

# Teaching Capstone in Higher Education Category 5 Activity Tracking Form



*Please complete online or print clearly in ink.*

## Student Information

Baylor, Betty

English

Last Name, First Name

Department

## Teaching Capstone Item Documentation

*Use the following fields to record identifying information regarding the activity you performed in reference to the Category 5 item you select from the drop-down list. Not all fields will be applicable for all Category 5 items.*

### I. Participate in a Seminar for Excellence in Teaching (SET)

Item

SET: "Course Design 101: How to Plan and Construct a Syllabus"

Title

Jones 200

3:30pm

02/18/2018

Location

Time

Date

Dr. Chris Rios

Presenter's Name

Other description of this Item (as needed)

n/a

## Item Content

Please specify in the space below how this event or action contributed to your knowledge and/or work toward a Teaching Capstone (250 words max.):

Before this seminar, I thought of a syllabus as a list of requirements and instructions for the class, a way for the students to learn responsibility. While these ideas are not wrong, I learned that the syllabus is far more. It is a guide and a road map but most importantly, it is the document that lays out the goals of the class and how the class time and work will accomplish those goals. In the past, I dashed off a set of goals for my syllabus because it is required but I never thought about how my assignments fit those goals. Students care more if they know why they are completing a particular assignment. I will be more intentional about either crafting goals that fit the assignments, or probably more importantly, crafting assignments that match my goals. Along with crafting more intentional goals and assignments, I need to make it clearer in the syllabus how these goals and assignments intersect and also verbalize this intersection to the class.

## Teaching Capstone Honor Contract

I, the participant, confirm that I attended the above event or completed the above action at the indicated time, date, and location:

*Betty Baylor*

02/19/2018

---

Participant's Signature

Date

***Submit with your final Teaching Capstone packet.  
Use this form to document each Item that you have fulfill for Category 5 requirements.  
Complete a separate Activity Tracking Form for each activity,  
including multiple instances of the same item.***