

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 5	<b>DIRECTIVE NO.</b> E33
	<b>ORIGINATOR</b> Vice President, Academic	
	<b>APPROVED BY</b> Academic Services Management Committee	
<b>TITLE</b> <b>COURSE OUTLINES</b>	<b>EFFECTIVE DATE</b> 2002.06.05	<b>REPLACES</b> 1998.08.31

### **PREAMBLE**

Course outlines are an essential component of all courses offered at Algonquin College. They document the curriculum at the course level. Course outlines also support the learning process by identifying the learning requirements, the evaluation methods to assess student achievement, the learning activities and resources.

### **POLICY**

1. Every student will be provided a course outline at the beginning of each course. Students enrolled in full-time programs offered during the day will be provided the course outline through the Blackboard courseware environment.
2. Course outlines will be reviewed annually and revised as necessary.
3. Current course outlines will be accessible to members of the College community, prospective students and PLA candidates, upon request.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Roles and Responsibilities
  - 1.1 Blackboard must be used to post course outlines to students enrolled in full-time programs offered during the day. Blackboard should also be used for posting announcements.
  - 1.2 For full-time programs offered during the day, the course outline is prepared by faculty members using an approved format which is to be converted to PDF format.
  - 1.3 Approval for the course outline is given by the Academic Manager responsible for the course. If appropriate, consultation should occur between a department providing courses and program faculty and managers.

- 1.4 When course outlines are approved, the Academic Manager will electronically sign the course outline which is then returned to the instructor for posting to the Course Information section of his/her Blackboard course. A second copy will be forwarded to the PLA Office.
- 1.5 Approved course outlines will be provided to each student enrolled in full-time programs offered during the day through the Blackboard courseware environment. Students enrolled in Continuing Education courses will be provided course outlines either in hard copy or through the Blackboard courseware environment. Students will use course outlines to support their learning and will be responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.
- 1.6 Current course outlines will be accessible to PLA candidates in the PLA office.
2. Course outlines will contain the components listed below.
  - 2.1 Course Information
    - 2.1.1 General Information
      - course title
      - course number
      - the program(s) in which the course is being offered.
      - the name(s) of the persons preparing the outlines.
      - the date of the course approval and signature of the Academic Manager approving the course.
      - prerequisite and corequisite courses if applicable.
      - course hours: include normative hours if different than delivered hours.
      - academic activity level, if appropriate.
      - the academic year for which the course is approved.
    - 2.1.2 Course Description

This will be the same as the calendar description or Continuing Education Monograph. It will outline the general aims of the course and provide both an overview of topics to be addressed and the teaching-learning activities planned.
  - 2.2 Course Curriculum

Course outlines document the curriculum at the course level. The progress of individual students through the course may be modified to recognize their unique learning needs.

### 2.2.1 Course Learning Requirements

These are clear statements of the required learning that is to be achieved in order to successfully complete the course. They describe what students must be able to demonstrate at the end of the course to receive credit. They also serve as the standard for receiving credit through Prior Learning Assessment.

### 2.2.2 Relationship to Program Learning Outcomes for Courses that are part of a Program

Course learning requirements facilitate students' achievement of program learning outcomes. In this section, program learning outcomes that are supported by the course are identified. These will include vocational learning outcomes and/or generic skill learning outcomes and/or general education goal areas.

### 2.2.3 Knowledge and Skills to be Developed

This section describes the knowledge, key concepts and skills which will be addressed in the course and contribute to the achievement of the required learning. This material will be chosen by the professor because it facilitates the acquisition of course learning requirements.

### 2.2.4 Learning Resources

This section lists learning resources that are required, recommended or useful for general reference including:

- printed material e.g. texts, reference articles, manuals and study guides
- software
- media materials e.g. videotapes, slides

### 2.2.5 Teaching/Learning Methods

- major teaching/learning strategies to be used in the course.
- hours per week in various modes of instruction e.g. seminar, didactic approach, computer assisted learning, self-directed learning, if appropriate.
- details concerning field-trips, fieldwork and labs, if appropriate.

### 2.2.6 Learning Activities

This section describes significant learning activities which faculty plan in order to:

- help students practise and achieve the course learning requirements.
- provide a context for assessing student performance.
- provide an opportunity for students to receive ongoing, constructive feedback that will promote improvement and progress.

### 2.2.7 Evaluation/Earning Credit

Evaluation tools and procedures will be directly linked to the statements of required learning for the course. Information will include:

- the evaluation methods/instruments to be used to evaluate student performance, such as, projects, written tests, assignments, performance tests.
- the times or intervals during the course when student performance will be evaluated.
- the criteria and method for determining the final grade designation.
- conditions for granting supplemental privileges (if applicable).
- descriptions of the challenge process to be used for PLA candidates and specific guidelines for Prior Learning Assessment of portfolios.

### 2.3 Course Schedule

Normally, faculty will attach to the course outline a chart or table showing the content delivery and assignment due dates schedule proposed for the course.

- 2.3.1 Where necessary, students will be advised, in writing, of any significant changes to the schedule.

### 2.4 Related Information

This section will list information that all students need to know. This could include but is not limited to:

- self disclosure for students with disabilities.
- information about copyright and plagiarism.
- health and safety in the learning environment.
- any course or department specific information.

A statement regarding student use of the College e-mail account should be included as follows:

- Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

**RELATED DIRECTIVES**

Evaluation of Student Learning - E30

Grading System - E11

Prior Learning Assessment - E35

Glossary of Terms

*(Original signed by)*

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Vice President, Academic