National Institute of Corrections (NIC) Course Design Audit Checklist – FY2024

Course Level Audit Points				
Audit Point	**YES**	**NO**	**N/A**	**Auditor Notes**
There is a course overview.				
The course overview contains the course background.				
The course overview contains the course purpose.				
The course overview describes the learning environments in which the course will be delivered.				
The course overview lists the learning methods used in the course i.e. independent learning, experiential learning, coaching				
The course overview describes the course structure i.e. there is a course outline that includes modules and lessons.				
The course overview describes the course target audience.				
The course overview lists any criteria and/or qualifications necessary for course participants.				
The course overview identifies the recommended number of participants.				
The course overview addresses course pre-requisites.				
The course overview contains course objectives.				
The course objectives contain condition, action, and criteria.				
The course objectives are at least at the application level of Bloom's Taxonomy.				
The objective action verbs are appropriate to the domain of learning.				
The objective criteria facilitate measurement and evaluation.				
The course overview lists the total course length and the length of each course component.				
The course overview lists the necessary resources and materials to deliver the course successfully.				
The course overview lists criteria and/or necessary qualifications for the course facilitator.				
The course overview lists the instructional methods and strategies that will be used to meet the course and performance objectives i.e. practice, role play, lecture.				

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Audit Point	YES	NO	N/A	Auditor Notes
The course overview contains an evaluation plan and/or assessment strategy for meeting course objectives.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 1 (Reaction) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 2 (Learning) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 3 (Transfer) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 4 (Impact) Evaluation.				
The course overview contains development, review, and revision information i.e. dates, titles, and signatures				
The course overview contains a glossary of terms related to the course.				
The course overview contains a reference and/or resource listing.				
The course overview contains information related to copyright issues i.e. graphics and content				
The course content appears logically sequenced.				
All course materials are 508 compliant.				

Module Level Audit Points

Audit Point	YES	NO	N/A	Auditor Notes
There is a module overview.				
All modules materials are 508 compliant.				
The module overview describes the module structure i.e. there is a module outline.				
The module overview contains module objectives.				
The module objectives contain condition, action, and criteria.				
The module objectives are at least at the application level of Bloom's taxonomy.				
The objective action verbs are appropriate to the domain of learning.				

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Audit Point	YES	NO	N/A	Auditor Notes
The objective criteria facilitate measurement and evaluation.				
The module objectives clearly support course objectives.				
The module overview lists the total module length and the length of each lesson in the module.				
The module overview lists the necessary resources and materials to deliver the module successfully.				
The module overview lists the instructional methods and strategies that will be used to meet the module and performance objectives i.e. practice, role play, lecture.				
The module overview contains a references and/or resources section.				
Lesson Level Audit Points				
Audit Point	**YES**	**NO**	**N/A**	**Auditor Notes**
There is a facilitator guide for the lesson.				
All lesson materials are 508 compliant.				
The facilitator guide contains a lesson overview.				
The lesson overview identifies the lesson as a component of a module and/or course.				
The lesson overview describes the lesson structure i.e. is there a lesson outline.				
The lesson overview identifies the target audience.				
The lesson overview identifies the recommended number of participants.				
The lesson overview lists information regarding pre-requisites.				
The lesson overview lists the necessary resources and materials to facilitate the session.				
The lesson overview describes the ideal room configuration for the session.				
The recommended room set up is congruent with the activities in the lesson.				
The lesson overview lists the total lesson delivery time.				
The lesson overview lists all references and/or resources used.				

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Audit Point	YES	NO	N/A	Auditor Notes
The lesson overview contains performance objectives.				
The performance objectives clearly support the module and/or course objectives.				
The performance objectives contain condition, action, and criteria.				
The performance objectives are at least at the application level of Bloom's Taxonomy.				
The objective action verbs are appropriate to the domain of learning.				
The objective criteria facilitate measurement and evaluation.				
The lesson overview lists the instructional methods and strategies that will be used to meet the performance objectives i.e. practice, role play, lecture.				
The lesson overview lists the evaluation methods that will be used to evaluate performance objectives i.e. quizzes, checks for understanding, demonstration, tests				
Master copies of any evaluation forms to be used during delivery are included in the facilitator guide.				
Evaluation measures are both formative (knowledge checks) and summative (tests, demonstrations).				
There is congruence between the evaluation measures and the performance objectives.				
The facilitator guide contains scripts and or instructions for each learning component in the lesson.				
The instructional content begins with an anticipatory set.				
The anticipatory set previews the lesson content and establishes learner readiness for instructional input.				
The anticipatory set links old/existing information to the new information to be presented.				
The anticipatory set establishes the learning expectations for the lesson including the performance objectives.				
The lesson uses at least three different instructional methods to deliver content.				

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Audit Point	YES	NO	N/A	Auditor Notes
Instructional methods are appropriately matched to performance objectives.				
Lecture(s) during the lesson is limited in duration to no more than 20 minutes at a time.				
There is practice incorporated for new knowledge or skill introduced in the lesson.				
There is feedback incorporated for each practice session.				
The amount of time allowed for the lesson is adequate to cover the content including all activities, practice, and feedback				
The content transitions smoothly from one topic to the next.				
The content clearly and adequately covers all performance objectives.				
The instructional content ends with a summary that reinforces learning points.				
Each component of the lesson has identified timeframes.				
There is an opportunity for participants to provide feedback to the facilitator regarding learning content.				
The facilitator guide correctly references supplemental materials such as the participant guide, handouts and presentation graphics.				
There is a participant guide.				
The participant guide clearly states purpose and effective use to the learner.				
All materials in the participant guide are copyright compliant.				
The participant guide offers the learner space to incorporate their own notes.				
The learning materials in the participant guide supplement the learning content from the lesson or directly reinforce it.				
Participant guide content flows in the same sequence as lesson content.				
Graphics in the participant guide are clearly labeled.				
Graphics are close to the text they illustrate.				

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Audit Point	YES	NO	N/A	Auditor Notes
Graphics in the participant guide match graphics in the presentation visuals and other learning materials such as posters.				
Text in the participant guide is chunked, labeled, and sequenced.				
There are handouts.				
Handouts are copyright compliant.				
Handouts directly support the learning content and/or activities.				
Handouts clearly list the topic and purpose.				
Handouts clearly state whether they need to be returned or are for participants to keep.				
Text on handouts is chunked, labeled, and sequenced.				
Handouts have space for participants to add their own notes if applicable.				
Graphics on handouts are labeled.				
Graphics are close to the text they illustrate.				
A master copy of the handout is included in the facilitator guide.				
There are presentation visuals i.e. PowerPoint, Prezi, or posters.				
All graphics are copyright compliant.				
Graphics directly support learning content.				
“Decorative” graphics such as logos are limited to the opening slide of a slide show.				
Graphics are labeled.				
Text narration of graphics is limited,				
Labels for graphics are close to the relevant part of the graphic.				
Text on slides is limited.				
Text on slides is chunked and sequenced.				
Complexity of the graphic is congruent to the learning level of participants i.e. novice v. experienced learners.				
Transitions and other presentation software functions are basic and limited.				