

COURSE OUTLINES 2022-23: 'RELATED INFORMATION' SECTIONS

'College Related Information' is the very last section of course outlines and appears on every AC outline that resided in COMMS. This section is reviewed annually by the Dean, Academic Development – incorporating feedback and input from managers within the institutional support areas. **The below College Related Information section has been updated and is what will appear on 2022-23 AC Course Outlines (in COMMS).**

Note that there are three other open text 'Related Information' sections *available* in Course Outlines; reviewing the College Related Information text is important as it will assist with determining if you need/want to use these other sections and also eliminate duplication of information. *NOTE: these sections are NOT required to have content. Some Departments/Programs/Courses do – and some prefer to include all other pertinent information within department handbooks etc. posted in Brightspace.*

Please review the sections in Course Outlines and make any edits/updates – or delete information if already covered in the College Related Information section. These sections should be reviewed & updated (if necessary) annually by the COMMS role responsible.

| Title of Section In Course Outline | Who (COMMS role) populates this? | Recommended/Examples of information to include: |
|---|--------------------------------------|---|
| <p>College Related Information <i>This information appears on EVERY AC outline that resides in COMMS</i></p> | <p>COMMS Administrator (Ac. Dev)</p> | <ul style="list-style-type: none"> • Main College policies highlighted directly on ALL outlines. |
| <p>Department Information <i>This information appears on every Course Outline owned by the particular department.</i></p> | <p>Chair</p> | <ul style="list-style-type: none"> • Student Success Specialist information, specific information regarding departmental spaces (e.g., labs) |
| <p>Program Information <i>This information appears on every Course Outline that is part of the POS of the primary owned program.</i></p> | <p>Coordinator</p> | <ul style="list-style-type: none"> • Program-specific spaces (e.g., dedicated labs), program progression requirements |

| Title of Section In Course Outline | Who (COMMS role) populates this? | Recommended/Examples of information to include: |
|---|----------------------------------|---|
| <p>Course Related Information <i>This information appears only on the course outline for the specific course</i></p> | <p>Course Writer</p> | <ul style="list-style-type: none"> • Only very specific/unique information that needs to be clearly documented (i.e.: info pertaining to accreditation, apprentice info etc.) • Do not include: policies regarding classroom management, general professor expectations, late/attendance etc. This should be detailed in Weekly Schedule (also known as CSI) and/or Brightspace. • IF there is no unique necessary info for this section, include the default statement <i>'Please refer to the Weekly Schedule/Course Section Information (CSI) for specific course-related information as provided by your professor.'</i> |

College Related Information *(on all 2022-2023 course outlines created in COMMS)*

Algonquin College's policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.

Students are especially encouraged to be aware of the following College expectations

Academic Integrity

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy [AA48: Academic Integrity](#) which outlines student's roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at [Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College \(libguides.com\)](#) and via [Academic Integrity Student Resources](#). Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College's academic integrity team at acaio@algonquincollege.com.

Centre for Accessible Learning

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning](#) (CAL) in order to be eligible for appropriate learning supports and/or accommodations. Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

College Email

Students at Algonquin College are provided with a college email 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 activities. Your network credentials can be found in the [ACSIS portal](#) and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Support is available through the college Information Technology Service (ITS) at: <https://www.algonquincollege.com/its/>

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please consult Algonquin College Policy [AA21: Deferred Evaluation](#).

Student Course Feedback

Algonquin College's invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

Use of Mobile Devices in Class

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin College [Policy AA32: Use of Mobile Devices in Class](#)

Technology Requirements

Students are required to have access to a computer and to the internet. There may also be additional technologyrelated resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Course Section Information of the course outline for each course available on Brightspace.

Transfer of Credit

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

Safe Harbour

In the event of an unexpected major event (Pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Course Section Information document will have updated information about your course.