

# Developer Course Outcome Summary Checklist

Use this checklist to ensure items identified are present in your Course Outcome Summary (COS). Items identified in this checklist, but not correctly identified on a COS submitted for approval, will likely result in it being declined.

| #   | COS Content Area  | Complete |
|-----|---|----------|
| 1.  | Course Information  |          |
| 1a. | Matches the course catalog (Title, description, hours, credits, Pre/Co reqs. <a href="#">Explanation</a>  |          |
| 2.  | Related Outcomes  |          |
| 2a. | If Program Outcomes are present on the COS, each of those program outcomes identified are linked to at least one competency on the COS. <a href="#">Explanation</a>       |          |
| 2b. | If External Standards are present on the COS, all of the standards listed are linked to at least one competency on the COS. <a href="#">Explanation</a>                   |          |
| 3.  | Career Essentials (found under the Related Outcomes in WIDS)  |          |
| 3a. | At least one Career Essential is identified in the COS and is linked to at least one competency. <a href="#">Explanation</a>  |          |
| 4.  | Competencies  |          |
| 4a. | There is a minimum of 2 and a recommended maximum of 10 competencies identified per credit. <a href="#">Explanation</a>   |          |
| 4b. | Each competency leads with a tangible verb, and only one verb is present. <a href="#">Explanation</a>   |          |
| 5.  | Assessment Strategies   |          |
| 5a. | At least one assessment strategy is present for each competency. <a href="#">Explanation</a>  |          |
| 6.  | Criteria  |          |
| 6a. | An appropriate Criteria Lead-in statement is present for each competency. <a href="#">Explanation</a>   |          |
| 6b. | There are at least 2 criteria identified for each competency. <a href="#">Explanation</a>   |          |
| 6c. | At least 1 criteria per competency has a numerical/percentage measurement identified. <a href="#">Explanation</a>   |          |
| 6d. | Process Criteria: One leading, tangible verb is present in each criterion. <a href="#">Explanation</a>  |          |
| 6e. | Product Criteria: One tangible verb is present in each criterion; however, emphasis is on the product (noun), so the verb may not be leading. <a href="#">Explanation</a> |          |
| 7.  | Learning Objectives   |          |
| 7a. | There are at least 2 learning objectives identified for each competency. <a href="#">Explanation</a>  |          |
| 7b. | Each learning objective leads with a tangible verb, and only one verb is present. <a href="#">Explanation</a>   |          |
| 8.  | Competency, Objective, and Criteria Relationship  |          |
| 8a. | Competency, Criteria, and Learning Objectives are not identical to each other. <a href="#">Explanation</a>  |          |
| 9.  | Name and date of creation/revision by Developer is included in the COS. <a href="#">Explanation</a>   |          |