

Office of Teaching Evaluation and Assessment Research

Expanded Course Description Checklist

(<https://otear.rutgers.edu/teaching/expandedcoursedescriptions/>)

- ☐ Course Title and Academic Credits
 - Include the course title (and course number) as they appear in the Schedule of Classes, including all cross-listed sections, and how many academic credits the course is worth.
- ☐ Mode of Instruction
 - Indicate the course mode of instruction (Lecture, Laboratory, Online, Seminar, etc.)
- ☐ Course Prerequisites
 - List any prerequisites necessary for the course and/or alternatives, such as placement testing
- ☐ Catalog Course Description
 - Include the catalog course description, available from the [Current Catalog](#)
- ☐ Learning Goals of Course
 - Learning goals should be included in every course. Courses may have individualized learning goals or learning goals that dovetail with the area/department or unit. For example, some courses may be certified as meeting [SAS Core Curriculum Learning Goals](#) or [SAS Departmental Learning Goals](#).
- ☐ Required and Recommended Course materials (including all ISBN numbers)
 - List all required and any recommended course materials, including all ISBN numbers (required) and specific edition information (if pertinent). You are required by [University policy](#) to place book orders at the University Bookstore on your campus (Barnes & Noble for New Brunswick and Newark; Follett for Camden). You may also arrange with other local vendors to stock your books, or students may shop online for the best prices.
 - If the reading list includes works that are in the public domain (including all books published prior to 1923; review this [copyright chart](#) for more detail) you may include links to free editions at [Project Gutenberg](#), [Archive.org](#), or other ebook distributors.
 - Some courses require the students to purchase additional materials such as lab supplies, art supplies, specialized software, etc. These should be listed, along with possible locations for purchase. If you require your students to use specific software such as MatLab or SPSS, check the [university software licenses](#) to see if students are eligible for free downloads or reduced pricing. OIT has also made some [statistics packages available for remote use](#).
- ☐ Policies for Exams, Assignments, Attendance, and Grading
 - Include dates and grade distribution/percent value of exams and assignments; any policies on missed or late assignments and make-up exams; any policies on graded attendance, recitations sections, labs, etc.
- ☐ Faculty Contact Information
 - For each instructor and teaching assistant include at least one of the following: phone, email, web page, fax, postal address. Office hours and location may also be included.
- ☐ Link to any course website that has additional useful information
 - Include any relevant links. In particular, link to the current [Academic Integrity Policy](#) and direct students to a plagiarism policy such as the [Writing Program's](#), the [Camden Plagiarism Tutorial](#), or [Don't Plagiarize! Document Your Research](#).