

AARDVARC[®] SETUP CHECKLIST

<input type="checkbox"/> University or School Syllabus Template (.doc)
<input type="checkbox"/> Program Outcomes / Student Learning Outcomes
<input type="checkbox"/> Teaching Methods
<input type="checkbox"/> Assessment Methods
<input type="checkbox"/> List of all faculty by category <input type="checkbox"/> Sample categories for faculty: Status: 1) Full-time faculty within your School, 2) full-time faculty at the University (not at your School, but teaching within your programs, 3) part-time faculty within your programs (e.g. paid adjuncts on payroll), 4) residents, 5) preceptors, 6) staff, 7) external faculty (not on University payroll) Department: (e.g. 1) Clinical Pharmacy, 2) Pharmacology and Pharmaceutical Sciences, 3) Pharmaceutical and Health Economics, and 4) Regulatory and Quality Sciences) Rank for Faculty (e.g. 1) Lecturer, 2) Assistant Professor, 3) Associate Professor, 4) Professor)
<input type="checkbox"/> Faculty list above with (at minimum) last name, first name, department, e-mail address. The addition of office location and phone number is also helpful, but can be added later.
<input type="checkbox"/> List of semester/year of course, course prefix, course number, official course title, section/class number, units/credits, course coordinators for the course, and classification of course (e.g. course for PharmD program, a Master's program, Undergraduate program, etc.)
<input type="checkbox"/> Identification of how instructors are evaluated at the end of the semester. Will all of your instructors teaching in the course receive a course evaluation at the end of the semester? Only course coordinators? Only those teaching a specific number of hours? Or other?
<input type="checkbox"/> Identification of areas of AARDVARC you would like to "turn off," modify, or add based on the demo given to you.