COURSE OUTLINES Procedures:

1. **Introduction**

   1.1. The Vice President Academic implements the course outline process by providing leadership, support, information and counsel to the academic area.

2. **Forms and Templates**

   2.1. The following resources are made available and are to be used in the administration of this procedure:

      2.1.1. Online course outline template with input blocks designed to streamline the input of course outline components and approval of course outlines.

      2.1.2. Content guidelines for section specific information.

3. **Procedures**

   3.1. Course Outlines

      3.1.1. All course outlines are to follow the approved College format using the template provided.

      3.1.2. Required components for course outlines are: course information; learning outcomes; teaching and learning activities; assessment and evaluation; policies and procedures; student services; and notes/disclaimers. These are outlined in detail in Schedule A. Additional components may be included based on requirements from external stakeholders.

      3.1.3. The course outline review and approval process takes place between November and June each year for implementation in the next academic year. The cycle is as follows:

         3.1.3.1. Early in January, Deans advise Coordinators and Professors of the course outline review cycle for the current year.

         3.1.3.2. In January, editable course outline components are opened for proposed revisions, and Professors begin the update process.

         3.1.3.3. Professional development sessions outlining the course outline policy and procedures are provided by the College.

         3.1.3.4. Between January and May, program areas edit course outlines in preparation for submission to the Dean.

         3.1.3.5. By June 1, Coordinators submit final drafts to the Deans.

3.1.3.6. By June 15, Deans approve the final version of course outlines to be implemented in the following academic year.

3.1.3.7. By June 30, approved course outlines are made available to the general public.

3.1.4. Revisions made to course outlines outside of the cycle described above require the approval of the Vice President Academic.

3.1.5. Professors provide students with access to current course outlines in the learning management system by linking directly to the approved outline.

3.1.6. Professors provide students with access to current section specific information by uploading it to the course section in the learning management system.

3.1.7. Students use course outlines to support their learning. They are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.

3.1.8. Course outlines are archived by the Quality, Learning, Teaching and Innovation Department for reference purposes.

3.1.9. Section specific information are archived by Professors on the College's shared network drive.

3.2. Section Specific Information

3.2.1. Section specific information including, at minimum, the professor's name and contact information, section specific learning resources (if applicable), weekly outline of learning activities, mapping of course topics to course learning outcomes, mapping of course assessments to course learning outcomes, section specific teaching and learning activities, section attendance and punctuality requirements, use of electronic devices, and classroom conduct expectations are to be provided to all students prior to the start date of the course section.

4. **Responsibilities**

4.1. Deans approve course outlines. They are responsible to ensure that communication among stakeholder groups is ongoing and that deadlines are adhered to.

4.2. Program Coordinators lead the course outline development and review process and ensure currency and accuracy of the information.

4.3. Professors are responsible to ensure that course outlines and section specific information are available to students as outlined in this procedure. Professors are also responsible to ensure that section specific information are archived on the College shared network drive.

4.4. The Quality Learning, Teaching and Innovation Department is responsible to retain copies of all Canadore College course outlines, and to organize professional development sessions to support the writing of course outlines.

4.5. Responsibilities for course outline components are indicated in Schedule A.

COURSE OUTLINES Procedures – Schedule A

1. Required Course Outline Components

Information Block	Required by the Institution	Distribute to Students	On Public Website	Final Approval Level
Course Information				
Course Code and Title	☐	☐	☐	Dean
Course Credit and/or Course Hours	☐	☐	☐	Dean
Course Description	☐	☐	☐	Dean
Pre-Requisites and Co-Requisites	☐	☐	☐	Dean
PLAR Eligibility	☐	☐	☐	Dean
Gen Ed Course (No / Elective / Required + Theme)	☐	☐	☐	Dean
Year/Semester the Outline was Approved	☐	☐	☐	Dean
Learning Outcomes and Accreditation				
Course General Learning Outcomes	☐	☐	☐	Dean
Course Specific Learning Outcomes	☐	☐	☐	Dean
Program Vocational Outcomes (Mapped)	☐	☐	☐	Dean
Essential Employability Skills Outcomes (Mapped)	☐	☐	☐	Dean
External Course Accreditations and Conditions	☐	☐	☐	Dean
Teaching and Learning Activities				
Learning Resources – Required/Recommended	☐	☐	☐	Professor
Learning Activities	☐	☐		Professor
Delivery Mode (hrs for each) (e.g., In Class, Online, Hybrid)	☐	☐	☐	Dean
Assessment and Evaluation				
Course Evaluation Strategy (Assignments, Case Studies, Debates, Portfolio, Quizzes, Tests, Exams, etc.)	☐	☐	☐	Dean
Program Specific Grading (i.e.: % to pass, # hrs.)	☐	☐	☐	Dean
College Grading System	☐	☐	☐	VPA
Policies and Procedures				
Credit Transfer	☐		☐	Registrar
Plagiarism	☐	☐	☐	VPA
Academic Appeal	☐		☐	VPA
Attendance	☐	☐	☐	VPA
Assignment/Testing	☐	☐	☐	VPA
Human Rights/Respectful College	☐		☐	HR
Student Services				
First People's Centre	☐	☐	☐	Director FPC
Accessibility	☐	☐	☐	VPSS
Student Advising	☐	☐	☐	VPSS

Information Block	Required by the Institution	Distribute to Students	On Public Website	Final Approval Level
Notes/Disclaimers				
Historical Course Outlines	☐	☐	☐	VPA

2. Required Section Specific Components

Information Block	Required by the Institution	Distribute to Students	On Public Website	Final Approval Level
Professor's Name				
Professor's Contact Information	☐	☐		Professor
Section Specific Learning Resources	☐	☐		Professor
Weekly Outline of Teaching and Learning Activities	☐	☐		Professor
Mapping of Course Topics to Course Learning Outcomes	☐	☐		Professor
Mapping of Course Assessments to Course Learning Outcomes	☐	☐		Professor
Section Specific Teaching and Learning Information	☐	☐		Professor
Section Attendance and Punctuality Requirements	☐	☐		Professor
Use of Electronic Devices	☐	☐		Professor
Classroom Conduct Expectations	☐	☐		Professor