

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 8	DIRECTIVE NO. E33
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE Course Outlines and Course Section Information	EFFECTIVE DATE 2009.03.25	REPLACES 2002.06.05

PREAMBLE

Course outlines and course section information are essential components of all courses offered at Algonquin College. Together, they document the curriculum at the course level. 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. Course section information details how the course outline is implemented with a specific group of learners within the context of a particular section.

POLICY

1. At the beginning of each course, each student is provided with the approved course outline. Where the student has access to Blackboard Learning Management System (LMS), this environment is used to provide the course outline. Where the Blackboard LMS is not assigned to a course, the course outline is provided in hard copy.
2. At the beginning of each course, each student is provided with the course section information. Where the student has access to Blackboard LMS, this environment is used. The course section information links the course outline to a plan for implementation with a specific class group.
3. All courses with the same title and number use a common course outline. Course section information may be different for different groups of learners.
4. Course outlines are reviewed and approved annually. They are revised as necessary with the course Academic Administrator's approval.
5. Course outlines are developed, approved, and stored electronically on the Course Outline Mapping and Management System (COMMS).

6. Course section information are developed following the template attached as Appendix A and are stored electronically in the COMMS.
7. If the course is part of a program leading to a college credential, the course curriculum is mapped in the course outline at the time of development to show how it contributes to one or more of the program learning outcomes.
8. 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.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Roles and Responsibilities

- 1.1 Academic administrators ensure that course outlines are developed and the curriculum is mapped to program learning outcomes/standards.
- 1.2 As appropriate, consultation on course outlines occurs between a department providing courses and program faculty and academic administrators.
- 1.3 In situations where course sections are offered by multiple departments, consultation on course outlines occurs between the academic administrators and program coordinators of these departments.
- 1.4 Academic administrators review and approve course outlines annually, at a minimum.
- 1.5 Faculty ensure that the approved course outline is made available to students at the beginning of each course. For students who have access to Blackboard LMS, this is provided in the “Course Information” section of the Blackboard LMS course site.
- 1.6 Faculty teaching each course section develop and make accessible the course section information consistent with the approved course outline, describing the plan for delivery of the course to the specific group of learners. For students who have access to Blackboard LMS, this is provided in the “Course Information” section of the Blackboard LMS course site at the beginning of each course.
- 1.7 Faculty are responsible for ensuring that each course section information is stored electronically in COMMS, in accordance with the process

- identified by the department Academic Administrator.
- 1.8 Students use course outlines to support their learning and are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.

2. Course Outlines

Course outlines contain the following components:

2.1 Course information

- 2.1.1 Course number
- 2.1.2 Course title
- 2.1.3 School/department owning the course
- 2.1.4 Contribution to program of department owner
- 2.1.5 Applicable program(s)
- 2.1.6 Course hours (normative)
- 2.1.7 Co-requisite course(s), if applicable
- 2.1.8 Pre-requisite course(s), if applicable
- 2.1.9 Academic activity level
- 2.1.10 Name of person preparing course outline
- 2.1.11 Name of person approving course outline
- 2.1.12 Approval date
- 2.1.13 Academic year for which outline has been approved

2.2 Course description

The course description is downloaded from GeneSIS. It orients students to the course. It includes: the general purpose/rational 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.

2.3 Relationship to program learning outcomes

- 2.3.1 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.
- 2.3.2 For programs leading to other credentials, e.g. bachelor's degrees in applied studies, College certificates and apprenticeship, this area identifies the applicable program learning outcomes that are supported by the course.

2.4 Course learning requirements (CLRs)/Embedded knowledge and skills

The 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.

2.5 Learning resources

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

2.6 Learning activities

This area describes significant learning activities which faculty 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.

2.7 Evaluation

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

- 2.7.1 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
- 2.7.2 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.
- 2.7.3 College grading numerical equivalent table: If applicable, the College grading numerical equivalent table is reproduced.
- 2.7.4 Prior Learning Assessment and Recognition: 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.

2.8 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

3. Course Section Information

Course section information will contain the following components:

3.1 Course information

3.1.1 Course number: This information corresponds to Course Outline section 2.1.1.

3.1.2 Course title: This information corresponds to Course Outline section 2.1.2.

3.1.3 Course section number: This three-digit number is specific to the course section.

3.1.4 Course hours (delivered): This information identifies the course hours delivered in the course section, and will reflect the normative course hours in Course Outline section 2.1.6.

3.1.5 Professor teaching course section: This lists the name of the person teaching the course section.

3.1.6 Contact information for professor teaching course section: This informs students of the professor's availability for out-of-class assistance in keeping with the academic needs of students.

3.2 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 Course Outline section 2.5.

3.3 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:

- topics or subjects to be covered each week

- learning activities and learning resources associated with each topic/subject
- key dates and deadlines
- evaluation tools: these align with the evaluation components in Course Outline section 2.7. The description of each evaluation tool, due date and the weight are included
- 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.

3.4 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.

RELATED DIRECTIVES

Evaluation of Student Learning - E1

Grading System - E11

Prior Learning Assessment and Recognition - E35

Essential Employability Skills - E44

General Education - E41

(original signed by)

Vice President, Academic

APPENDIX A**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