COURSE DESIGN AND SYLLABUS CONSTRUCTION

Center for Excellence in Learning and Teaching (CELT) at Concordia University

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Workshop Overview

- Welcome and Introductions
- The Big Picture
- Effective Instruction
- Planning Your Course

Workshop Objectives

- Meet other faculty and engage in sharing of ideas surrounding course design and syllabus construction;
- Recognize how your course(s) fits into the big picture of the mission of CU, the Global Ends and the program and/or University Core;
- Describe and plan to apply and practice elements of effective instruction;
- Match key planning and syllabus design principles to your course(s) and apply the principles to your syllabus and other course documents.
INTRODUCTIONS

Meet your neighbor and introduce them to the rest of the group:

Name

What courses they are teaching

THE BIG PICTURE

EFFECTIVE INSTRUCTION AT CONCORDIA
Elements of Effective Instruction

1. Rigorous content
2. Student Engagement
3. Faith and Learning
4. Effective Pedagogy

Look for opportunities to include these elements throughout our next section!

PLANNING YOUR COURSE – COURSE DESIGN MODEL

Steps in Planning your Course

- Define course goals/outcomes/objectives – Bloom’s – turn and talk about a sample
- Determine key course content – examples relevant to your discipline?
- Determine key assessments – read the list – which one sticks out to you and why?
- Identify teaching methods and develop tools – reading excerpt pre-work strategies
- Evaluate, adjust and revise

Reflect on what works, in a format that suits you
USING THE SYLLABUS TEMPLATE

Syllabus Overview
- What is the purpose of a syllabus?
- Specific elements of syllabus – see handout
- Activity: Choose syllabus sample and identify elements
  - Focus questions: What elements are present? What elements are missing?
  - What elements are written or designed well that you would like to adopt for your syllabus?
- Highlight major syllabus areas
- Questions?
- Syllabus template located in the faculty resources channel, faculty tab of the Portal

Blackboard Resources
- Why use Blackboard?
  - Student engagement opportunities
  - Dropboxes
- Blackboard help – see handout
Questions?

Thank you for attending!