

Wyoming Department of Education

Virtual Education Course Syllabus Checklist

Top Section of the Syllabus

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Program Name?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Course ID?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Course Name?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the version 7 of the SCED code? (only required grades 9-12 at this time)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the appropriate SCED code given its description and submitted course content?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Content Area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Grade Level?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the number of Credits? (secondary only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the appropriate Curriculum Type (vendor name or District Developed)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain a Course Description that provides an in-depth overview of the course?

Course Information Section

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Program Name?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the Course ID?
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain a Course Description that provides an in-depth overview of the course?

Wyoming Content Standards Section

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain the appropriate standard code and corresponding standard language?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus only contain the specific standards listed in the Scope and Sequence?

Bottom Section of the Syllabus

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Under Unit Outline , does the syllabus contain a title and a robust description for each unit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELA only: Under Unit Outline , does the syllabus contain titles of texts when applicable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Under Standard# , does the syllabus contain the relevant standard(s) corresponding to the unit and objectives?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Under Outcomes Objectives/Student-Centered Goals , does the syllabus contain clear, measurable, and relevant objectives identifying what students “will be able to do” within the unit?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain a clear and direct alignment between all objectives in the Outcome Objectives/Student-Centered Goals header and all the standards listed in the Standard # header?

Reminders

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the syllabus created on the syllabus template provided by WDE?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the saved file name match the syllabus Course Name?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the syllabus undergone a spell check to identify any unwarranted errors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the syllabus contain a consistent format (e.g., similar font type and size, similar bullet size, minimal white space)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suggestion: Is there a way to condense the information under the Unit Outline to avoid repetition of unit titles and decrease the length of the syllabus (e.g., Unit 1 The History of Musical Instruments - Lessons 1-8 (description); Unit 2 Musical Instruments in the Modern Age - Lessons 9-12 (description))