UCDAVIS

Advisor Training and Professional Development Task Force (ATPD)

Workshop Syllabus Template

Course Name

Instructors:

Date(s)/Time(s)/Location(s):

Pre-requisites:

Alignment to NACADA Competencies

Course Description

1. Intended audience
2. Level of interaction with Competencies
3. Primary teaching method

Academic advisors; peer advisors; administrators

Introduced, Practiced, Demonstrated

Lecture; interactive; inquiry-based; collaborative …

Goals & Outcomes

Goals: General statements about intention, purpose—*from instructor's* point of view.

Outcomes: Specific statements that describe what *participants* will know, do, or value as a result of engagement in learning opportunity.

Alignment Matrix

Outcome	Evidence of learning	Evaluative criteria	Opportunities
What will **learners DO?**	*What do you need to* observe *(to confirm learning?)*	*What characteristics do you expect?*	*What activities will create learning?*

Instructional Plan

OPEN

Describe what instructor(s) will do to: stimulate participant interest; connect the course to prior learning / knowledge; and / or establish desired context for learning (e.g., orientation to space; community agreements)

Time	Method	Goal(s)	Participant Outcomes	Instructional activity	Formative assessment
			See "evidence of learning" in Alignment Check above	*Describe what participants will do*	*Quick-checks to ensure participants are on-track to demonstrate outcome*

BODY

Details about each segment / module of the course. Check for alignment among goals, outcomes, instructional activities, and formative assessment strategies.

Time	Method	Goal(s)	Participant Outcomes	Instructional activity	Formative assessment
			See "evidence of learning" in Alignment Check above	*Describe what participants will do*	*Quick-checks to ensure participants are on-track to demonstrate outcome*

CLOSE

Revisit goals and outcomes; invite questions; gather feedback (via end-of-course survey)

Time	Method	Goal(s)	Participant Outcomes	Instructional activity	Formative assessment
			See "evidence of learning" in Alignment Check above	*Describe what participants will do*	*Quick-checks to ensure participants are on-track to demonstrate outcome*