is accessible from via the MyLibrary link on the myCourses navigation bar.
 - Check your links once the MyLibrary link is activated.
12. Is all media captioned?
 - For all media requests, including captioning, go to wallacecenter.rit.edu/TLS
 - Check your media links before the course is offered.