## Lesson 1: First Steps - Worksheet

SYLLABUS	
	g to assess proficiency in your course. Oral test?
Participation? etc.	
Split your syllabus into two categories: formafall in each category.	tive and summative. Determine which assessments
	tive and summative. Determine which assessments  Summative
fall in each category.	

Further split yo	our categories into logical groups (e.g., essays and free writes, homework and exit
tickets, etc.)	
,	
If using percen	tages, determine how much weight to assign to the summative and formative
	m there, determine the percentage weight for each subcategory.
8	,

## **SCOPE AND SEQUENE** Use up to 25 lines to lay out the scope of your course. Try to limit your scope. Use the Pareto Principle to analyze which 20 percent of the items will get you 80 percent of the desired results. Re-write the scope of your course in no more than 5 lines.

## **REFLECTIONS**

When an idea resonates with you, you should pay extra attention to it. As you reflect upon this	
lesson, use this space to make note of any important ideas or concepts that strike a chord with	
you.	