

# ACADEMIC REVIEWER CHECKLIST – NEW SUBJECTS

(in order of most critical aspects first)

New/Redeveloped Subject: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Subject Rationale and Structure** (please review the points below and comment on any which need work):

- The rationale makes a solid case for the value of this body of knowledge to the course overall;
- The rationale outlines clearly the Subject's value in practical application to the contemporary workplace;
- The Subject topics emphasise practical, experiential learning that a student can immediately apply;
- The Subject covers the most important knowledge and skills (as well as the underlying theory and frameworks) that a student should develop in this field;
- Appropriate case studies and contemporary challenges are included to emphasize the application of the field in contemporary business settings.

*Reviewer Comments & Suggestions:*

**Learning Outcomes are:**

- Relevant and valuable additions to an MBA graduate's skills and knowledge;
- Consistent with, and contribute to, the achievement of the relevant Course Learning Objectives;
- Contribute to the development of AIB's expected graduate qualities;
- Assessed fully in the assessment items;
- Adequately covered in the content of the weekly modules;
- Adequately covered in the readings.

*Reviewer Comments & Suggestions*

**Assessment is:**

- Authentic and practical, so that a student can apply in a real-world setting (particularly interim and final assessments);
- Designed to evaluate students' learning outcomes consistent with the Subject Learning Outcomes and the Graduate Qualities;
- At an appropriate difficulty to separate student skill levels and measure attainment;
- Designed using appropriate marking rubrics.

*Reviewer Comments & Suggestions*

**Readings and Resources are:**

- Clearly aligned to the learning outcomes of the Subject;
- Pitched at the subject's AQF level and be contemporary and up-to-date (i.e. no older than five years, unless they are a classic reading or seminal text);
- Scholarly articles, websites or individual chapters of textbooks, or reputable existing media (e.g. video).
- Indicated as required or optional resources.

*Reviewer Comments & Suggestions*

**Overall Content:**

- Module topics support the Subject learning outcomes and clearly align with the Subject assessments;
- Flows well between concepts and makes linkages to existing knowledge;
- Reads well and is easily understood;
- Is correct and incorporates the current research in the field;
- Focuses on the practical implications of the research in the field and encourages students to apply to their own work settings and/or experience;
- Is free from typos and errors;
- Is enhanced by appropriate relevant resources which add to the learning (readings, videos, activities, discussions etc.).
- The level of complexity is suitable for a postgraduate course and our AIB student cohort (ie. a mature-aged, experienced and time-poor manager who is working full-time).
- Introductions and summaries are accurately described.
- Cultural references are inclusive for all students (rather than including references that are specifically Australian, Canadian or American, for example).
- (*for redeveloped subjects only*) includes an explanation of what has been done with previous students' feedback on this Subject and/or enhancements to the currency of the content, which demonstrates AIB's commitment to improving the subjects with student feedback.

*Reviewer Comments & Suggestions*

**Module 1** (*key areas to review and comment on any which need work*):

- Introduces the Subject and explains why it is important for an MBA graduate/ business leader;
- Content supports the weekly learning outcomes and clearly aligns with the upcoming assessment;
- Flows well between concepts and makes linkages to existing knowledge;
- Reads well and is easily understood (and free from typos and errors);
- Is correct and incorporates the current research in the field;
- Explains the learning activities - how they fit into the subject, the purpose of the activity and which weekly learning outcomes they relate to;
- Is enhanced by appropriate relevant resources which add to the learning (readings, videos, activities, discussions etc.);
- The amount of content/ activities/ assessments is appropriate (AIB students are expected to complete 10–12 hours of guided learning per week);
- The summary is succinctly described, and links are made to the upcoming content in the next Module.

*Reviewer Comments & Suggestions*

**Module 2:**

*Reviewer Comments & Suggestions*

**Module 3:**

*Reviewer Comments & Suggestions*

**Module 4:**

*Reviewer Comments & Suggestions*

**Module 5:**

*Reviewer Comments & Suggestions*

**Module 6:**

*Reviewer Comments & Suggestions*

**Module 7:**

*Reviewer Comments & Suggestions*

**Module 8 Reflection Week:**

- The students are asked to evaluate their learning process;
- Includes reflective activities reinforcing the key learning outcomes and their application in the student's business.

*Reviewer Comments & Suggestions*

