

14. Course Analysis Guide

For a high school or college course, use this checklist to analyze the instructional and evaluation formats. Put a mark (✓ or ✗) next to materials or methods that are used on a regular basis. If you haven't taken the course, ask the teacher or a student who has completed the course to assist you with this analysis.

Course: _____ **Instructor:** _____

Course Materials

Which of these materials are used in this course?

- _____ Required texts
- _____ Optional texts
- _____ Reserve readings
- _____ Handouts
- _____ Internet resources
- _____ Other: _____

- _____ Respond to direct questioning
- _____ Reading assignments/activities
- _____ Writing assignments/activities
- _____ Independent work activities
- _____ Small-group work/discussion
- _____ Class participation
- _____ Oral participation
- _____ Other: _____

Content Presentation

Which format is used in class sessions?

- _____ Lecture
- _____ Class discussion
- _____ Small-group activities
- _____ Specific in-class assignments (e.g., writing assignments, labs)
- _____ Student presentation/performance
- _____ Other: _____

Which tasks are students required to do out of class?

- _____ Reading assignments
- _____ Writing assignments
- _____ Internet-based activities
- _____ Short papers (fewer than 5 pages)
- _____ Long papers (more than 5 pages)
- _____ Fieldwork/service learning
- _____ Course projects
- _____ Interviews
- _____ Extra credit (options available)
- _____ Other: _____

Which instructional techniques are used in this course?

- _____ Advance organizers (lecture outlines)
- _____ Computer-based presentations
- _____ Other audiovisual aids: _____
- _____ Course Web site (e.g., Blackboard)
- _____ Internet-based activities
- _____ Field-based experience/service learning
- _____ Other: _____

Student Evaluation

How are the students evaluated in this course?

- _____ Tests
- _____ Papers
- _____ Performance measures
- _____ In-class presentations
- _____ Projects (group)
- _____ Projects (individual)
- _____ Fieldwork/service learning
- _____ Other: _____

Student Responsibilities

Which tasks are students required to do in class?

- _____ Take notes from lectures and presentations

(continues)

14. Course Analysis Guide *(continued)*

What types of tests and test items are used in this course?

- No testing is done
- Essay
- Short answer
- Multiple choice
- Other objective tests (i.e., matching, T/F)
- Oral exams
- Performance or skill/demonstration
- Other: _____

What other standards are used to determine grades?

- Attendance
- Arriving on time
- Attentiveness during class
- Being prepared for class

Are there other special requirements that contribute to student evaluation (e.g., typing papers, acceptance of late work)?

Are there personal idiosyncrasies of the instructor(s) that may positively or negatively affect a student's success in this course?

Feedback

How is feedback given to students?

- Grades only
- Corrective feedback (i.e., comments)
- Discussion of performance
- Other: _____

Student Supports

Which of the following course-related support systems are available to students?

- Accommodation of student needs
- Instructor access
- Teaching assistant(s) access
- Web-based resources
- Study guides
- Online textbook resources
- Special study sessions
- Peer-support mechanisms
- Other: _____