A course sample is required as part of the Course Writer membership. The sample and any supporting documents must be uploaded to the Course Writer application at the time of your online Course Writer application submission.

Samples will be reviewed during the application process. A course sample must be originally created by the applicant and should not contain any brand or organization names. Overall sentence structure and grammar included in the course sample must be correct to be considered for the Course Writer application type. The application will be declined if any of the required components are missing or if the components do not align to create a cohesive learning experience for learners. Revisions will not be accepted. If an application is declined, the applicant must reapply and submit a new or improved course sample for consideration. Course Writer applicants are limited to two separate attempts to apply for the permanent Course Writer membership.

This document provides an overview of required components and offers limited examples and details. The Course Writer applicant is expected to possess extensive knowledge of instructional design and adult learning principles and is responsible for individually applying their skills to build a comprehensive course sample in an effort to gain permanent approval as a Course Writer in the Develop system.

If you do not feel secure in your knowledge of instructional design and/or your skills in developing high quality course content, please reach out to the Trainer and Relationship-based Professional Development Specialist Support program (TARSS) at tarss@umn.edu before applying for the Course Writer membership. They can offer you guided support in helping you find additional training to strengthen your knowledge and skills in instructional design.

Course Sample Components and Checklist

Review the required components and use the checklist below to help you create a course sample.

Required Components	Details	Included in Sample
Content Creator	Name of person who created the content. Develop ID Number.	Yes No
Duration of Course	Total time planned for a learner to complete the course. Duration must be a minimum of two hours.	Yes No
Delivery Method	Designed for Face to Face or Online delivery.	Yes No
MN Knowledge and Competency Framework	Selection aligns with course content. See Minnesota's KCF Framework for more information.	Yes No
Course Title	Brief, general description of content.	Yes No
Course Description	Summary of the content and the expected learning experience for the course.	Yes No
Course Objective(s)	Measurable objectives expected to be accomplished by the learners at the end of the course presentation.	Yes No
Assessment(s) of Learning	Measurement of the learners' ability to meet the objectives.	Yes No
Outline of Course Content	Detailed document outlining the learning experience. Including instructional methods, activities, assignments, timeline of events, etc.	Yes No
Universal Instructional Design	Educational framework for applying universal design principles to learning environments with a goal toward greater accessibility for all students, including students with disabilities.	Yes No
Learning Accommodations	Personalized assessment, instructional, and environmental strategies in place to ensure learners meet learning objectives for the course.	Yes No
References and Works Cited	One or more resources used to develop the course. APA style format.	Yes No
Double Check: Course Alignment	Ensures intentional instruction. Make sure all components are included and connected to ensure an overall successful learning experience.	Yes No

You may include or upload the following optional components as a part of your course sample.

- Exams
- Assignments
- Handouts
- Power Point Presentation
- Evaluation

Course Sample Document Example

Created by: Mary Smith
Develop ID #####

Time: 2 hours

Delivered Face to Face, In Person

KCF: VI: Professionalism – 2 hours

Title: Successful Course Samples

Discover the guidelines for successfully creating and submitting a course sample for approval by Achieve. Break down the course sample components required for approval and learn how to upload the course sample for Achieve's review as part of the Course Writer membership in Develop. Recognize the importance of intentional instruction for the benefit of offering high quality learning experiences for MN's early childhood educators.

At the end of this training, learners will be able to:
- Identify the guidelines for submitting a successful course sample.
- Create a sample for online submission as part of the Course Writer membership in Develop.
- Recognize the importance of intentional instruction and ensure an overall successful learning experience.

To assess learning of the course objectives, learners will:
- List three guidelines for submitting a successful course sample.
- Prepare a course sample for approval using the required components.
- Describe three points that support a successful learning experience.

* For the remaining required components (Outline, Universal Instructional Design, Learning Accommodations, and References/Works Cited), see the basic Course Approval Introduction and Requirements document for guidance.

Achieve Your Goals with Us!

Stay in touch with Achieve - The MN Center for Professional Development!

🕐 Monday - Friday 7:30 am - 4:30 pm

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