

## Designing Your Own Course (16:186:856) Fall 2022

Wednesdays, 4:30-6:30 PM EST  
September 14th (2nd week of classes) - November 30th

### Held on Zoom

<https://rutgers.zoom.us/j/94435661010?pwd=TDJqSFFWRnpuYkZlOWh5M2dvL2Ftdz09Links>  
[to an external site.](#)

Meeting ID: 944 3566 1010

Password: ICT2Fall22

### Course Coordinators:

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**Office hours:** By request. Please email with questions and/or to schedule a meeting.

### Course Information:

This course guides students through the process of designing a course they might someday teach. This includes preparing a syllabus and supporting documents, identifying readings, planning activities and assignments, and formulating a set of learning goals and assessments. Through this course, we expect that students will be able to use the documents they develop to propose a course at Rutgers and/or provide their materials to potential employers.

### Course Format:

Beginning the second week of the semester, we will meet once a week for 11 weeks (excluding the week of Thanksgiving). Meetings will include seminars, discussions, and invited presentations facilitated by faculty and student fellows who are members of the Rutgers Academy for the Scholarship of Teaching and Learning. Supplemental materials for the course will be available online in the course Canvas site.

### Prerequisite:

In order to take this course, you must have at least two semesters of college level teaching or teaching assistant (TA) experience **OR** have previously taken Introduction to College Teaching (16:168:855).

### **Course Learning Goals:**

Upon successful completion of this course, students will develop and prepare an original syllabus and supporting documents for the design or redesign of an original college-level course. This includes:

- A course description
- A set of course learning goals and objectives
- A short list of assessments and their weights
- Sample assessments and classroom activities
- An outline of course thematic units and topics
- A description of course policies

### **Grading:**

This course will be graded on a satisfactory/unsatisfactory basis. In order to receive a satisfactory grade and have the course appear on your transcript, you are required to complete all assignments, attend weekly meetings, and comply with the Course Expectations listed below.

### **Course Expectations:**

- Attend all weekly class meetings (and be on time!). Two unexcused absences will result in the deletion of this course from your transcript. If you must miss a class, please let the instructor know in advance. If you must be absent due to an emergency or other unforeseen circumstances, please notify the instructor by email as soon as possible.
  - *Absences for religious holidays will not be counted towards total missed classes. However, students are expected to alert instructor beforehand, and to keep up with necessary assignments.*
- Be an active class participant. Engage in discussions and ask questions!
- Be prepared for class. Check the announcements and reminders on Canvas before class each week and complete all indicated assignments by the due date indicated. You may be asked to prepare assignments or to complete readings in advance. Be mindful of the assignments that are due each day and come prepared to discuss your work with your peers.
- Complete and upload your final syllabus to Canvas before November 30th at 4:30pm.

### **Additional information on Assignments:**

- Assignments are designed to help you develop your syllabus over the course of the semester.
- You are required to complete all assignments.
- Though you will be given some time during class periods to work on the assignments, you will also be given time after class if needed to finish the assignments before they are due. In order for each assignment to be considered complete and to ensure you will receive feedback from the instructor, assignments need to be uploaded to Canvas by their due date.
- If you have an excused absence, you will be required to complete and submit the assignment as arranged with the instructor.
- Due dates for all assignments except for the 'Teaching Tool Presentation' can be found on the class outline below.
- Dates for 'Teaching Tool Presentations' will be chosen by students on the first week of class.

## Resources:

- Teaching Assistant Project - <http://tap.rutgers.edu/>
- Tomorrow's Professor - <https://tomprof.stanford.edu/>
- Inside Higher Ed - <https://www.insidehighered.com/>
- Faculty Focus - <http://www.facultyfocus.com/>
- Rutgers Academic Integrity Policy - <http://academicintegrity.rutgers.edu/>

### *Office of Disability Services (ODS)*

Any student with a documented disability may contact the Office of Disability Services to determine the appropriate accommodations. Students with disabilities who require accommodations should follow the procedures outlined at <https://ods.rutgers.edu>.

### *Counseling, ADAP & Psychiatric Services (CAPS)*

<http://rhscaps.rutgers.edu/>

(848) 932-7884

17 Senior Street, New Brunswick, NJ 08901

### *Scarlet Listeners, Peer Counseling and Referral Hotline*

(732) 247-5555

Scarlet Listeners is a free & confidential student run peer counseling and referral hotline based out of Rutgers. Basic problem solving, venting, thoughts of suicide, depression, anxiety, eating disorders, self-harm, relationship problems, loneliness, etc.

## Course Outline (updated 8/18/22; subject to revisions):

Below is a tentative course schedule. Please pay attention to announcements on Canvas in case of any scheduling changes.

Date	Topic	Assignment (to be completed <u>after</u> class meeting)
<b>Unit 1: Establishing Course Goals and Objectives</b>		
Sept. 14	Introduction, Syllabus Overview, & Course Brainstorm	Decide on the class you'd like to develop during the semester, post in "Course selection" Discussion in Canvas. Select date for 'Teaching Tools' presentation.
Sept. 21	Situating Courses in Institutional Contexts	
Sept. 28	Course Learning Goals, Course Descriptions	Create course description and list of learning goals.
<b>Unit 2: Course Policies and Assessment</b>		
Oct. 5	Assessment of Student Learning	Create a preliminary (3-4) list of assignments you'd like to include in your course and grading weights for these assignments. Make sure assignments reflect learning goals.
Oct. 12	Course Policies	Add list of course policies to syllabus.
<b>Unit 3: Activities, Lesson Plans, and Instructor Resources</b>		
Oct. 19	Active Learning: Designing classroom activities, discussions, and assignments	
Oct. 26	Deeper dive into structuring group work and designing engaging activities	Two class activities with clear objectives and outcomes
Nov. 2	Separating Classes into Thematic Units	Create draft of course outline.
<b>Unit 4: Evaluation and Finalizing Your Course Syllabus</b>		
Nov. 9	Evaluation, Feedback and Grading Rubrics	Create a rubric and grading scale for at least one assignment. Please have a near-complete draft of your syllabus ready for Nov. 16 peer review!
Nov. 16	Syllabus Peer Review	Please make adjustments to your syllabus based on this feedback for a final peer review on Nov. 30! For all: By 4:30pm on November 30, upload final draft of course syllabus
Nov. 23	No class- Thanksgiving break!	
Nov. 30	Syllabus Peer Review	If you would like to make additional revisions following class discussion, please submit to

		Final Syllabus Revised assignment by December 7th at 11:59pm.
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