Components of the Maymester Course Packet

Center for Faculty Development, University of Colorado Denver

➢ Syllabus

Includes: logistical information, course design, assessment design, expectations, course policies, Students with Disabilities policy, student code of conduct, course communication, returning graded assignments

➢ Detailed calendar

Includes: sequence of course topics, the preparations or readings required, and the assignments due

➢ Class meeting agendas

Includes: brief descriptions of in-class activities, and the sequence and duration of those activities; required before-class preparations and readings; and reminders for what needs to be accomplished before the next class meeting.

➢ Detailed assessed assignment descriptions with assessment tools

➢ Detailed non-assessed assignment descriptions for tasks outside of class

➢ Strategies for success

Most students will be unfamiliar with the accelerated course format. Any strategies you can suggest to help them be successful in your accelerated course is desirable to include in the Maymester Course Packet.