Standard Course Outline and Course Coordination

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Standard Course Outline

• Why?
• Standard Course Outline (SCO) vs. Syllabus
  ▫ Syllabus – for students
  ▫ SCO – for instructors
• Provide guidance and standard
• Balance between *rigor* and *flexibility*
• Not developed *from* syllabus; it’s the other way around
Standard Course Outline

• Functions
  ▫ Record pedagogy and standards of the course
  ▫ Foster development of syllabus
  ▫ Ensure consistency among sections
  ▫ Identify learning goals
  ▫ Identify ways for assessment
  ▫ Conformity to university policies
Developed by CBA Undergraduate Program Committee

1. General Information
   - Course number:
   - Title:
   - Units:
   - Prerequisites:
   - Course Coordinator:
   - SCO Prepared by:
   - Date prepared/revised:
2. Catalog Description

3. Curriculum Justification
   - Why are we offering this course?
   - How does it fit into the overall curriculum?

4. Learning Goals
   - List learning goal(s) of the course
5. Course Objectives

- Bulleted list of course objectives
- For EACH course objective, state
  - Measurable student learning outcomes
    - Must be measurable
    - Action-oriented
  - Instructional Strategies
    - What instructional strategies you will adopt to achieve this goal
  - Evaluation Instruments
    - how will the outcome be evaluated
  - Course level assessment
    - Develop an assessment plan
    - Continuous improvement, feedback to future courses, etc.
• 6. Outline of Subject Matter
• 7. Methods of Instruction
• 8. Extent and Nature of Technology Use
• 9. Sample textbooks
• 10. Instructional Policies Requirements
  • Grading
  • Plagiarism, withdrawal, absences
• 11. Bibliography
• 12. Additional Resources for Development
  • Provide websites, links