Attachment 1:   A road map for designing a course
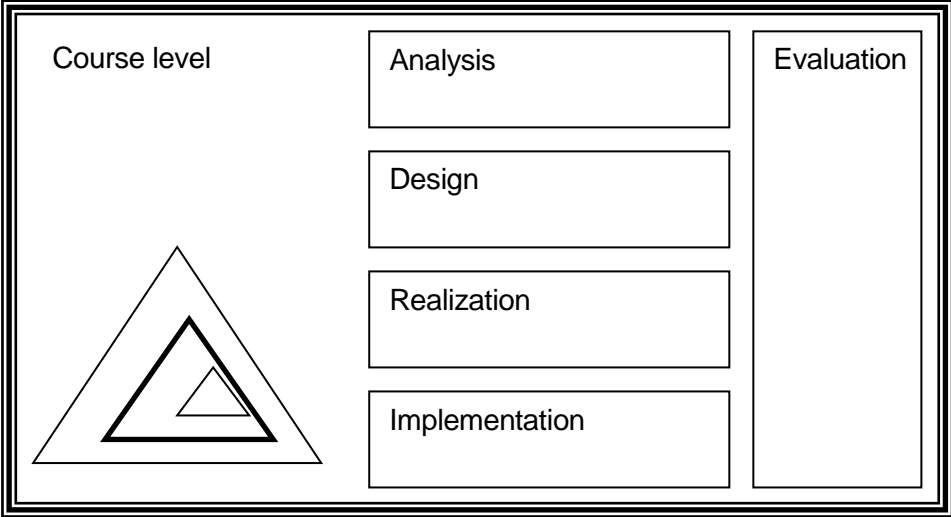
Curriculair level	Analysis	Evaluation
	Design	
	Realization	
	Implementation	

Course level	Analysis	Evaluation
	Design	
	Realization	
	Implementation	

Meeting level	Analysis	Evaluation
	Design	
	Realization	
	Implementation	
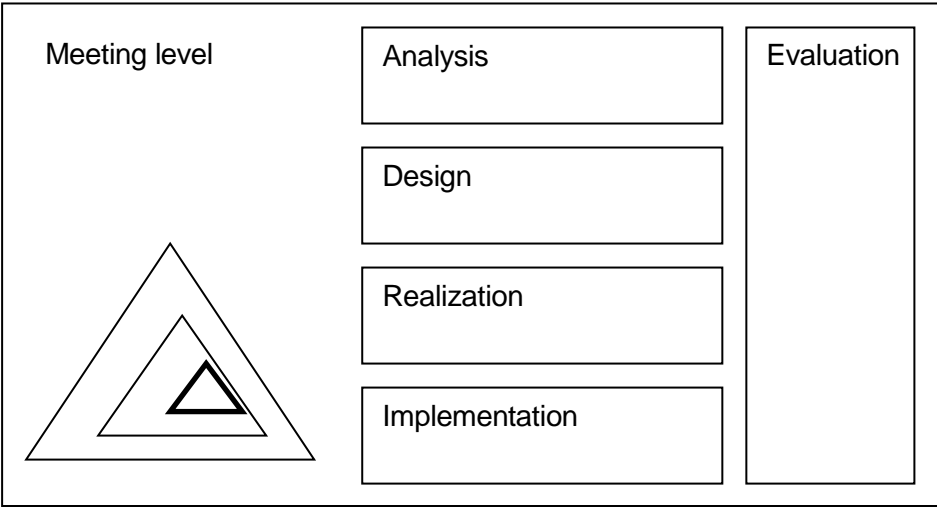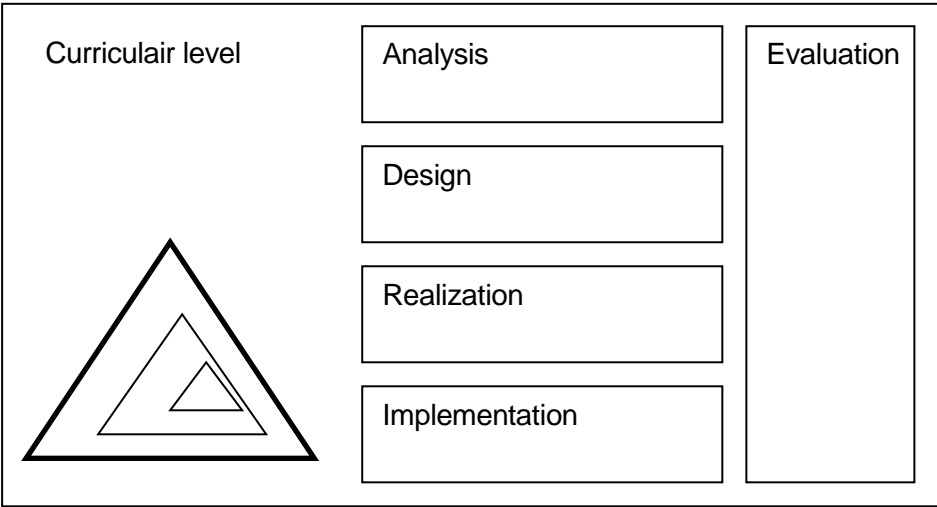
Designing on curricular level

Analysis
What is the occupational profile of the program?
What are the objectives / competencies?

Evaluation

Design
Which form of organization?
Which themes?
Which subject themes?

Realization
Blueprint program (structure)
Themes as threads in program
Description of final assignments
Plan for Quality assurance

Implementation
Determining the courses in the program.
Determining teachers with courses

Gives context and requirements for design at course level

Designing at course level
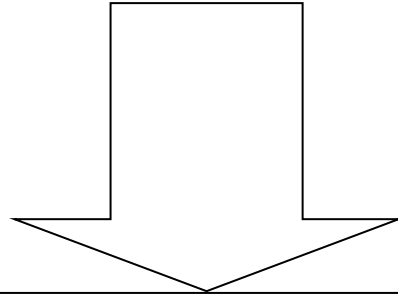
Step 0. Determine the conditions for your course design:
- Time: EC's, teacher hours, contact time
- Resources: budget, room, etc.
- Other: SA's commitment, including teachers, etc.

Step 1. Analysis (of the context / start situation)
- to which competencies of the degree program should the course contribute?
- What is the place of the course in the curriculum? (pre knowledge, preparation for…?)
- Who is the audience and what features do the students have?
- The course contributes to which learning themes?
- What organization form should be considered? (influence on planning, teaching methods, testing method)

Step 2. Design (blueprint)
- What are the learning objectives that students should achieve?
- How do you measure whether learning objectives have been achieved? (assessment plan)
- What content is covered in the course? (subject matter)
- What methods will you use (lectures, tutorials ...)?
- How is the distribution of subjects over time, including the central theme? (planning)

Step 3. Realisation / Production
- selection of study material
- description of meetings / slides
- description of assignments
- development of assessment and grading plan
- development of evaluation plan

Step 4. Implementation
- Coordination of the course
- application of teaching methods
- supervision of students (individual / group)
- application of test and (end) grading

Evaluation

Formative

Summative

Criteria