

Unit Outline Sign-off

To be completed and sent to the Course Coordinator not later than the week before the start of semester.

Unit nameUnit Code.....

To be completed by the Unit Coordinator

The information provided is consistent with formal documentation found on the web.

I have provided details of references and texts to the Faculty's Liaison Librarian.

I have included all information required by the Faculty of Education template

Contact information is complete and correct

All dates refer to the current semester and are correct

I have proof read the document to check for typos, grammar and spelling

The layout, including University logo, headings, font type, font size and pagination, is consistent with template standards.

name

signature

date

To be completed by a colleague or the Year Coordinator or, where units are taught on multiple campuses, by the staff member at the other campus.

I have reviewed the unit out line and report that:

all information required by the Faculty of Education template has been included

the contact information is complete and correct

all dates refer to the current semester and are correct

the document has no mistakes in the language (typos, grammar and spelling)

the layout, including University logo, headings, font type, font size and pagination, is consistent with template standards.

name

signature

date