Course Development Requirement

Sample course materials are an important component of any Teaching Portfolio. Whether you are teaching during your time in the Certificate Program or not, it is important that you get the experience of designing course materials. Completing the Course Development requirement requires you create course materials for a course you have taught or will teach in the future. Specifically, you will create a course syllabus, exam, and assignment. Creating sample course materials will help you to apply many of the concepts covered in Effective Teaching Courses and in pedagogical readings on the Reading List. This process will also help you to imagine ways to make your Teaching Philosophy – and the learning you are doing in your own field – come to life in the context of a discipline-specific course.

Guidelines
To meet this requirement, you must:

1) **Complete the required pre-requisite Teaching Philosophy online course**

2) **Complete the Course Design online course;** and

   a. **Develop a complete syllabus** for a course in your discipline. This must include the following basic components:
      i. Course information (title, date, room, etc.)
      ii. Instructor information (name, office hours, how to contact, etc.)
      iii. Course description (can include broad goals of course)
      iv. Learning objectives (what students should know or be able to do afterward)
      v. Course materials (required/optional)
      vi. Description of types of classwork and assignments (what can students expect?)
      vii. Proposed schedule of classes (can be hypothetical)
      viii. Class policies (can be specific to department and/or instructor)

   b. **Develop a sample assignment and exam with related assessment criteria**.
   Materials should be appropriate for the course developed in the syllabus and reflect one or more of the learning objectives stated there. For courses where no exams will be given, two sample assignments should be included. One of these should be the main or final project that would take the place of a final exam. Examples of related assessment criteria include an exam answer key, grading rubric, etc.

   c. **Include these items in your Teaching Portfolio**.

About the Course Design Online Course
The purpose of this course is to introduce some basic principles of course design to prepare participants to develop their own course materials. Participants will gain different perspectives on the teaching context and situational factors influencing an individual course design and write preliminary goals and objectives for a course that will then support the creation of course activities and assessments. Upon completion of the course, participants will have preliminary drafts of course materials, along with feedback that can guide future revisions. This is a 2-week, asynchronous online course, facilitated by Center staff. The Teaching Philosophy online course is a pre-requisite for the Course Design online course. The Course Design course is a pre-requisite for the Learning Technologies online.

Course Development Materials within the Portfolio

The goal is to include representative samples of course materials in the portfolio. You need not develop all of the assignments and exams you might use in a specific course, unless you wish to do so. If you have taught or developed more than one course, you are welcome to include additional materials from one or more courses. However, we do not recommend adding materials just to have more there. Consider the function of the portfolio as a presentation of how you teach. Your materials should support this goal.

Since all materials will look different, depending on the course and discipline, there is no one way to meet this requirement. If you need guidance on designing a course appropriate for your discipline, you are encouraged to consult your teaching mentor or other faculty members and colleagues in your field. You might also consult relevant readings from the Reading List or talk with someone in the Reinert Center.

Certificate Online Courses

Participants enrolled in the Certificate <u>after</u> August 1, 2013, are required to take three online courses in the following sequence:

1. Teaching Philosophy
2. Course Design
3. Learning Technologies

The sequencing of the courses intentionally builds upon the other and serve as a foundation for a statement of teaching philosophy, syllabus development, and the creation of activities and assessments. The course sequence is offered once each semester and once over the summer. Participants are not required to take the courses in a single semester. For example, a participant could take the Teaching Philosophy in the fall semester and Course Design and Learning Technologies in the spring. All courses are two-weeks long and offered asynchronously. Each course utilizes peer interaction, reflection, and writing as teaching strategies.