

AA 26**Course Outlines and Course Section Information**

Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Vice President, Academic
Approval Authority:	President's Executive Committee
Date of Original Policy:	1998-01-30
Approval Date:	2011-08-15
Mandatory Revision Date:	2016-08-15

PURPOSE

To establish the content of course outlines and provide a mechanism to document how course outlines are implemented in a specific course section.

SCOPE

All courses attached to a program of study

DEFINITIONS

Word/Term	Definition
LMS	Learning Management System
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean
CLR	Course Learning Requirement
EES	Essential Employability Skills
PLAR	Prior Learning Assessment and Recognition

POLICY

1. Course outlines and course section information document the curriculum at the course level.
2. Course outlines support the learning process by identifying course learning requirements, learning activities, and learning resources, as well as the evaluation framework planned to assess student achievement.
3. Course section information details how the course outline is implemented with a specific group of learners within the context of a particular section.
4. At the beginning of each course, an approved course outline is provided to each student. Where the student has access to a Learning Management System (LMS), this environment is used to provide the course outline. Where the LMS is not assigned to a course, the course outline is provided in hard copy.

5. At the beginning of each course, the course section information is provided to each student. Where the student has access to a LMS, this environment is used. The course section information links the course outline to a plan for its implementation with a specific course section.
6. All courses with the same title and number use a common course outline. Course section information may be different for groups of learners in different sections.
7. Course outlines are reviewed and approved annually by the Academic Administrator.
8. Course outlines for full-time Ontario College Credential programs are developed, approved, and stored electronically on the Course Outline Mapping and Management System (COMMS).
9. Course section information are developed following the template in Appendix 1 and, for full-time Ontario College Credential programs, are stored electronically in the COMMS.
10. Course outlines are accessible to Prior Learning Assessment and Recognition (PLAR) candidates through the PLAR Office. Students are expected to retain course outlines for future use in applications for transfer of credit to other educational institutions.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. General	
1.1 Ensure that course outlines are developed and the curriculum is mapped to program learning outcomes and standards.	Academic Administrator
1.2 Ensure that consultation on course outlines occurs between a department providing courses and program professors, as appropriate.	Academic Administrator
1.3 Ensure that in situations where course sections are offered by multiple departments, consultation on course outlines occurs between the program coordinators of these departments during development.	Academic Administrator
1.4 Prepare course outlines as described in Appendix 2 and submit for approval to the Academic Administrator.	Professor
1.5 Review and approve course outlines annually, or more often if necessary.	Academic administrator
1.6 Provide the approved course outline to students at the beginning of each course. For students who have access to LMS, provide in the "Course Information" section of the LMS course site.	Professor
1.7 Develop and make accessible the course section information	Professor

for each course section consistent with the approved course outline, describing the plan for delivery of the course to the students (Appendix 3). For students who have access to LMS, this is provided in the “Course Information” section of the LMS course site at the beginning of each course.

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|-----|---|-------------------------------------|
| 1.8 | Ensure that each course section information is stored electronically in COMMS, as specified by the department Academic Administrator. | Professor
Academic Administrator |
| 1.9 | Retain course outlines to support learning in the course and for future use in applications for transfer of credit to other educational institutions. | Students |

SUPPORTING DOCUMENTATION

- Appendix 1: Course Section Information
- Appendix 2: Course Outline Components
- Appendix 3: Course Section Information Components

RELATED POLICIES

- AA13 Evaluation of Student Learning
- AA14 Grading System
- AA06 Prior Learning Assessment and Recognition
- AA28 Essential Employability Skills
- AA27 General Education
- AA39 Program Progression and Graduation Requirements

RELATED MATERIALS

None

AA 26: APPENDIX 1

COURSE SECTION INFORMATION

<FACULTY NAME >

<COURSE TITLE >

<Program Name>

Professor's Name:

Course Number:

Email:

Course Section:

Phone:

Academic Year:

Office:

Term:

Out of Class
Assistance:

Academic Level:

Section Specific Learning Resources

Include the following statements/list resources as appropriate:

- ❖ The textbooks for this course are the same as those listed in the approved course outline available on Blackboard.
- ❖ List resources that are specific to this section:
 - Textbooks
 - Websites
 - Audio/Video files
 - Equipment or tools
 - Etc.
- ❖ Other related materials will be provided to the student as required.

Learning Schedule

Essential:

- ❖ Week number (dates if known)
- ❖ Topics or subjects to be covered each week
- ❖ Learning activities and learning resources
- ❖ Evaluation – what, when and weight (%)
- ❖ Key dates and deadlines
- ❖ Link between CLR's and evaluation tools must be identified

Other Important Information

Examples of other information that may be included:

- ❖ Classroom policies specific to the course
- ❖ Assignment guides/rubrics
- ❖ Schedule of due dates
- ❖ How late assignments are handled

AA 26: Appendix 2

COURSE OUTLINE COMPONENTS

Course outlines are to contain the following components:

1. Course Information

- 1.1 Course number
- 1.2 Course title
- 1.3 School/department owning the course
- 1.4 Contribution to program of department owner
- 1.5 Applicable program(s)
- 1.6 Course hours (normative)
- 1.7 Co-requisite course(s), if applicable
- 1.8 Pre-requisite course(s), if applicable
- 1.9 Academic activity level
- 1.10 Name of person preparing course outline
- 1.11 Name of person approving course outline
- 1.12 Approval date
- 1.13 Academic year for which outline has been approved

2. Course Description

The course description is downloaded from GeneSIS. It orients students to the course. It includes: the general purpose or rationale for the course; the type of course where relevant; an overview of the key knowledge and skills to be learned and an overview of the major learning experiences planned.

3. Relationship to Program Learning Outcomes

- 3.1 For programs leading to an Ontario College Credential, this area identifies program learning outcomes that are supported by the course. These include Vocational Learning Outcomes and/or Essential Employability Skills (EES), or General Education themes, as applicable.
- 3.2 For programs leading to other credentials, e.g. bachelor's degrees, College certificates and apprenticeship, this area identifies the applicable program learning outcomes that are supported by the course.

4. Course Learning Requirements and Embedded Knowledge and Skills

The Course Learning Requirements (CLRs) provide clear statements of the required learning that is to be achieved to successfully complete the course. They also serve as the standard for receiving credit through Prior Learning Assessment and Recognition (PLAR). The embedded knowledge and skills describe the key concepts and skills which are addressed in the course to help students achieve the course learning requirements.

5. Learning Resources

This area specifies any resources that are required, recommended or useful for all course sections.

6. Learning Activities

This area describes significant learning activities which professors plan to help students acquire, practise and achieve the course learning requirements. These learning activities also provide a context for assessing student performance and provide an opportunity for students to receive ongoing, constructive feedback.

7. Evaluation

Evaluation components are linked directly to the course learning requirements for the course and are applicable to all sections of the course.

7.1 Evidence of learning achievement. This area includes information such as:

- criteria to determine the final grade
- evaluation components used to evaluate student performance against the CLRs

7.2 Validation of CLRs and/or EES. The evaluation methods or instruments are linked directly to the course learning requirements and/or the EES being addressed in the course.

7.3 College grading numerical equivalent table. If applicable, the College grading numerical equivalent table is reproduced.

7.4 Prior Learning Assessment and Recognition (PLAR). The process to be used for earning credit through PLAR is described. At a minimum, this confirms that the course is eligible for credit through PLAR.

8. Related information

This area lists information that students need to know from a course-specific, program-specific, department-wide, or college-wide perspective. This includes but is not limited to:

- self disclosure for students with disabilities
- information about academic integrity and copyright
- health and safety in the learning environment
- use of the College email account

AA 26: Appendix 3

COURSE SECTION INFORMATION COMPONENTS

Course Section Information are to contain the following components:

1. Course information

- 1.1 Course Number: This information corresponds to Appendix 2 - Course Outline section 1.1.
- 1.2 Course Title: This information corresponds to Appendix 2 - Course Outline section 1.2.
- 1.3 Course Section Number: This three-digit number is specific to the course section.
- 1.4 Course hours (delivered): This information identifies the course hours delivered in the course section, and will reflect the normative course hours in Appendix 2 - Course Outline section 1.6.
- 1.5 Professor teaching course section: This lists the name of the person(s) teaching the course section.
- 1.6 Contact information for professor(s) teaching course section: This informs students of the professor's availability for out-of-class assistance in keeping with the academic needs of students.

2. Section Specific Learning Resources

The information in this area lists specifications of the learning resources that are required or recommended for the course section and correspond to Appendix 2 - Course Outline section 5.

3. Learning Schedule

This chart or table, proposed at the onset of a course, lists the dates or week number planned for delivery of course content within a specific course section. It includes at least the following items:

- a. topics or subjects to be covered each week
- b. learning activities and learning resources associated with each topic or subject
- c. key dates and deadlines
- d. evaluation tools: these align with the evaluation components in Appendix 2 - Course Outline section 7. The description of each evaluation tool, due date and the weight are included
- e. link between CLRs and/or EES and evaluation tools

The schedule may be revised on the basis of educational purposes or student events. After the start of the term, any change to the scheduling of assessment/evaluation activities are to be made only after consultation with the class. Students, the program coordinator and program academic administrator are to be notified, in writing, of any such changes.

4. Other important information

This area lists information that is specific to students in this course section, such as expectations regarding communication between the professor and students, the use of resources, the acceptance of late assignments, assignment and evaluation guidelines and other policies and guidelines.