



Course Inventory Management Pre-submission Checklist

Course Long Title:

- ☐ Clearly and succinctly represents the course content
- ☐ Uses value-neutral language
- ☐ Contains **100 characters or fewer**

Course Abbreviated Title:

- ☐ Contains **30 characters or fewer**

Course Description:

- ☐ Consists of **75 to 150 words**
- ☐ Begins with “This course...”
- ☐ Uses value-neutral language, inquiry-based language such as:
 - “This course examines...” or “This course analyzes...”
 - “Students analyze” or “Students examine” instead of “Students will explore” or “Students will understand...”
- ☐ Avoids prescriptive outcomes such as:
 - “...will gain an appreciation for...”
 - “...will understand the value of...”
 - “...students will...”
- ☐ Does not repeat “This course” beyond the first sentence
- ☐ Avoids inclusion of course requirements, delivery modality, or instructional methods

Course Learning Outcomes:

Contains **4 to 6** learning outcomes

- ☐ Starts with “At the end of the course, students should be able to...”
- ☐ Each learning outcome begins with **one** Bloom’s verb
- ☐ Each learning outcome contains **only one outcome**
- ☐ Avoids the use of immeasurable terms like “understand” and “recognize.”
- ☐ Avoids prescriptive outcomes such as “will appreciate” or “will recognize the value of.”

Course Justification

- ☐ Provides a rationale for the role of the course in the curriculum (i.e., major, minor, certificate, general education core).
- ☐ Describes what students gain from completing the course
- ☐ Supports the course's inclusion in the curriculum with references to accreditation, compliance, or other requirements, or academic sources, such as professional standards, professional organization statements/papers, or other professional sources.