



Fact Sheet

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Course Design Document Template

The course design document (CDD) is a comprehensive outline of the content of each course, which serves as the foundation of course development. The CDD will layout the scope, goals, objectives, exercises, and overall strategy of the course, so (1) the COPS Office can understand the course projection and (2) course developers have a clear plan of course development.

Each awardee should work closely with their COPS Office program manager on the CDD, sharing drafts with their program manager until a consensus on the CDD is reached. Once the COPS Office program manager approves the CDD, it is sent for an internal review by the COPS Office. Once the review process is complete, further revisions might be required. The draft course may not be developed until final approval of the CDD is provided by the COPS Office.

The CDD should contain, at a minimum, the following items:

Course Title

State the course title.

Scope Statement

State the subject matter and course relevancy.

Course Overview

Provide a summary of the course.

Course Purpose

State the intent of the course.

Central Course Topics

State which topics are included in the course.

Central Course Activities

Provide an overview of general course activities.

Terminal Learning Objective

Provide an action verb statement that outlines what the student is expected to learn or be capable of performing at the conclusion of the course.

Establishing Learning Objective(s)

Provide the incremental learning objectives that support the terminal learning objective, which should be measurable performance statement that enables the student to demonstrate achievement of the terminal learning objective.

Duration of the Training

State the course length.

Target Audience

State the intended participants.

Instructor-to-Participant Ratio (for in-person courses only)

State the number of participants to the number of instructors for the course.

Eligibility Requirements

Specify who is eligible to participate in the course.

Prerequisites

Describe whether there are any fundamentals necessary before a participant takes the course.

Adult Learning Strategies and Principles

State the adult learning strategies and principles being utilized and practiced in the course.

**Instructional Preparation
(for in-person courses only)**

Describe what the instructors are expected to know for the course and how the learning environment should be arranged, and provide, at a minimum, the bulleted information:

- Required materials
- Training room preparation
- Training room configuration
- Classroom technology and audio-visual equipment

Instructor Teams (for in-person courses only)

Describe how the course is intended to be delivered and the number of course instructors.

Evaluation Strategy

Describe learning checks, Level I and Level II evaluations, and overarching learning strategy for the course.

Course Progression

Describe how the course is divided and the flow of the course.

Modules

Describe each module in outline form and include, at a minimum, the bulleted information:

- Module title
- Module description
- Terminal learning objective for each module
- Establishing learning objectives for each module
- Outline of module contents to include exercises, videos, activities
- Overview of the functionality associated with the module (for online courses only)
- Resource list (for in-person courses only)
- References