Ready to Submit Checklist

For Inquiry Core Curriculum Courses

Use the following checklist prior to submission of your course in curriculog to ensure all documents are properly completed.

Core Course Approval Document

OT36 Mapping

☐ Unique information is provided for each required outcome

☐ Column A indicates specific course learning outcomes and/or content that speaks to the indicated learning outcome

☐ Column B identifies specific activities/assignments related to the OT-36 outcome and explains how the activity/assignment relates to the outcome

☐ Column C identifies specific supporting material included in the submission, including specific sections/pages in the syllabus when it is used as the supporting material

Inquiry Orientation

☐ There are 1-3 overarching questions/problems which frame the course and would be engaging to first-year, non-major students

☐ Activities/assignments that actively engage students in *some* of the stages of inquiry are provided, with an emphasis on development of inquiry skills and not (merely) assessment

☐ The inquiry orientation of the course is evidenced to students through the design and language of the syllabus

Core Competency Mapping

☐ For each required core competency, 2 of the provided learning outcomes are identified for emphasis

☐ For each core competency learning outcome, there is a specific instructional plan to promote development prior to (major) assessment

Signature Assessment

☐ The authenticity (to the discipline, profession, or society) of each signature assessment (minimum 1) is clearly explained

☐ Each core competency learning outcome is assessed in at least one signature assessment, and it is indicated *how* the outcome will be assessed through the assessment

☐ There is a clear and robust reflection assignment aimed at engaging students in thinking about some aspect of their learning in the course

Syllabus

☐ Has all elements required by the [Faculty Senate Syllabus Template](#)
☐ Includes the [Core Curriculum Syllabus statement](#), properly completed
☐ Explicitly and thoroughly presents the inquiry orientation of the course in a way that would be inviting and accessible to first-year, non-major students

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Signature Assessment(s) Overview

☐ Clearly explains the purpose of the assignment to students, especially highlighting the core competencies to be developed and assessed
☐ Provides criteria for evaluation of the work (such as a rubric), clearly indicating how the associated core competency learning outcomes will be assessed
☐ Reflection Assignment is structured to guide students through reflection on some aspect of their learning, either as it pertains to the specific assignment or to the course as a whole