

Reviewed	Content Item	Criteria	Notes
<b>Syllabus Formatting and Structure</b>			
<input type="checkbox"/>	Syllabus Template	The syllabus is on the most recent SON template. Footer includes: Syllabus Template Revised All School Curriculum Committee on 12/5/2018	
<input type="checkbox"/>	Course Information	The following course elements have been reviewed and compared to the information found in the Course Catalog ( <a href="https://nursing.jhu.edu/academics/resources/catalog.html">https://nursing.jhu.edu/academics/resources/catalog.html</a> ) and appear to be correct: <ul style="list-style-type: none"> <li>• Course Number &amp; Title</li> <li>• Credits</li> <li>• Allocation of Credits</li> <li>• Term Semester/Year (ie Spring 2020)</li> <li>• Pre- and Corequisites</li> <li>• Course Description</li> </ul>	
<input type="checkbox"/>	Course Faculty	This area is up to date and includes the following information: <ul style="list-style-type: none"> <li>• Faculty name and credentials</li> <li>• Email address</li> <li>• Phone number</li> <li>• Office Hours</li> </ul>	
<input type="checkbox"/>	Objectives	The objectives outlined here are the same ones found in the most recent Curriculum Committee* version of the Syllabus, found at <a href="#">R:\Academic Affairs\Approved Syllabi</a> .  *Course Objectives cannot be changed/updated without going through Curriculum Committee.	
<input type="checkbox"/>	Required Textbooks and Other Course Materials	All required and recommended course textbooks and other educational software/programs that students will be financially responsible for or need to ensure technical compatibility with should be listed here.  All textbooks and relevant materials should be listed in APA citation format.	
<input type="checkbox"/>	Summary of Learning Assessments/Assignments	This table contains all graded assignments with appropriate weight distributions and due dates listed.  Whenever possible, due dates should only be listed here and not also listed in the Course Schedule to minimize accidental discrepancies.	

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<input type="checkbox"/>	Learning Assessments/Assignments	<p>This area includes all necessary information related to course assessments and assignments:</p> <ol style="list-style-type: none"> <li>1) Name of assignment</li> <li>2) Purpose of assignment</li> <li>3) Brief overview/summary of instructions for completion of assignment</li> <li>4) Overview/Summary of Grading criteria or where to find it in the course site</li> </ol> <p>This information generally matches what is provided in the Blackboard course site regarding all of the course assignments. The assignment titles should be exact matches between the Syllabus, Course Schedule, and Blackboard course site.</p>	
<input type="checkbox"/>	Rubrics	<p>If Rubrics are included (they are <i>optional additions</i> to the syllabus), they are placed after the Course Schedule for ease of formatting. Each rubric has a heading for the assignment title which matches throughout the course syllabus and course schedule.</p>	
<input type="checkbox"/>	Course Policies	<p>Syllabus includes clearly stated Course Policies, with information related to makeup exams, missed absences, late work, required onsite attendance, etc.</p>	
<input type="checkbox"/>	Communication Policy	<p>Is located directly below the Course Policies. This area includes clearly stated preferred contact method, faculty e-mail response time approximation, assignment grading and feedback response time, etc.</p>	
<input type="checkbox"/>	Course Schedule	<p>Course schedule is in appropriate template and includes the following headings:</p> <ul style="list-style-type: none"> <li>• Module</li> <li>• Module Subtopics/Learning Objectives</li> <li>• Learning Activities &amp; Resources</li> <li>• Learning Assignments/Assessments</li> </ul> <p>All graded Assignments/Assessments outlined in the Summary of Learning Assessments/Assignments table match what is seen in the Course Schedule.</p>	
<b>Course Schedule Coordination</b>			
<input type="checkbox"/>	Module Title and dates	<p>The Module Titles listed match what is seen in the Learning Modules area of the Blackboard classroom.</p> <p>Whenever possible, the dates listed should be the full span of the modular/weekly content - otherwise, the date that the class meets either in-person or virtually will suffice.</p>	

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<input type="checkbox"/>	Module Subtopics/Learning Objectives	This should be a simple list of the topics that are covered within the module. It ideally should not just be a list of what the module objectives are that are found in the learning module page on Blackboard, but this will suffice if it is what has been provided.	
<input type="checkbox"/>	Learning Activities & Resources	<p>Any readings from the Required Textbooks should be listed in this column, with the full text information in APA format and whichever chapters/pages will be required for that module. Example:</p> <p>Buettner, D. (2017). <i>The Blue Zones of Happiness: Lessons from the World's Happiest People</i>. Washington, D.C.: National Geographic Partners, LLC.</p> <ul style="list-style-type: none"> <li>• Part One: Blueprint for a Happier Life, pp. 13-44 <ul style="list-style-type: none"> <li>○ Chapter 1: What is Happiness</li> <li>○ Chapter 2: What We Know About Happiness</li> </ul> </li> </ul> <p>If there are also required websites, articles, and e-Reserves for a module, they do not necessarily all need to be listed out here, but there should be a note indicating there are additional materials that must be read/reviewed for the module found in Blackboard.</p>	
<input type="checkbox"/>	Learning Assignments/Assessments	Any assessments/assignments due within each module are listed in this column. Whenever possible, there should not be due dates listed in the Course Schedule to minimize accidental discrepancies. If included in this area, they should be double checked against those provided in Summary of Learning Assessments/Assignments.	