**The Anatomy of a Course**

There are many parts to planning a course, and this online seminar cannot possibly address them all. Most colleges, schools, and programs have a New Course Proposal Form, which lays out exactly what you need to address in designing a new course. However, in the absence of that, we offer this handout, as a way to prompt you to get at least the “bare bones” for a well-designed course in place. The sections below are not exhaustive, but they can serve as a useful guide as you continue developing your course design skills.

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| **General Course Information** |
| Department / Program |  |
| Course Number |  |
| Number of Credits |  |
| Course Title |  |
| Cross-Listed Course(s) |  |
| Pre-Requisite Course(s) |  |
| Class Days/Times |  |
| Relationship to Major |  |
| Relationship to General Education / Core Curriculum |  |
| Brief Course Description*(50 words or less)* |  |
| **Course Information** |
| Main Course Goals |  |
| Main Learning Objectives, Outcomes, and/or Competencies |  |
| Required Content / Texts |  |
| Assessment Methods  |  |
| Assessment Criteria |  |
| Learning Technologies |  |
| Instructional Strategies |  |
| General Course Outline |  |
| **Course Policies & Expectations** |
| Attendance Policy |  |
| Participation Expectations |  |
| Disability Statement |  |
| Student Support Services |  |
| Academic Responsibility Policy and/or Expectations |  |
| Grading Policies |  |
| Classroom Civility Policies |  |