

# Unit Writing Milestone Guidelines (Undergraduate)



The checklist below provides a guide for writing a unit for a Unit Assessor or a writing team. This may be used as a self-check and is intended as a guideline only.

**Unit Code:**

**Unit Name:**

**Year:**

	Yes	Query	Action needed
<b>Assemble resources and team*</b>			
Unit statement (as approved by Academic Board)			
Note DRC production schedule for relevant Session			
Contracts/workloads organised			
<i>Moderator allocated (disciplinary colleague)</i>			
<b>Design phase**</b>			
Confirm pedagogical approach (see Converged Delivery Report for some examples)			
Plan study resources, media and readings. Develop Unit Blueprint			
Consult with Library on readings and resources			
Design assessment in detail for UIG			
Design marking rubrics for UIG			
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	Yes	Query	Action needed
<b>Development phase</b>			
UIG finalised and provided to DRC for production			
Writing sample e.g. one topic, to T&L School rep for pedagogical review			
Develop full draft of unit			
<i>Moderator and T&amp;L School rep to provide feedback</i>			
<b>Production phase</b>			
Study resources, readings and relevant supplementary materials to DRC for production			
<i>Moderator to provide QA feedback before signoff</i>			
Unit assessor signs off on unit production two weeks before teaching commences			
<b>Review phase</b>			
School determines level of review. e.g. major rewrite, minor rewrite, roll over			
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Follow-up on action items from previous session unit review and amend UIG for next offer			
<i>Moderator and T&amp;L School rep to provide feedback</i>			