

# Ready to Submit Checklist

For Inquiry Core Curriculum Courses

## Approval Form

- OT-36 Mapping is Complete
  - Column A includes specific indications of how the outcomes are embedded in the course and each learning outcome has distinct information associated with it
  - Column B indicates at least one activity/assignment for each outcome and describes how the activity/assignment assesses the outcome
  - Column C points to specific supporting material and specific locations in the material as necessary
- Inquiry Orientation
  - There are questions/problems which aim to engage first-year, non-major students
  - Clear evidence of active student engagement in some stages of inquiry, with opportunities for development and not just assessment
- Core Competencies
  - Each core competency provided has 2 of the provided learning outcomes associated with it
  - For each learning outcome, it is clear how students will be instructed and provided opportunity for development prior to (major) assessment
- Signature Assignments
  - There is at least one assignment which is authentic to the discipline or a relevant profession
  - Each core competency learning outcome is clearly and meaningfully assessed through at least one signature assignment
  - The reflection component of the signature assignment is thoughtfully crafted to engage students in thinking about their assignment process, product, and/or learning in the course

## Syllabus

- Has all elements required by the [Faculty Senate Syllabus Template](#)
- Includes the [Core Curriculum Syllabus statement](#), properly completed
- Explicitly and thoroughly presents the inquiry orientation of the course in a way that would be inviting and accessible to first-year, non-major students

## Signature Assignment(s)

- Clearly indicates how the assignment is authentic to the discipline and/or relevant profession
- Clearly indicates the learning outcomes to be achieved through the signature assignment, especially as it relates to the core competencies
- Incorporates a meaningful reflection assignment component that engages the student thinking in thinking about their assignment process, product, and/or learning in the course
- Provides criteria for evaluation of the work (such as a rubric), at least as it pertains to the relevant core competency learning outcomes