

A photograph of three medical professionals in a modern office setting. A woman in blue scrubs is smiling and looking at a laptop. A man in a white lab coat and glasses is also smiling and looking at the laptop. Another man in blue scrubs is sitting next to him, also smiling and looking at the laptop. They are all sitting at a white table with a laptop, a glass of water, and some papers. The background is a bright, modern office with large windows.

Syllabi Development Approval Process and Checklist

UGME SYLLABI DEVELOPMENT CHECKLIST &
DEADLINES

Developmental Stages

Primary syllabi development stages and content

1

Objective Changes

Confirm and update course, module, and session objectives as required

2

Course Schedule and Contact Information Updates

Updated schedule and administrative contact information

3

Assessment Updates, Review and Approval

Updated table, assessment details, committee review, and approval

4

Year and Curriculum Committee Review and Approval

Year committee review and Curriculum Committee approval

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Year committee review and Curriculum Committee approval

Syllabi Development

Checklist & Timeline



TO-DO'S

Objective & Assessment Deadlines	Assessment Committee Review	Year Committee Review	Curriculum Committee Approval
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	Objectives - submit course and module changes	September 24, 2021 (Deadline)	<div><div></div></div>
	Submit Assessment Plan(s)	October 11, 2021 (Deadline)	<div><div></div></div>
	Assignment Description Updates	October 11, 2021 (Deadline)	<div><div></div></div>
	Assessment Due Dates Finalized	October 11, 2021 (Deadline)	<div><div></div></div>
	Scheduling Updates	October 11, 2021 (Deadline)	<div><div></div></div>
	Course & Module Description Updates	September 24, 2021(Deadline)	<div><div></div></div>
	Administrative Updates	September 24 - November 18, 2021 (And as required)	<div><div></div></div>
	U of S Policy Updates	September 24 - November 18 , 2021 (And as required)	<div><div></div></div>

Syllabi Development



Checklist & Timeline

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Objective & Assessment Deadlines	Assessment Committee Review	Year Committee Review	Curriculum Committee Approval
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Assessment Committee Reivew

Oct 11 - Oct 25, 2021



Year Committee Review

Nov 1 - Nov 12, 2021



Curriculum Committee Review & Approval

Nov 18, 2021