**CHECKLIST FOR COURSE OUTLINE**

The intention of this checklist is to guide the Centre of Studies (CoS) in their preparation for submission of the course outline for Senate endorsement. CoS need to submit the course outline verification page **only**.

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| **NO.** | **ITEM** | **DETAILS** | **EVALUATION (🗸)** | | **REMARKS** |
|  | Course Title | Consistent with proposal.  If Arabic Course: English version (1st Line), Arabic Translation (2nd Line), Arabic Font (optional) (3rd Line). | Satisfactory | Unsatisfactory |  |
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|  | Course Code | 2.1 – Correct usage of format  (ABCD 1234). Consistent with proposal. | Accurate | Inaccurate |  |
|  |  |
| 2.2 – Unique course code  (No duplication). | Accurate | Inaccurate |  |
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|  | Credit Value | Appropriate to the SLT. Consistent with proposal. | Accurate | Inaccurate |  |
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|  | Synopsis | Consistent with proposal. Contains description of the course, not simply listing of topics. Advisable range 50 – 100 words. | Satisfactory | Unsatisfactory |  |
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|  | SAF Elements | Contains explanation of how the course is unique with specific example(s) related to course. | Satisfactory | Unsatisfactory |  |
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|  | Course Classification within the Curriculum | Only state Core/Elective/UniCORE. | Accurate | Inaccurate |  |
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|  | Pre-requisite(s) (if any) | Maximum of two (2) courses. | Accurate | Inaccurate |  |
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|  | Co-requisite(s) (if any) | Maximum of one (1) course. | Accurate | Inaccurate |  |
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|  | \*Course Learning Outcomes (CLO) | 9.1 – Number of CLOs is appropriate with the credit hour and nature of course  For ≤ 2 credit hours maximum of 2 CLOs,  3 or 4 credit hours, 3 to 5 CLOs.  Others as appropriate. | Satisfactory | Unsatisfactory |  |
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| 9.2 – Appropriate to level of course. | Satisfactory | Unsatisfactory |  |
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| 9.3 – Measurable for cognitive domain. | Satisfactory | Unsatisfactory |  |
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| 9.4 – Aligned with course synopsis, SAF elements and course content. | Satisfactory | Unsatisfactory |  |
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| 9.5 – Mapping of CLOs vs PLOs is consistent with proposal. | Satisfactory | Unsatisfactory |  |
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|  | Constructive Alignment | 10.1 – Appropriate T&L and assessment for the CLOs. | Satisfactory | | Unsatisfactory |  |
|  | |  |
| 10.2 – All CLOs in item no. 9 addressed. | Satisfactory | | Unsatisfactory |  |
|  | |  |
| 10.3 – Complies with relevant standards. | Satisfactory | | Unsatisfactory |  |
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|  | \*Assessment Distribution | 11.1 – Consistent with item no. 10. | Accurate | | Inaccurate |  |
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| 11.2 – Calculation is correct (total adds up to 100%). | Accurate | | Inaccurate |  |
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| 11.3 – Complies with relevant standards especially for programme standard which requires Must-Pass condition. | Satisfactory | | Unsatisfactory |  |
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|  | Course Content | 12.1 – Recommended to only specify main topics. | Satisfactory | Unsatisfactory | |  |
|  |  | |
| 12.2 – Total SLT is correctly calculated. | Accurate | Inaccurate | |  |
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| 12.3 – Aligned with course synopsis and CLOs. | Satisfactory | Unsatisfactory | |  |
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|  | Required References | 13.1 – Relevant to the course. | Satisfactory | Unsatisfactory | |  |
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| 13.2 – No more than three for a  3-credit course. | Accurate | Inaccurate | |  |
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| 13.3 – At least one must be recent i.e. no later than 5 years. | Accurate | Inaccurate | |  |
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|  | Recommended References | Relevant to the course. | Accurate | Inaccurate | |  |
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|  | Prepared By | Not limited to 1 person.  Has to be Full-time staff. | Accurate | | Inaccurate |  |
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|  | Checked By | Checked by is signed by HOD.  If prepared by Head of Department, signed by Deputy Dean or Dean. | Accurate | Inaccurate | |  |
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|  | Course Plan | Is appended and is not simply a repetition of the course content. It outlines how the class will be conducted and specifies when assessments will take place. | Satisfactory | Unsatisfactory | |  |
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*\*Tips:*

*Item no. 9 – CLO statement; Action verb > Content > Context (may refer to Course outline guidelines).*

*Item no. 11 - Allow flexibility e.g. Quizzes instead of 3 quizzes, or a Presentation instead of a Video Presentation**.*

**Course Outline Verification Page**

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| **No.** | **Course Code** |  | **No.** | **Course Code** |  | **No.** | **Course Code** |  | **No.** | **Course Code** |
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***Notes****:*

*1. This form is to be completed by the Programme Owner.*

*2. May add or remove the columns and rows following the number of courses.*

***I hereby verify that the above listed Course Outline(s) for <Name of Programme>, <MQR No.> from <Name of Kulliyyah> have been reviewed and completed according to the requirements and ready for Senate submission.***

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Designation | : |  |
| K/C/D/I/O | : |  |
| Date | : |  |