



School of Medicine

Lecture Note/ Syllabus Checklist

Once you have determined how you want students to use the handout and which format best accomplishes your learning objectives, it is important to construct your handout in a manner that is useful for the students. Follow the additional guidelines listed below to ensure you develop a high quality educational tool:

- Always include lecture objectives – It is important the lecture objectives are at an appropriate level for freshman or sophomore medical students. Determine not just the content you feel students should be exposed to, but also the cognitive level (knowledge, application, or analysis).
- Organize the material in a logical order for learning
- Use clear and simple language
- Omit extraneous information
- If appropriate, include references and review questions
- Chose graphics that clearly illustrate the topic
- Use an easy-to-read font
- Clearly define all abbreviations
- Minimize discipline-specific abbreviations or clearly define them
- Proof read for clarity, organization, spelling, and grammar
- Explain all technical terms and important information. Include all text and figures that students will need to meet your learning objectives. Make sure all images are labeled.