The Telecommunication Review Team has compiled this short list of reminders for schools converting to semesters so that submissions may be quickly and easily approved.

Each submission should:
   1. Contain all relevant TAG learning outcomes, omitting none.
   2. Include learning outcomes explicitly, not by inference.
   3. Learning outcomes should be readily apparent throughout the course outline and in the graded assignments/activities.
   4. The course outline and list of student assignments should illustrate clearly how course topics are covered.
   5. The course outline should show how TAG learning outcomes are fully, not partially, addressed in a course.
   6. Studio/field topics and assignments should be clearly identified.
   7. The textbook(s) should be appropriate.