

**CHECKLIST**  
**UMKC School of Education-Continuing Education Partnership Courses**

**Contact Information**

- ✓ District contact person, including phone number and e-mail address
- ✓ If instructor is different from the contact person, list instructor information including name, phone, e-mail address and degree.

**Instructor Vitae**

- ✓ The instructor of the course must have at least a Master's degree and experience in the content area of the proposed course. Vitae is submitted with the syllabus.

**Course Syllabus**

- ✓ Name of proposed course (label as UMKC SOE Partnership Course)
- ✓ Credit hours which must total a minimum of 12.5 student contact hours for 1 hour of graduate credit.
- ✓ All meeting times and dates the course will meet
- ✓ Location of class, including building and room number
- ✓ Name of instructor, including contact information (phone number and e-mail address). This person is responsible for assigning grades.
- ✓ Course materials, which include any textbooks, readings, or resources that will be required.
- ✓ Course description of sufficient detail so that the purpose of the course is clear
- ✓ Course goals and learner objectives indicating what will be achieved by the student at the end of the course
- ✓ Content outline, providing students with a clear sense of the structure for the course including topics covered
- ✓ Instructional methods to be used in the course
- ✓ Course requirements such as projects, tests, and other work to be generated by students in the class
- ✓ Grading and evaluation of student performance, including a scoring guide with a rubric. Attendance in class is expected and should not reflect more than 10% of the grade.