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| Name of person completing checklist: | | | Name of course: | Date; |
| Heading |  | Review Considerations | | | |
| Course Outline Template | Yes  No  D/K | Is the course outline template the most up-to-date version found on the intranet? | | | |
| Course Title | Yes  No  D/K | Is the Course Title explicit? Does the Course Title link logically to other Program courses? | | | |
| Prerequisite Courses | Yes  No  D/K | Are the listed Prerequisites appropriate? | | | |
| School/Academy/Division | Yes  No  D/K | Is the School/Academy/Division listed? | | | |
| Previous Course Code & Title | Yes  No  D/K | Is the Previous Course Code/Title listed? | | | |
| Course First Offered | Yes  No  D/K | Is the date listed reasonable? | | | |
| # of Credits | Yes  No  D/K | Do the listed credits match JIBC policy? Do the listed credits match the Class Delivery Methods section? | | | |
| Course Description | Yes  No  D/K | From a “target audience” perspective, is the Course Description clear and sound appealing?  Does the Course Description tell the reader what the course is about?  Does the course description summarize the course content concisely (between 60-100 words)?  Is the course description congruent with the course goals and learning outcomes?  Does the description refer to the learner as ‘learner’ or ‘participant’? | | | |
| Yes  No  D/K |
| Yes  No  D/K |
| Yes  No  D/K  Yes  No  D/K |
| Course Goal(s) | Yes  No  D/K | Does the Course Goal match the Course Description?  Is the Course Goal concise and explicit and appeals to the target audience? | | | |
| Yes  No  D/K |
| Learning Outcomes | Yes  No  D/K | Do the Bloom’s Taxonomy descriptors match the level of the course? Do the Learning Outcomes clearly describe what the student will learn in the course? | | | |
| **Course Topics/Content** | Yes  No  D/K | Are the listed Course Topics congruent with the learning outcomes? | | | |
| Text and Resource Materials – Required/Recommended | Yes  No  D/K | Is the APA format used? Are the listed Texts/Resources relevant? | | | |
| Course Level | Yes  No  D/K | Is the listed Course Level appropriate? | | | |
| Equivalent Course(s) | Yes  No  D/K | Are the listed Equivalent courses complete? | | | |
| Class Delivery Methods | Yes  No  D/K | Are the listed Class Delivery methods appropriate for the intended learner and the course content? Do the total class hours match the number of credits? | | | |
| Comments on Delivery Methods | Yes  No  D/K | Are the comments explicit? | | | |
| Course Grading System | Yes  No  D/K | Are the learning outcomes adequately evaluated by the course assessment tools? Does the Course Grading system match other courses in the Program? | | | |
| Passing Grade | Yes  No  D/K | Is the Passing Grade appropriate? Does the Passing Grade match other courses in the Program? | | | |
| Evaluation Activities and Weighting | Yes  No  D/K | From a student’s perspective, are the Evaluation Activities and Weighting explicit? Do Course Evaluation activities match JIBC policy and SCSJ guidelines? | | | |
| **Comments on Evaluation Activities and Weighing** | Yes  No  D/K | Are the comments explicit? | | | |
| **JIBC Core Competencies** | Yes  No  D/K | Are the JIBC Core Competencies applicable to this course listed? Do the Course Goal and listed Learning Outcomes address the JIBC Core Competencies? | | | |
| **Others** | Yes  No  D/K  Yes  No  D/K | Is the Course Outline edited?  Does the course outline change constitute a change that requires submission of a course/program change request to the School Curriculum Committee and/or Program Council (ref: current course/program change requirements on the intranet) | | | |
| Note: If the reviewer is unsure or doesn’t know, tick “D/K”. For any “No” boxes ticked, please elaborate and add comments as required: | | | | | |
| Comments | | | | | |