

COLLEGE POLICY

Policy No. & Title: **A-105 Course Outlines**
Policy Sponsor: Vice-President, Academic
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2026-07-31

Purpose

To communicate to students the learning outcomes for courses, establish clear consistent academic standards of performance, and set the expectations of evaluation and content for a course.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Evaluations: Any form of assessment, either formative or summative, that establishes a student's level of comprehension or mastery of skill(s)/learning outcomes, in the form of, but not limited to, quizzes, tests, assignments, labs, exams, presentations, performances, professionalism, participation, experiential learning, internships.

Learning Outcome: A culminating statement indicating a student has been able to demonstrate a certain level of command of course content or command of the skills associated with the elements of performance (tasks, duties, skills, knowledge) as taught, reinforced and/or assessed in a course or program of study.

Academic Standard: The indicators of successful progression toward graduation established through methods of evaluation as presented in a syllabus/outline.

Syllabus: A summary or outline defining the requirements for a course of study. Commonly referred to as an 'outline.'

Course section: An instance of a course that has multiple offerings of the same course code and title.

POLICY

- 1) Each course shall have a course outline.
- 2) All sections of a course with the same title and course code will have the same course outline for all deliveries.
- 3) The course outline will be available to students through the Learning Management System (LMS) and be presented to students no later than the first day of course delivery.
 - a) Instructors/facilitators are strongly encouraged to review the course outline with students on the first day of class.
- 4) The Faculty Head(s)/Program Coordinator(s) and Manager, Academic Development and Instructional Design are responsible for ensuring course outlines are created for all courses in a program of study.
- 5) The Manager, Academic Development and Instructional Design shall ensure all course outlines are available through the College LMS.
- 6) Changes to course outlines are not permitted without the authorization of the Manager, Academic Development, and Instructional Design.
- 7) All course outlines will follow the College approved Course Syllabus format available in the LMS.
- 8) All course outlines are to be securely archived for reference purposes.
- 9) All course outlines will contain the following content:
 - a) Course Code.
 - b) Course Name.
 - c) Course Length in Hours (and days).
 - d) Detailed Course Description.
 - e) Course Learning Objectives.
 - f) Materials and Resources:
 - i) Textbooks/Digital References
 - ii) Software
 - iii) Websites.
 - g) Instructor & Student Role Expectations.
 - h) Evaluation Structure:
 - i) Format of Evaluation (test, quiz, assignment, etc.)
 - ii) Description of the evaluation
 - iii) Portion of final grade (weighting).
 - i) Evaluation Scale/Standard of Performance.
 - j) Policies & Procedures Related to the Course, which will include at a minimum:
 - i) A statement to review the Student Handbook for full details
 - ii) Academic Integrity
 - iii) Accessibility
 - iv) Student Accommodations
 - v) Student Appeals.
 - k) Daily Plan-at-a-Glance.

Related Policies

A-119 Grades, Evaluations & Exams

Supporting Documents/Forms

A-105p Course Outlines - Procedure