



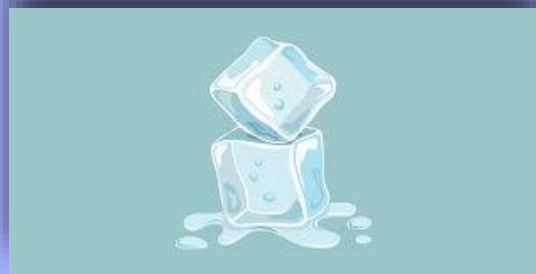
# SYLLABUS PLANNING AND DEVELOPMENT

By  
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22 September 2020





GETTING TO KNOW YOU  
GETTING TO KNOW ALL ABOUT YOU





# *Outline*

- What is a curriculum?
- What is a syllabus?
- What does a syllabus include?
- How to make sure your students read your syllabus.
- Planning your syllabus: Some tips and advice.
- What are Learning Outcomes?



Let's  
Do This!

- Get into groups of \_\_\_\_.
- Each group will get an envelope
- The envelope contains keywords & statements related to our topic
- You'll get some papers, marker pens and glue

- Your task is to match the keywords to its correct definition/meaning
- PASTE the keywords and the meanings on the paper provided
- You have 10 minutes to do this
- We'll go through them one by one
- Your participation is much appreciated.

KEY TERMS	BRIEF DEFINITION
CURRICULUM	a collection of lessons, assessments, and other academic content that's taught in a school, program, or class by a teacher.

KEY TERMS	BRIEF DEFINITION
SYLLABUS	list of content to be taught through a course of study

KEY TERMS	BRIEF DEFINITION
LEARNING OUTCOMES	specific statements of what students will be able to do when they successfully complete a learning experience

KEY TERMS	BRIEF DEFINITION
NEEDS ANALYSIS	a systematic process of collecting information to inform curriculum developers of the possible goals & objectives necessary to create the curriculum

KEY TERMS	BRIEF DEFINITION
ASSESSMENT	the process of making a judgement or forming an opinion, after considering something or someone carefully

KEY TERMS	BRIEF DEFINITION
LESSON PLAN	a teacher's daily guide for what students need to learn, how it will be taught, and how learning will be measured

KEY TERMS	BRIEF DEFINITION
CONTENT-CENTRED SYLLABUS	teaching of content in the target language where content materials dictate form & sequence of language presentation

KEY TERMS	BRIEF DEFINITION
4Cs	Communication, Collaboration, Critical Thinking and Creativity.

KEY TERMS	BRIEF DEFINITION
STUDENT-CENTRED LEARNING	Teachers allowing students to share in decisions, believing in their capacity to lead, and remembering how it feels to learn.

KEY TERMS	BRIEF DEFINITION
LEARNING PREFERENCES	how much a learner prefers certain educational modalities over others

# What is a curriculum?

- all activities in which learners engage under the auspices of the institution.
- It describes what learners learn
- how they learn it
- how teachers help them learn
- what supporting materials should be used
- styles and methods of assessment
- facilities available for conducive learning

# What is a curriculum?

- It is a **theoretical document** and refers to the **programme of studies** in an educational system or institution.

What kinds of knowledge should be taught?

What is the purpose?

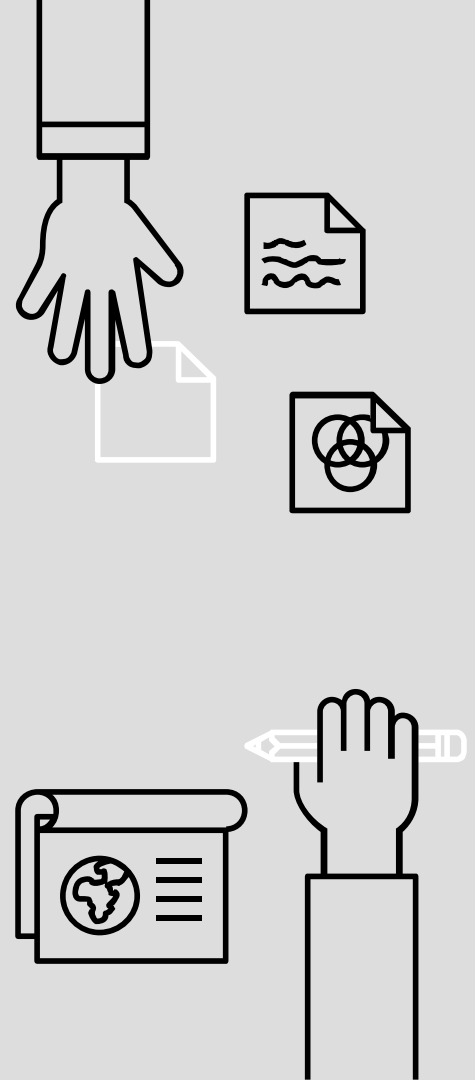
What kinds of learning experiences?

What Qs Can The Curriculum Address?

What kinds of teaching methods?

How should we assess our learners?

?



# Newspaper Headlines

"Homework should be made meaningful"

"Teachers unable to complete the syllabus because too much time spent on co-curricular activities"

"Parents passing responsibility of educating their children to teachers"

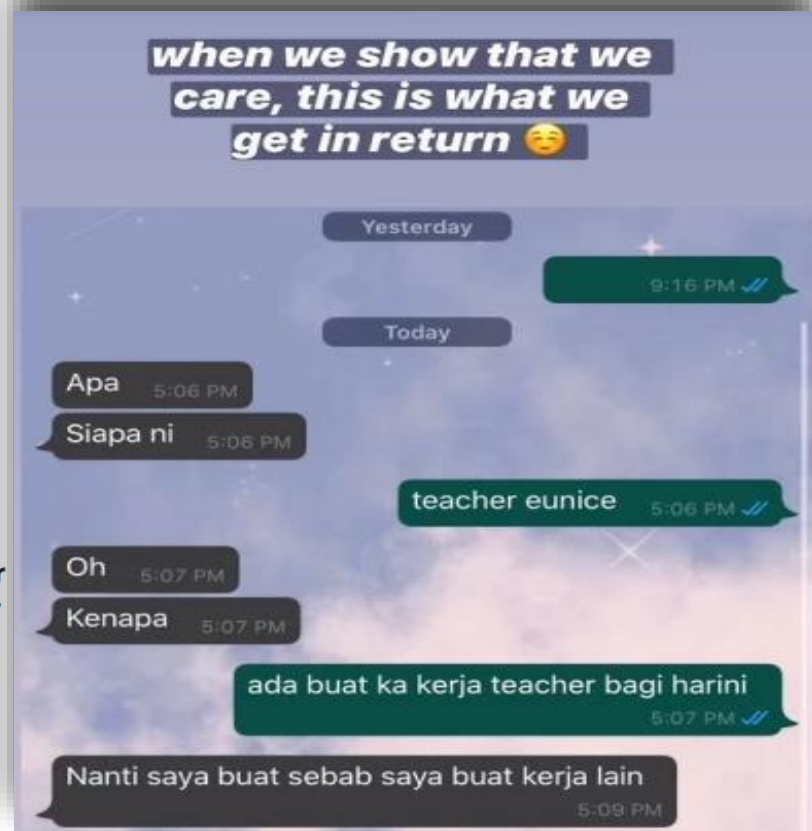


"Homework should be made meaningful"

## The Challenges of the Sudden Digital Demand (Teacher Edition)

For the 9 weeks since MCO started, many operations have been halted in our country. With school closures across the country, teachers were also heavily affected as the frontline of the education movement. Adapting to this shift to distance learning requires drastic actions and methods which challenge the previous norms of teaching.

By TEACH FOR MALAYSIA  
28th May 2020



Ms.12

ISU

9 JAN 2018

'Hadkan jumlah murid dalam setiap kelas'

**Shah Alam:** Kerajaan diminta segera mengambil langkah proaktif dengan memper-  
tingkatkan bilangan kerusi di dalam setiap kelas.

Perwakilan Pendidikan (Wakil Jarak) Universiti Pendidikan Sultan Idris (UPSI), Prof Dr Saedah Saz, berkata perubahan sistem pendidikan nasional, termasuk peningkatan pensijilan belajar akan berjaya jika bilangan murid dalam kelas dikurangkan.

"Selain itu, kerajaan diminta memberi semula kedudukan kemahiran bertaraf antarabangsa (KEMAR) kepada subjek yang berkaitan dengan bilangan sekolah menengah."

"Kita setuju untuk memperkukuh KEMAR sebagai satu model dalam pembelajaran standard. Murid perlu dinilai secara berterusan untuk menjadi lebih berprestasi."

"Mungkin sekolah rendah sepatutnya bukan berdasarkan peperiksaan hujung tahun tapi dinilai dengan A, B dan C," katanya.

**Beliau perkembangan teknologi**

Beliau berkata demikian ketika menjadi panel program Wacana Antarabangsa Pendidikan Pendidikan, Asia yang diadakan di Kuala Lumpur.

Panel lain ialah Penguatkuasaan Pendidikan Universiti Malaysia (UM), Prof Dr Marzuki Dattuk, Datuk Yusoff dan Khatir P. Marzuki, Pengerusi Jawatankuasa Pendidikan Agama, Zakir Hussain, maula dan bekas Rakan Muda KEMAR IV, Kadirulnizam Tajudin sebagai moderator.

Mentorak bazar, Saedah berkata, guru dan murid sekolah rendah sepatutnya disediakan dengan perkembangan teknologi semasa.

"Seperti itu, seperti Jerman dan Finlandia telah sekolah dalam kawasan industri. Kita mungkin akan berhadapan dengan itu," katanya.

ANUGERAH COMMUNITY AWARD FOR CITIZENSHIP

Guru kita berdedikasi, berkeupayaan tinggi



la turut membuktikan profesion keguruan berada di landasan tepat dengan kemahiran lengkap dalam aspek latihan keguruan yang diberikan kepada guru di negara ini

**Mohd Sirhawan**  
Menteri Pendidikan

berkeupayaan tinggi, berdedikasi serta mampu berinovasi pada peringkat antarabangsa. Menteri Pendidikan, Datuk Mohd Sirhawan, berkata pada masa sama, kejayaan di mata semua pihak, diiktiraf sebagai pengiktiraf antarabangsa.

Peranan guru di negara ini adalah sebagai pengasas kepada generasi yang akan datang. Oleh itu, guru di negara ini haruslah mempunyai kualiti yang tinggi, berkeupayaan tinggi, berdedikasi serta mampu berinovasi pada peringkat antarabangsa.

Peranan guru di negara ini adalah sebagai pengasas kepada generasi yang akan datang. Oleh itu, guru di negara ini haruslah mempunyai kualiti yang tinggi, berkeupayaan tinggi, berdedikasi serta mampu berinovasi pada peringkat antarabangsa.

Kejayaan Sirhawan buka mata semua pihak, diiktiraf peningkatan antarabangsa

Oleh Siti Aisyah Sukaimi  
sitiaisyah@pntv.com.my

**Penerima**

Anugerah Community Award for Citizenship diberikan kepada guru yang berkeupayaan tinggi, berdedikasi serta mampu berinovasi pada peringkat antarabangsa.

Peranan guru di negara ini adalah sebagai pengasas kepada generasi yang akan datang. Oleh itu, guru di negara ini haruslah mempunyai kualiti yang tinggi, berkeupayaan tinggi, berdedikasi serta mampu berinovasi pada peringkat antarabangsa.

Guru tiada masa untuk keluarga

Ramai tertekan pengatua kejar belian sekolah bogrositas tinggi

Kejayaan Sirhawan buka mata semua pihak, diiktiraf peningkatan antarabangsa.

Ibu bapa jaga trafik depan sekolah

Kejayaan Sirhawan buka mata semua pihak, diiktiraf peningkatan antarabangsa.

Kejayaan Sirhawan buka mata semua pihak, diiktiraf peningkatan antarabangsa.

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Kejayaan Sirhawan buka mata semua pihak, diiktiraf peningkatan antarabangsa.

What Does It Say  
About Our  
Curriculum?



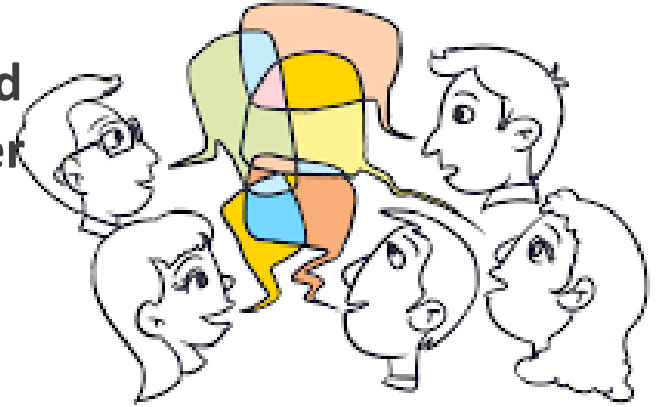
Isn't Curriculum A  
Reflection Of Our  
Society?

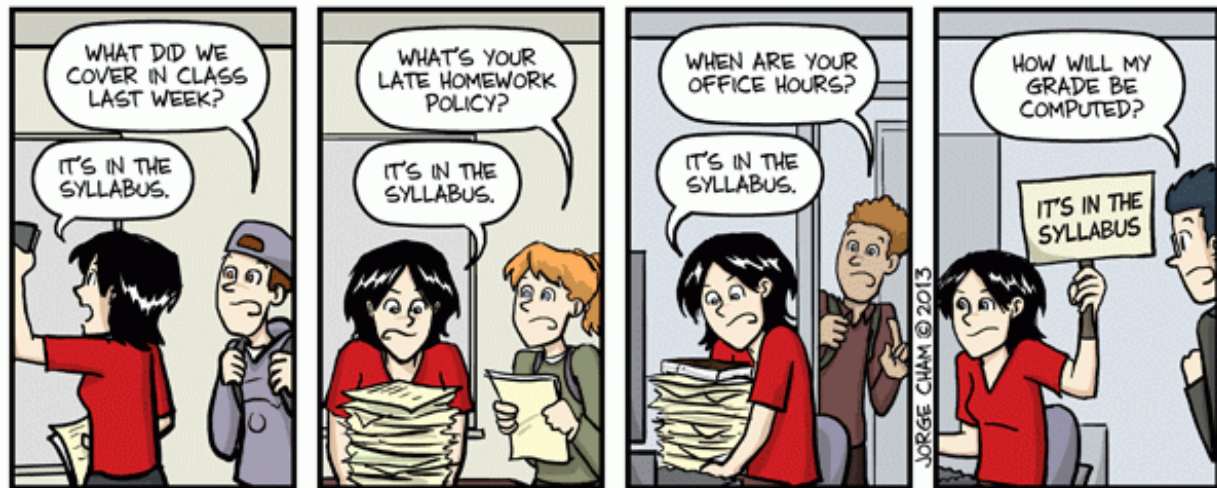


# Activity Time!

## Find a Newspaper Headline

- 1) In your groups, find ONE headline/heading on issues connected to the curriculum where each member can relate to.
- 2) Each group will share and briefly discuss their headline/heading.

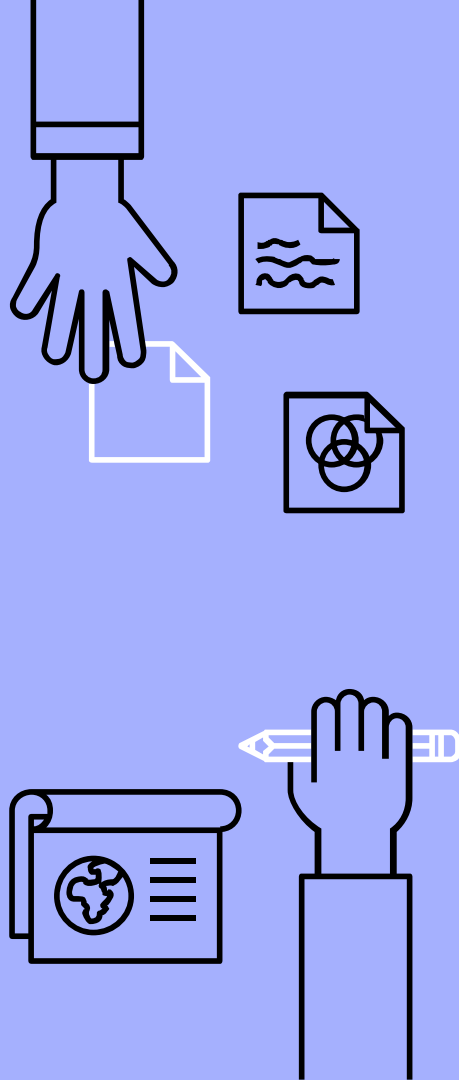




# IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

[WWW.PHDCOMICS.COM](http://WWW.PHDCOMICS.COM)



**So many questions!  
So little time!**

*Reinette*

What's the point with having a syllabus?

What is the purpose of a syllabus?  
For you? For your students?

Should it be learner-centred or  
content-centred?

What do you think about your syllabus?

## What is a Syllabus?

- A **statement of what is to be learnt**. Syllabus refers to the **content or subject matter** of an individual subject



## An example of a syllabus - your course outline:

Name of Course	
Course Code	
Credits	
Students Total Learning Hours	
Prerequisites	
Learning Outcomes	
Synopsis	
Tentative Content	
Assessment	
References	

# HOW TO MAKE SURE STUDENTS READ YOUR SYLLABUS

1. Set aside a bit of time to explain
2. You can quiz them!
3. Play a game to test what they have read
4. Sign a contract.

# PLANNING YOUR SYLLABUS : SOME TIPS AND ADVICE



# PLANNING YOUR SYLLABUS : SOME TIPS AND ADVICE

*Dream big but  
start small*

LHE3213 Language Planning &  
Program Development

This course covers issues pertaining to language planning and programme development in TESL, the concept and definition of language planning, innovative language plans, assessment of language programmes and policies, English Language planning in Malaysia, and the relationship between language planning, programmes and learning.



## LHE3213 Language Planning & Program Development

Why should you want to study Language Planning & Program Development? Have you heard of the expression - ***If you fail to plan, you plan to fail?*** In teaching, a ***plan of action*** is crucial in developing activities, lesson plans, syllabi, programs related to the English language. Each action taken must take into consideration questions such as:

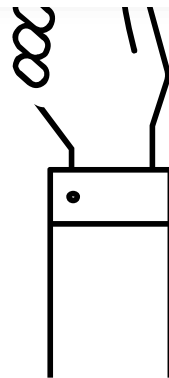
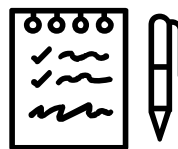
***1) What are the activities to be undertaken? 2) Who will undertake them? 3) What resources will they consume? 4) What targets will they accomplish? 5) How will the success of these activities be evaluated?***

You'll learn that planning does not happen by chance, but rather it must be ***carefully created*** and ***followed through***. Being ***systematic***, ***setting goals***, ***making effective decisions*** are all part and parcel of language planning. This is definitely the course for **YOU**, and I am hoping that by the end of the semester you will develop a deep appreciation for the subject.

***Dream big  
but start  
small***



Too good not to  
share



# Sample Assignment Descriptions



Content-Centred

## Evaluation of Article

You will be required to read three separate articles that demonstrate different types of workplace communication discussed in class. You will be asked to write a 2000 word essay (double-spaced) summarising points from each article and highlighting 2 key points from each article.



Learner-Centred

## Evaluation of Article

This assignment is designed to assess your skills as a critical reader and to apply the concepts taught in class. Becoming a critical reader will help you in your future career by enabling you to be accurate in your assumptions and predictions. You will be required to read three separate articles that demonstrate different types of workplace communication discussed in class.

You will be asked to write a 2000 word essay (double-spaced) summarising points from each article and highlighting 2 key points from each article.

A close-up photograph of a hand holding a small, rectangular, light-colored card. The card has the text "ARE WE ON THE SAME PAGE?" printed on it in a bold, black, sans-serif font. The background is blurred, showing what appears to be a person's face and clothing. The entire image is framed by a thick, blue, hand-drawn style border.

**ARE WE  
ON THE  
SAME PAGE?**



## WHAT ARE LEARNING OUTCOMES?

Specific statements

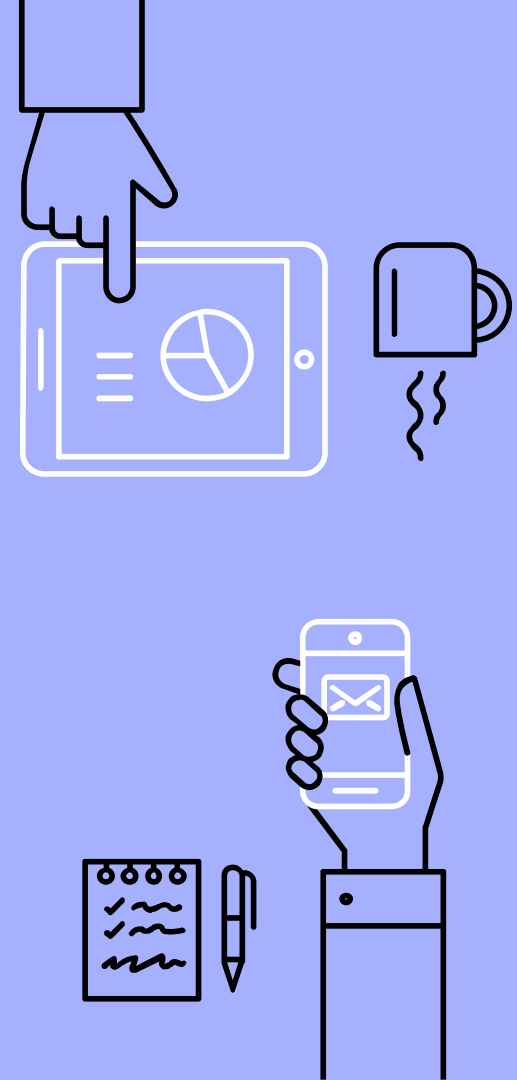
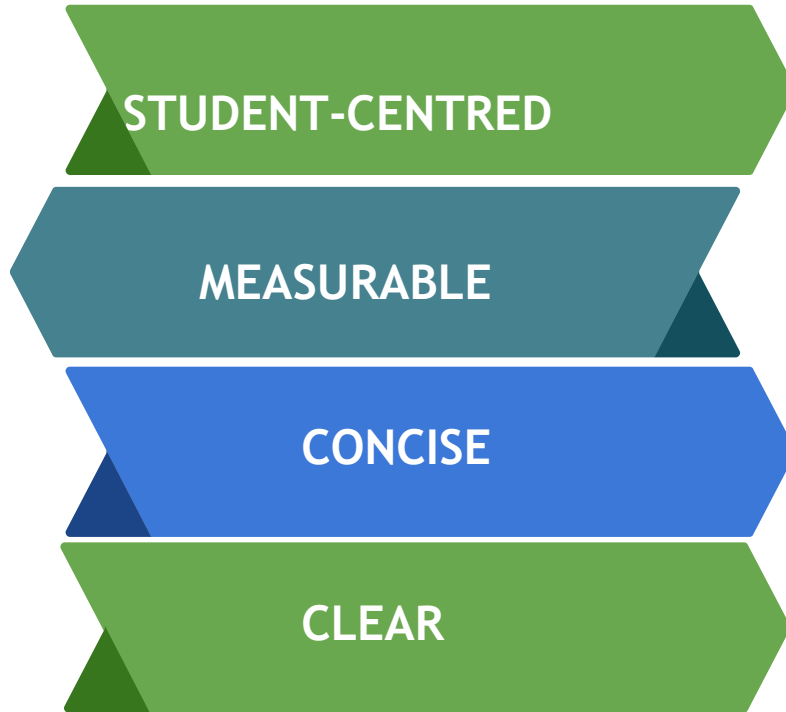
What students will be able to do  
- complete the task successfully

Always student-centred

Measurable



Good and Effective Learning Outcomes Are:



## *Activity #3*

**Good Learning  
Outcomes**



**Bad Learning  
Outcomes**



Let's look at these statements:



Students will learn theories of learning.

Students will apply the theory of learning - Constructivism, in translating different acts in Julius Caesar

Let's look at these statements:



Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At
75	76	77	78	79	80	81	82	83	84	85
183.85	186.2	190.2	192.2	196.967	200.59	204.38	207.2	208.98	209	210
Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm
59	60	61	62	63	64	65	66	67	68	69
140.9077	144.24	(145)	150.4	151.96	157.25	158.905	162.50	164.930	167.259	168.930
Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	
91	92	93	94	95	96	97	98	99	100	
231.036	238.029	237	244	243	247	251	252	257	261	

Students will know the elements from the periodic table.

Students will be able to identify metals and nonmetals from the periodic table based on their symbols



Let's look at these statements:



Students will understand symbolism.

Students will be able to identify examples of symbolism in short stories and incorporate symbolism in their own writing.



Let's look at these statements:



Students will be able to apply one of the many theories of social psychology and apply those theories to number of real-life situations.

Students will be able to use 3 elements in theory of social psychology to real-world situations

# How To Make the Best Syllabus Ever



Share Your  
Passion



Be Inclusive



Welcome  
Students



Share Your  
Teaching  
Philosophy



Provide  
Success Tips



Share Your  
Hopes and  
Expectations



Clarify  
Communication  
Channels



Make it Fun



Make it  
Accessible



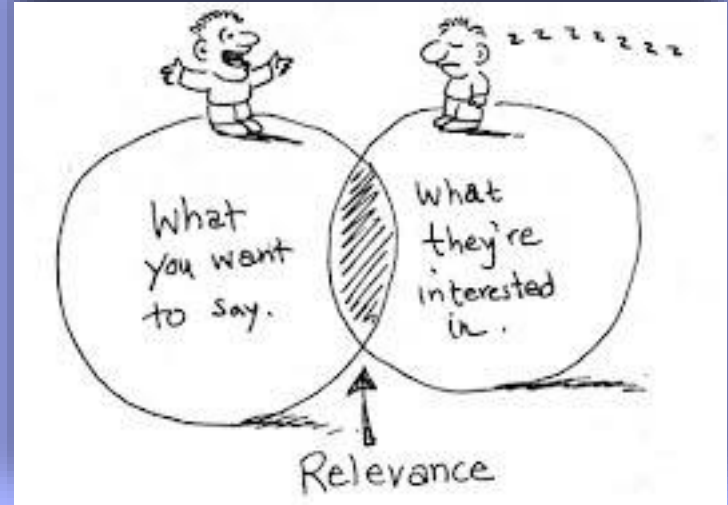
Address  
Digital Literacy



Share  
Anecdotes



Address  
Academic Integrity



Source: <https://www.turnitin.com/blog/how-to-make-the-best-syllabus-ever>

Greeting his pupils the master asked,  
What would you learn from me?  
And the reply came:  
How shall we care for our bodies?  
How shall we rear our children?  
How shall we work together?  
How shall we live with our fellow man?  
How shall we play?  
For what ends shall we live?  
And the teacher pondered these words  
and sorrow was in his heart,  
for his own learning touched not these  
things....



# THANK YOU!

## Any questions?

You can find me at: [nooreen@upm.edu.my](mailto:nooreen@upm.edu.my)

