

## Course Outline Mapping and Management System (COMMS 3.0) Resources

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### Entering Course Outline Information in COMMS 3.0

#### Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://www.algonquincollege.com/comms).

COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

**Continue with Microsoft**

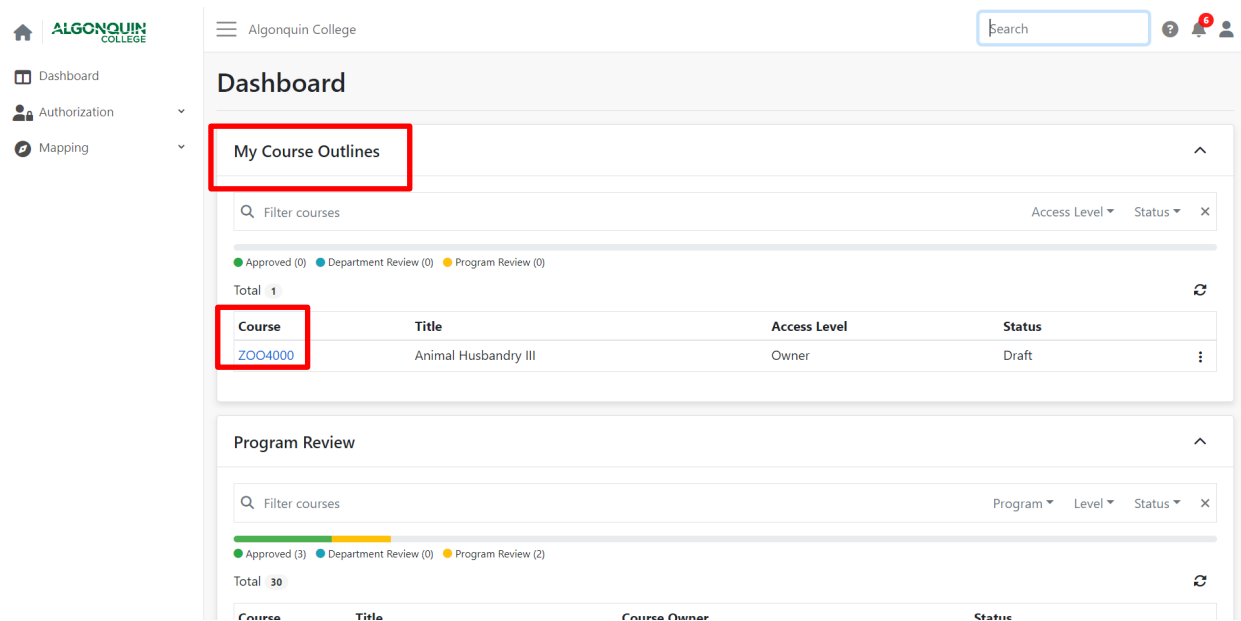
Continue with Quicklaunch

B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

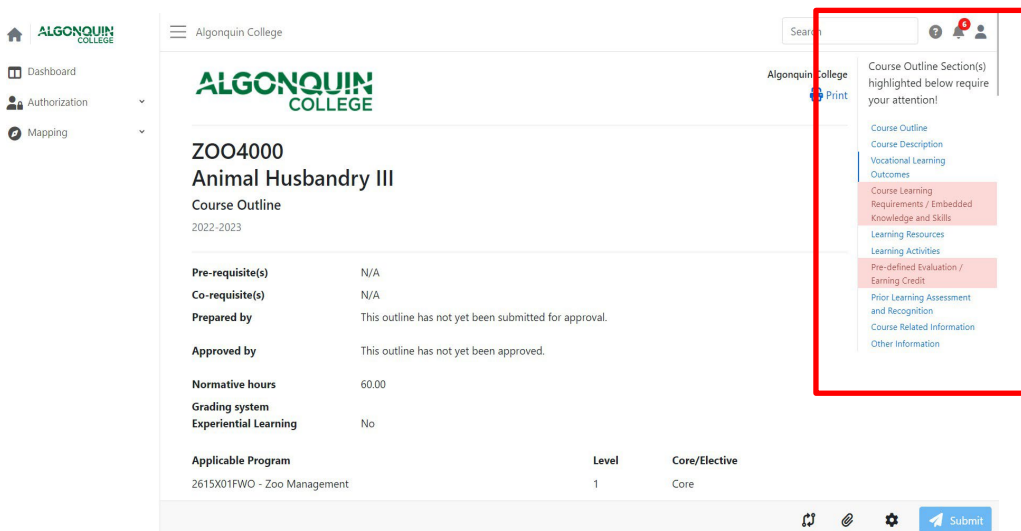
# 1. Locate Course Outline

A. Logging in will take you to your **Dashboard**. You will see your assigned course(s) under **“My Course Outlines.”**

B. Click the **course code** to view or edit the Course Outline.



C. Sections not yet completed will appear in a menu on the right side of the screen, highlighted in red. Click the item to immediately navigate to that section, or simply scroll down the page.



**Note:** some sections, such as **Vocational Learning Outcomes**, may be **locked** for editing as they have already been approved. If you need assistance with this, please email COMMS administrator.

The screenshot shows the course management interface for '2615X01FWO - Zoo Management'. The 'Vocational Learning Outcomes' section is highlighted with a red box, and a message states: 'Section has been locked by your administrator'. The interface includes a sidebar with navigation options like 'Dashboard', 'Authorization', and 'Mapping'. A search bar is at the top right. The course description and applicable program details are visible.

**D.** Confirm that the Course Outline is set to the appropriate template. To do so, click the **gear icon** in the bottom right corner of the screen. Choose the appropriate template from the list.

This screenshot shows the 'ZOO6000 Management Principles' course outline page. A red box highlights the gear icon in the bottom right corner of the page, which is used to access the course outline template settings.

This screenshot shows the dropdown menu for selecting a course outline template. The menu is open, and the 'Vocational Ontario College Certificate, Diploma or Advanced Diploma' option is selected. The 'Save' button is highlighted with a red box.

Click **“Save.”** The Course Outline Template will change to the new template you chose.

## 2. Enter Course Outline Information

### General notes for navigating the Course Outline

- The Course Outline can be edited-in-place.
- The Course Outline sections are listed down the right-hand side and serve as a menu to quickly move between sections, or you can simply scroll through the entire document to review.
- To edit or revise any section of the Course Outline, click on the **pencil icon** next to its title. This will open the corresponding section of the Outline.
- If you require support, click the **question mark icon** in the top right corner of the page, then **“Get Support.”** This creates a support ticket that is sent to the COMMS Administrator.

Algonquin College

Search

VLO 5 manage the maintenance, development, and expansion of the physical footprint of a zoo or theme park with a diverse animal population. (T, A)

VLO 6 generate financial plans that ensure the viability of the organization and encourage alternative growth strategies. (T, A)

VLO 7 coordinate, supervise, and evaluate a diverse group of technical, financial, and client service personnel who collectively keep the operation running efficiently and effectively. (T, A)

VLO 8 augment educational and entertainment opportunities through the successful recruitment, retention and deployment of volunteers. (T, A)

VLO 11 perform all work in accordance with relevant law, policies, procedures, standards, regulations, and ethical principles. (T, A)

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

### Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EES 3 Execute mathematical operations accurately. (T, A)

EES 5 Use a variety of thinking skills to anticipate and solve problems. (T, A)

EES 9 Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (T, A)

EES 10 Manage the use of time and other resources to complete projects. (T, A)

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

### Course Learning Outcomes / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.

1.2 Use assigned resources and responsibilities according to industry standards and expectations.

1.3 Develop appropriate business objectives in consultation with the workplace supervisor.

## 3. Enter Course Learning Outcomes (CLO)/Embedded Knowledge and Skills (EKS)

- A.** Click the pencil icon to open the **Course Learning Outcomes/Embedded Knowledge and Skills** section. Click **“Add Course Learning Outcome.”**

Course Learning Outcomes / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

[Add Course Learning Outcome](#)

- B.** Enter the first Course Learning Outcome (CLO) into the text box. There is no need to number CLOs in the text box, as COMMS automatically numbers the CLOs

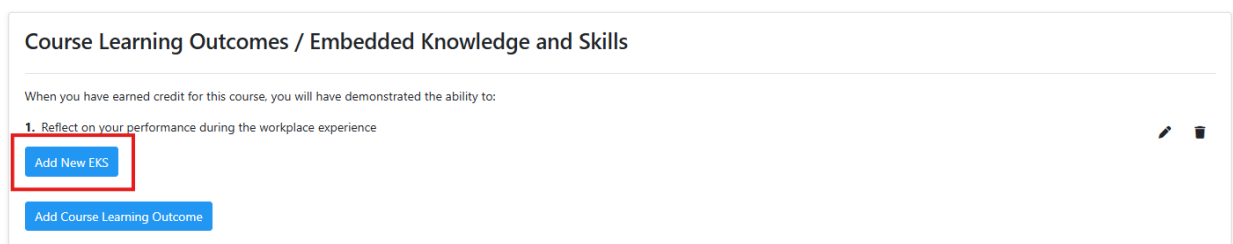
based on the order of entry.

C. Once you have entered the CLO, click **“Add.”**

**Note:** CLOs must be added **one at a time**. Please do not copy and paste all CLOs into the text box at once.

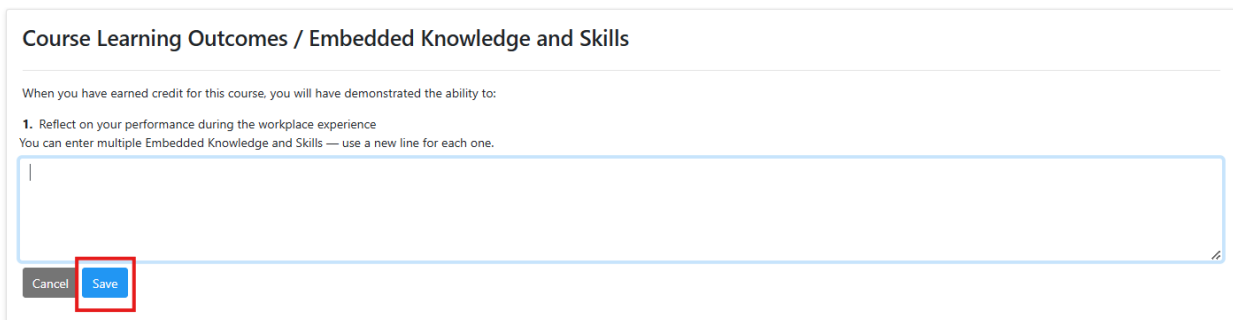
D. The CLO will then appear on the outline.

E. From within the CLO/EKS section, click **“Add New EKS”** to enter the EKS associated with that CLO.



F. Enter the first EKS into the text box. There is no need to number the EKS, as it will automatically be formatted.

G. Once you have entered the EKS, click **“Save.”**



H. The EKS will then appear below its CLO. To add additional EKS, repeat Steps E through G.

## OPTIONAL: Bulk Entry of EKSs

Alternatively, you can enter EKSs **as a bulk entry**. Users must type each EKS on its own line, with a hard-line break between entries.

When you have earned credit for this course, you will have demonstrated the ability to:

**1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term**

- 1.1** Carry out proactive strategies to ensure workplace performance and expectations are met.  
Use assigned resources and responsibilities according to industry standards and expectations.  
Develop appropriate learning objectives in conjunction with the workplace supervisor.

Cancel Save

Once you click “Save”, COMMS will automatically separate each line and create an individual EKS for each one.

When you have earned credit for this course, you will have demonstrated the ability to:

**1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term**

- 1.1** Carry out proactive strategies to ensure workplace performance and expectations are met.
- 1.2** Use assigned resources and responsibilities according to industry standards and expectations.
- 1.3** Develop appropriate learning objectives in conjunction with the workplace supervisor.

**I.** To revise an EKS, click the **pencil icon**.

**J.** To delete an EKS, click the **trash icon**.

**K.** Once you have entered multiple EKSs, arrow buttons will appear. These allow you to reorder the EKS. Click the **arrow button** underneath an EKS to move it up or down.

Course Learning Outcomes / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

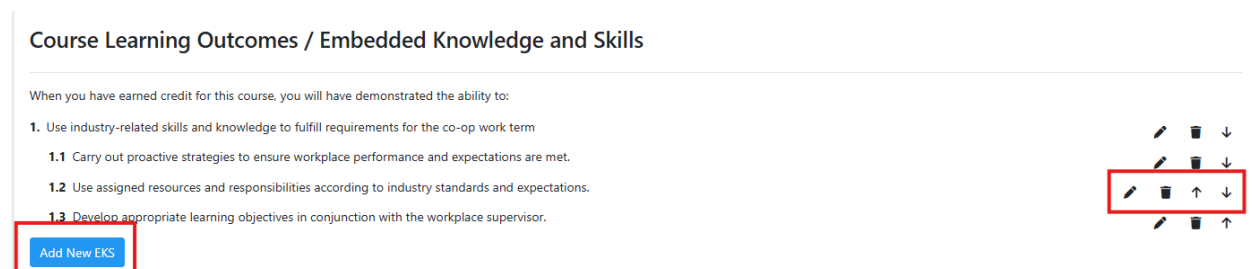
**1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term**

**1.1** Carry out proactive strategies to ensure workplace performance and expectations are met.

**1.2** Use assigned resources and responsibilities according to industry standards and expectations.

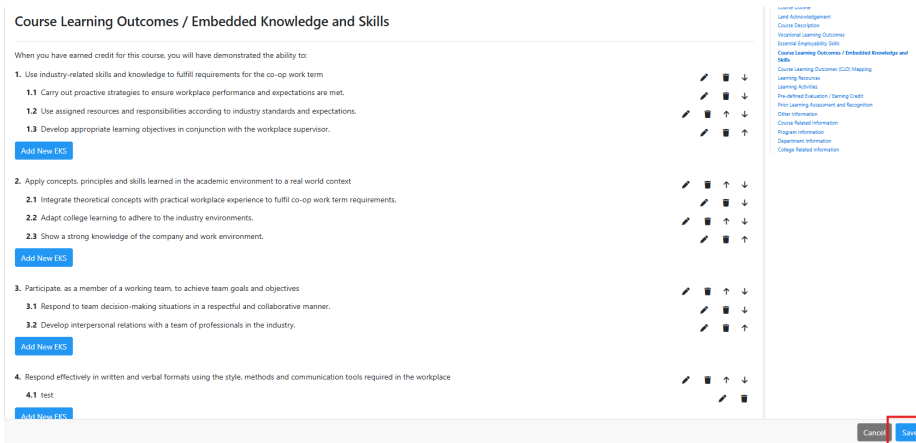
**1.3** Develop appropriate learning objectives in conjunction with the workplace supervisor.

Add New EKS

The screenshot shows a list of EKSs with icons for editing, deleting, and reordering. The icons are located to the right of each EKS entry. The icons are: a pencil icon for editing, a trash can icon for deleting, and two arrow icons (one pointing up and one pointing down) for reordering. The icons are arranged in a grid. The first row has a pencil icon, a trash can icon, and a down arrow icon. The second row has a pencil icon, a trash can icon, and a down arrow icon. The third row has a pencil icon, a trash can icon, and a down arrow icon. The fourth row has a pencil icon, a trash can icon, and a down arrow icon. The fifth row has a pencil icon, a trash can icon, and a down arrow icon. The sixth row has a pencil icon, a trash can icon, and a down arrow icon. The seventh row has a pencil icon, a trash can icon, and a down arrow icon. The eighth row has a pencil icon, a trash can icon, and a down arrow icon. The ninth row has a pencil icon, a trash can icon, and a down arrow icon. The tenth row has a pencil icon, a trash can icon, and a down arrow icon. The eleventh row has a pencil icon, a trash can icon, and a down arrow icon. The twelfth row has a pencil icon, a trash can icon, and a down arrow icon. The thirteenth row has a pencil icon, a trash can icon, and a down arrow icon. The fourteenth row has a pencil icon, a trash can icon, and a down arrow icon. The fifteenth row has a pencil icon, a trash can icon, and a down arrow icon. The sixteenth row has a pencil icon, a trash can icon, and a down arrow icon. The seventeenth row has a pencil icon, a trash can icon, and a down arrow icon. The eighteenth row has a pencil icon, a trash can icon, and a down arrow icon. The nineteenth row has a pencil icon, a trash can icon, and a down arrow icon. The twentieth row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-first row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-second row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-third row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-fourth row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-fifth row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-sixth row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-seventh row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-eighth row has a pencil icon, a trash can icon, and a down arrow icon. The twenty-ninth row has a pencil icon, a trash can icon, and a down arrow icon. The thirtieth row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-first row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-second row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-third row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-fourth row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-fifth row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-sixth row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-seventh row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-eighth row has a pencil icon, a trash can icon, and a down arrow icon. The thirty-ninth row has a pencil icon, a trash can icon, and a down arrow icon. The fortieth row has a pencil icon, a trash can icon, and a down arrow icon. The forty-first row has a pencil icon, a trash can icon, and a down arrow icon. The forty-second row has a pencil icon, a trash can icon, and a down arrow icon. The forty-third row has a pencil icon, a trash can icon, and a down arrow icon. The forty-fourth row has a pencil icon, a trash can icon, and a down arrow icon. The forty-fifth row has a pencil icon, a trash can icon, and a down arrow icon. The forty-sixth row has a pencil icon, a trash can icon, and a down arrow icon. The forty-seventh row has a pencil icon, a trash can icon, and a down arrow icon. The forty-eighth row has a pencil icon, a trash can icon, and a down arrow icon. The forty-ninth row has a pencil icon, a trash can icon, and a down arrow icon. The fiftieth row has a pencil icon, a trash can icon, and a down arrow icon.

**L.** You can add additional CLOs by repeating Steps A through C.

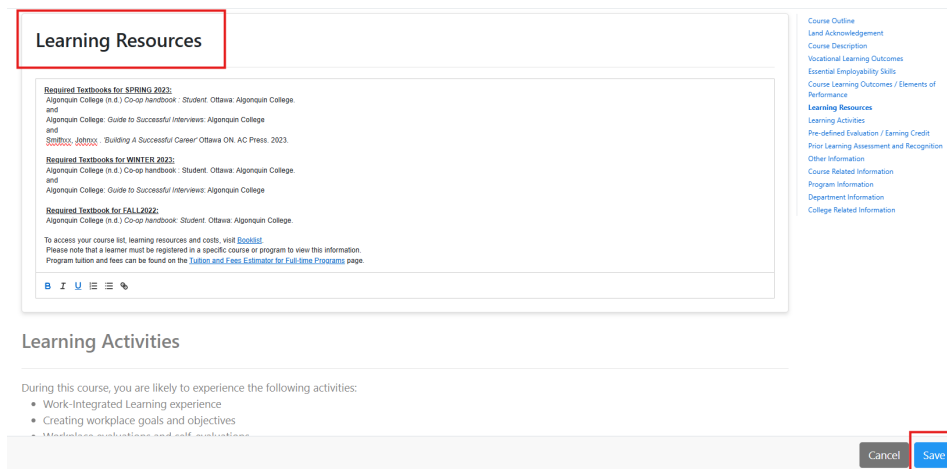
M. Once all CLOs and their corresponding EKSs have been entered, click **“Save”** in the bottom right corner of the screen.



**Tip:** To avoid losing your work, it's strongly recommended that you click **“Save”** in the bottom-right corner of the screen after entering each CLO and its corresponding EKSs.

### 3. Enter Learning Resources

- A. Open the **Learning Resources** section of the Course Outline by clicking the **pencil icon**.
- B. Using [APA citation format](#), list any required Learning Resources for the course. You can use the text formatting feature to italicize or bold as required.
- C. Once complete, click **“Save.”**



## 4. Enter Learning Activities

- A. Open the **Learning Activities** section of the Course Outline by clicking the **pencil icon**.
- B. Enter your Learning Activities into the text box. You can use the text formatting features to create bullet points for ease of reading.
- C. Once complete, click **“Save.”**

The screenshot shows a web interface for editing course information. A red box highlights the 'Learning Activities' section header. Below it is a text area with a list of activities: 'Work-integrated Learning experience', 'Creating workplace goals and objectives', 'Workplace evaluations and self-evaluations', and 'Self-Reflection activities'. A rich text editor toolbar is visible below the text area. To the right, a sidebar contains navigation links: 'Prior Learning assessment and recognition', 'Other Information', 'Course Related Information', 'Program Information', 'Department Information', and 'College Related Information'. Below the text area, there is a section for 'Pre-defined Evaluation / Earning Credit' with a description and a table for 'Assignment(s) (Pass/Fail)'. At the bottom right, 'Cancel' and 'Save' buttons are visible, with the 'Save' button highlighted by a red box.

## 5. Enter Pre-defined Evaluation/Earning Credit

1. Open the **Pre-defined Evaluation/Earning Credit** section of the Course Outline by clicking the **pencil icon**.
2. Click **“Add New Earning Credit”** to enter a new evaluation item.

The screenshot shows the 'Pre-defined Evaluation / Earning Credit' section. A red box highlights the section header. Below it is a text area with the text: 'The following list provides evidence of this course's learning achievements and the outcomes they validate:'. Below this is a table with two columns: 'Earning Credit' and 'Validates Outcomes'. The 'Earning Credit' column contains the text: 'The following will provide evidence of your learning achievement:'. The 'Validates Outcomes' column contains the text: 'This activity validates the following course learning outcome and/or EES learning outcomes:'. At the bottom left, a blue button labeled 'Add New Earning Credit' is highlighted with a red box.

3. Select an evaluation definition from the dropdown menu.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This activity

Select an evaluation definition:

- Assignment(s)
- Assignment(s)
- Essay(s)
- Final Exam
- Final Project
- Midterm Exam(s)
- Participation
- Presentation(s)
- Quiz(zes)
- Test(s)
- Written Assignment(s)

4. Select an evaluation scheme from the dropdown menu. An evaluation scheme indicates whether this evaluation will be graded as a **percentage**, or **pass/fail**.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This activity

Select an evaluation definition:

Assignment(s)

Select an evaluation scheme:

- Percentage
- Percentage
- Pass/Fail

Cancel Add

5. Indicate the percentage weighting of this evaluation item in the context of the course's overall grade. You may type the percentage into the textbox or use the arrows on the right side of the box.

6. Once complete, click "Add."

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This activity

Select an evaluation definition:

Assignment(s)

Select an evaluation scheme:

Percentage

What percentage does this evaluation contribute to your course's grade scheme?

25

Cancel Add


**Note:** The percentage of each evaluation should **NOT** be more than 40%.

**E.** To add additional evaluation items, repeat Steps B through F.

**F.** Next, you will need to match CLOs and, if applicable, EES (Essential Employability Skills) to each evaluation item/earning credit. Click the **pencil icon** under “**Course Learning Outcomes**” to open this section of the Course Outline.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Assignment(s) (25%)	<p><b>Course Learning Outcomes</b> None selected</p> <p><b>Essential Employability Skills</b> None selected</p> <p></p>

[Add New Earning Credit](#)

**G.** The course's CLOs, as entered in Steps A through C, will appear. If applicable, EES will also appear. Click the checkboxes to indicate which CLOs & EES are addressed by this particular evaluation item.

**H.** When you are done, click “**Close**.”

**I.** Complete steps H through J for each evaluation item/earning credit.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:
Assignment(s) (25%)	<p><b>Course Learning Outcomes</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> [CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term</li><li><input type="checkbox"/> [CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context</li><li><input type="checkbox"/> [CLO 3] - Participate, as a member of a working team, to achieve team goals and objectives</li><li><input type="checkbox"/> [CLO 4] - Respond effectively in written and verbal formats using the style, methods and communication tools required in the workplace</li><li><input type="checkbox"/> [CLO 5] - Use critical thinking to analyze situations, solve problems, and make decisions</li><li><input type="checkbox"/> [CLO 6] - Reflect on your performance during the workplace experience</li></ul> <p><b>Essential Employability Skills</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> [EES 3] - Execute mathematical operations accurately.</li><li><input type="checkbox"/> [EES 5] - Use a variety of thinking skills to anticipate and solve problems.</li><li><input type="checkbox"/> [EES 9] - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</li><li><input type="checkbox"/> [EES 10] - Manage the use of time and other resources to complete projects.</li></ul> <p><a href="#">Close</a></p>

**Note:** [Per Policy AA13](#), students should be given multiple opportunities to demonstrate evidence of achievement of each CLO. Thus, each CLO should be matched to an evaluation item/earning credit more than once. If you have not used all CLOs/EES, a red banner will appear indicating that section validation has failed.

## Pre-defined Evaluation / Earning Credit

**Section Validation Failed!** Not all of the Course Learning Requirements defined are used in the Earning Credit section.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:

**J.** As you add more evaluation items, you can reorder by using the arrows to move items up or down.

**K.** To revise an item, click the **pencil icon**.





**L.** To delete an item, click the **trash icon**.





**M.** Once all items have been entered, click **“Save.”**





Pre-defined Evaluation / Earning Credit



The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
Assignment(s) (Pass/Fail)	<p>This activity validates the following course learning outcome and/or EES learning outcomes:</p> <p><b>Course Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term</li> <li>[CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context</li> <li>[CLO 4] - Respond effectively in written and verbal formats using the style, methods and communication tools required in the workplace</li> </ul> <p><b>Essential Employability Skills</b></p> <ul style="list-style-type: none"> <li>[EES 3] - Execute mathematical operations accurately.</li> <li>[EES 5] - Use a variety of thinking skills to anticipate and solve problems.</li> <li>[EES 9] - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</li> <li>[EES 10] - Manage the use of time and other resources to complete projects.</li> </ul>
Self/Peer Evaluation(s) (Pass/Fail)	<p>This activity validates the following course learning outcome and/or EES learning outcomes:</p> <p><b>Course Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term</li> <li>[CLO 3] - Participate, as a member of a working team, to achieve team goals and objectives</li> <li>[CLO 5] - Use critical thinking to analyze situations, solve problems, and make decisions</li> <li>[CLO 6] - Reflect on your performance during the workplace experience</li> </ul> <p><b>Essential Employability Skills</b></p> <p>None selected</p>
Journal/Reflective Assignment(s) (Pass/Fail)	<p>This activity validates the following course learning outcome and/or EES learning outcomes:</p> <p><b>Course Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>[CLO 1] - Use industry-related skills and knowledge to fulfill requirements for the co-op work term</li> <li>[CLO 2] - Apply concepts, principles and skills learned in the academic environment to a real world context</li> </ul>

Navigation icons:    

Navigation icons:    

Navigation icons:    

Navigation icons:  

Course Outline  
 Land Acknowledgement  
 Course Description  
 Vocational Learning Outcomes  
 Essential Employability Skills  
 Course Learning Outcomes / Elements of Performance  
 Learning Resources  
 Learning Activities  
 Pre-defined Evaluation / Earning Credit  
 Prior Learning Assessment and Recognition  
 Other information  
 Course Related Information  
 Program Information  
 Department Information  
 College Related Information

## 6. Enter Prior Learning Assessment and Recognition Information

- A. Open the **Prior Learning Assessment and Recognition (PLAR)** section of the Course Outline by clicking the **pencil icon**.
- B. Using the checkboxes, select the PLAR method that best suits this course. PLAR assessment methods should generally align with the course’s primary assessment method. Thus, if a course is largely exam-based, an exam may be the most appropriate PLAR assessment method; if a course is more project-based, a portfolio or project/assignment may be most appropriate. As [Policy AA06](#) indicates that, outside of exceptional cases, all College courses should allow candidates to earn credit through PLAR, a rationale must be provided if a course cannot be challenged.
- C. Click **“Save.”**

The screenshot shows a web form titled "Prior Learning Assessment and Recognition" with a red box around the title. Below the title is a text area containing instructions: "Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning outcomes. Evidence of learning achievement for PLAR candidates includes:" followed by a list of checkboxes: "Not Applicable", "Portfolio" (checked), "Challenge Exam" (checked), "Performance Test", "Project/Assignment", and "Other". Below this is a section titled "Other Information" with a text area containing a confidentiality notice and a department-specific notice for the Zoology Department. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box.

## 7. Enter Course Related Information

- A. Open the **Course Related Information** section of the course outline by clicking the **pencil icon**.
- B. Enter Course Related Information into the text box. This may include information related to assignment format and submission requirements, late submission procedures and penalties, assignment extension procedures, attendance, etc.

Cooperative Education work terms facilitate the application of knowledge and skills students learn within their program of study. They support the development of essential employability and sector specific skills.

Please refer to the Co-op Handbook for Students and the Course Section Information (CSI) weekly schedule that outlines assignment due dates.

**Course Related Information**

**Program Information**

2615X01FWO - Zoo Management  
Program info for zoos.

**Department Information**

The **School of Animal Studies** considers the educational process an integral piece in our on-going responsibility for the health and welfare of the animals that provide us with companionship, entertainment and a livelihood.

As indicated at the time of registration in the program, Zoo Management is a research site for curriculum delivery models. To maintain the integrity of the research and a high quality experience for learners, the following situations may arise:

Cancel Save

**Note:** That this information will be binding across all sections of the course, if the course has multiple sections. If you prefer to leave such information to the discretion of each section’s professor/instructor, omit it here so that they may include their own variations in their Weekly Schedule/Course Section Information. If so, include only a statement saying, “Please refer to the Weekly Schedule for course-related information.”

## 8. Enter Other Course Information

**A.** Open the **Other Information** section of the course outline by clicking the **pencil icon**.

**Other Information**

Grade Scheme Display: Do not display grade scheme

Other Information To Include:

Select	Description
<input checked="" type="checkbox"/>	Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

ZOOS Specific Statements:

Select	Description
<input checked="" type="checkbox"/>	In all of the <strong>Zoo Management</strong> learning environments--theoretical, experiential, clinical, or work placement--the following behaviours will not be tolerated: <ul> <li>rough or overly physical horseplay.</li> <li>destructive or malicious monkey business.</li> <li>unwanted advances that are akin to fawning over clients, colleagues, or classmates.</li> <li>using peer pressure or other dishonest means to ferret out answers for tests and assignments.</li> <li>excessive badgering of faculty and staff for additional marks or assessment opportunities.</li> <li>disruption of classes using non-linguistic means (i.e., cat calls and wolf whistles), or</li> <li>collaborating in a herd, flock, pod, pack, band, or group on an individual assignment.</li> </ul> If these, or related behaviours, are observed they should be reported to department officials as soon as possible.

**B.** Click the “**Grade Scheme Display**” dropdown to select the appropriate grade scheme. *(Please note: The default according to [Policy AA14: Grading System](#) is 50% Pass. Only in exceptional circumstances is this higher in some courses. This is information that should be communicated and confirmed with the Program Coordinator. This should be the same information in the Student Information System.)*

The screenshot shows a web form titled "Other Information". It contains several sections:

- Grade Scheme Display:** A dropdown menu with options: "Do not display grade scheme" (selected), "Do not display grade scheme", "50% Pass", "60% Progression Requirement", "70% Progression Requirement", "Pass/Fail", "TEST Only: Apprenticeship Program", and "Display General Grade Scheme".
- Other Information To Include:** A table with columns "Select" and "Description". The first row is checked and contains the text: "Students are required to complete placement supervision established program." The second row is unchecked and contains the text: "Employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated institution, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op supervisor. Such concerns are not to be raised publicly either verbally, in writing, or in electronic forums. These matters are to be addressed through the appropriate channels." The third row is unchecked and contains the text: "Display General Grade Scheme".
- ZOOS Specific Statements:** A table with columns "Select" and "Description". The first row is checked and contains the text: "In all of the <strong>Zoo Management</strong> learning environments--theoretical, experiential, clinical, or work placement--the following behaviours will not be tolerated: <ul> <li>rough or overly physical horseplay,</li> <li>destructive or malicious monkey business.</li> <li>unwanted advances that are akin to fawning over clients, colleagues, or classmates.</li> <li>using peer pressure or other dishonest means to ferret out answers for tests and assignments.</li> <li>excessive badgering of faculty and staff for additional marks or assessment opportunities.</li> <li>disruption of classes using non-linguistic means (i.e., cat calls and wolf whistles), or</li> <li>collaborating in a herd, flock, pod, pack, band, or group on an individual assignment.</li> </ul> If these, or related behaviours, are observed they should be reported to department officials as soon as possible."

At the bottom right of the form, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

**C.** Any additional information available will appear in clickable boxes. Select those you would like to include.

**D.** Once complete, click “**Save.**”

## 9. Submit Course Outline for Approval

- A. To submit a course outline for approval, click the **“Submit”** button in the lower right corner of the screen.

The screenshot shows the course outline page for ZOO6000 Management Principles. The page includes a header with the Algonquin College logo and a search bar. The course details section lists the following information:

Pre-requisite(s)	N/A	
Co-requisite(s)	N/A	
Prepared by	This outline has not yet been submitted for approval.	
Approved by	This outline has not yet been approved.	
Approval date	This outline has not yet been approved.	
Normative hours	60.00	
Grading system		
Applicable Program	Level	Core/Elective
2615X01FWO - Zoo Management	1	Core

Below the table is a section for Land Acknowledgement. At the bottom right of the page, a blue 'Submit' button is highlighted with a red box.

- B. A second menu will appear, confirming you are ready to submit the Course Outline. You can add comments. When done, click **“Yes.”**

The screenshot shows the same course outline page as in the previous image, but with a 'Submit Course Outline' dialog box overlaid. The dialog box contains the following text:

Submit Course Outline

Are you sure we want to submit this outline?

Submission Comment (optional):

Enter any comments about this submission...

At the bottom of the dialog box, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box.