

Teaching Checklist and Tip Sheet

Preparing your Course Outline

Course outlines establish the mutual expectations between Lincoln University, the course examiner and each student, in all matters relating to that course.

Each course offering requires a **Course Outline** to be prepared by the Examiner and moderated **before** being made available to students via the Akoraka | Learn course page **prior** to the start of the relevant teaching period in accordance with the [Course Outline Policy and Procedures](#). Examiners should also refer to the [Guidelines for Examiners](#).

Before you start writing your course outline, **refer to feedback** from the last offering/s. This feedback should include course evaluations, other student feedback, your self-review, as well as peer reviews, teaching observations and programme level discussions if you have them. Consider the following:

What worked well? How can you build more of that into the course?

What did not work so well? What improvements can be made to address these areas?

What works well in other courses that could be included in this course?

Now you are **ready to start** writing your course outline, by working through each of the following steps:

- Use the **latest course outline template**
This can be accessed from hub.lincoln.ac.nz or check with your department administrator. Modify the template wording to suit your course.

- Add the **approved course information**
This includes course code, course title, semester, course prescription, prerequisites, recommended preparation, restrictions, course aims and course learning outcomes. It can be found in the course proposal or previous course outline. If you are teaching a course for the first time, check with your Faculty/Division Teaching Committee Chair that no modifications have been approved for the course since the last offering.

- Complete the **assessment table**
Think carefully about how many assessment items you have, how frequently they occur, and the relationship between each of your assessment items and your course learning outcomes. Talk to the examiners of other courses your students will take to help you plan assessment due dates. Assessments are typically not due on field trip days, public holidays, during the mid-semester study break, or during study week – refer to the [Assessment Policy](#) for more guidance.

- Write your **assessment details**
*Include information about whether there are multiple assessments in the category (eg there are three summaries to complete), if the assessment is to be completed individually or in a group, the due date and time, the submission process, and the contribution to the course grade. Note that this is **not** the place for detailed instructions – these need to be moderated separately and made available to students on your Akoraka | Learn course page.*

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Want more help?

Visit the Teaching section on the LTL website, [Akona te Akoraka | Learn about Learn](#) or contact [Teaching Quality](#)

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- Outline your **academic penalties**
Do you have any sub-minimums or mandatory items? What is your late submission policy?

- Complete the **student workload** table
Outline the specific activities students should spend their time on during both contact and non-contact hours and how long they should spend. Are the hours realistic? Do they fit within the 150 hours for undergraduate or 200 hours for postgraduate courses?

- Complete the **course content** table
Include details of the modules and topics to be covered each week. Keep in mind that course content needs to relate to the course learning outcomes and assessment. You can include the daily planner here or separately on your Akoraka | Learn course page. Include other relevant information such as relevant textbook chapters or the teaching team member. Note that if you are modifying a significant amount of the course from a previous offering, you may need to submit a proposal for course modification – consult with your Faculty/Division Teaching Committee Chair.

- Articulate your **learning and teaching approach** statement
Modify the template wording to reflect the approach for your course. Consider including information about and the nature of class sessions and your expectations of students before, after and during class sessions.

- Add the **remaining information** in your course outline
Complete the details for teaching staff, timetable, field trip/s, learning and teaching arrangements and other remaining information.

- Submit your course outline for **moderation**
Contact your line manager if you are unsure of who has been appointed as your moderator. Discuss any requested modifications and suggestions with the moderator and agree on the changes to be made.

- Upload your course outline** to your Akoraka | Learn course page
Check with your department administrator about the process used in your area.

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