**Module Checklist**

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| **Template Section** | **Check for the Following:** |
| **Criteria** | [ ]  Module follows the Course Design Plan.[ ]  Author name and affiliation included. |
| **Introduction** | [ ]  Provides context for content of the module.[ ]  Mentions major topics to be covered in the module. |
| **Learning Objectives** | [ ]  Match course design plan.[ ]  Use the standard preface statement.[ ]  5-7 learning objectives.[ ]  Formatted as a numbered list. |
| **Module Instructions** | [ ]  Outlines the sequence of readings and activities for students to follow.[ ]  Formatted as a numbered list. |
| **Required Resources** | [ ]  Match the course design plan.[ ]  Include full bibliographic information in addition to any links. |
| **Key Terms and Concepts** | [ ]  5-7 major terms and concepts.[ ]  Listed in the order that they appear in the module (not alphabetically).[ ]  Formatted as a bulleted list. |
| **Learning Material** | [ ]  Includes introduction if appropriate.[ ]  Major headings match the learning objectives minus the verbs.[ ]  Subheadings included to chunk the learning material where needed.[ ]  Graphics are numbered.[ ]  Graphics are referred to in the paragraph prior.[ ]  Multimedia have sources cited and copyright cleared.[ ]  Includes 3-5 learning highlights.[ ]  Includes at least one learning activity for each learning objective.[ ]  Key terms are bolded the first time they are used.[ ]  Summary or conclusion included where appropriate.[ ]  Content is accurate, relevant, and current.[ ]  Logical order/sequencing of information.[ ]  Concepts are explained using relevant examples. |
| **Discussion Questions** | [ ]  Should promote reflective thinking and learning in a group environment.[ ]  Should engage students in debate and help create community.[ ]  2-3 discussion questions for each module. |
| **Self-Test and Answers** | [ ]  Created a self-test with suggested answers using the quiz tool in Blackboard.[ ]  Includes at least one question/answer for each learning objective. |
| **Glossary** | [ ]  Includes all key terms and concepts.[ ]  Terms are alphabetized. |
| **References** | [ ]  Includes references for all the resources.[ ]  Includes full bibliographic information.[ ]  Formatted according to your department referencing guidelines. |
| **Supplementary Resources** | [ ]  Includes some supplementary resources.[ ]  Can be easily accessed by students.[ ]  Includes full bibliographic information.[ ]  Formatted according to your department referencing guidelines. |
| **Module Formatting** | [ ]  Arial 11 Font.[ ]  Space only once after the period at the end of a sentence.[ ]  Levels of headings are consistently formatted.[ ]  Module is 12-15 pages on average with about 10 pages of learning material.[ ]  U of S logos are up-to-date and follow the official style guide. |
| **Writing** | [ ]  Level of language is appropriate for the intended learners.[ ]  Writing is in the active voice.[ ]  Writing is accurate – correct spelling, punctuation, and grammar.[ ]  Language is clear and free of idiomatic expressions and jargon.[ ]  Tone of writing is positive, supportive, and encouraging.[ ]  Writing is free of bias relative to age, culture or ethnicity, gender, and sexual preference. |
| **Length** | [ ]  Learners can realistically complete the course/module curriculum in the allotted time; reasonable workload. |