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:	2027-01-29

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