AA26   Course Outlines and Course Section Information

Classification: Academic Affairs

Responsible Authority: Dean, Academic Development

Executive Sponsor: Senior Vice President, Academic

Approval Authority: Algonquin College Executive Team

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PURPOSE

To establish the content structure of course outlines and provide a mechanism to document how course outlines are implemented in a specific course section

SCOPE

All courses attached to a program of study

DEFINITIONS

Word/Term	Definition
ACSIS	Algonquin College Student Information System
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean
CLR	Course Learning Requirement
EES	Essential Employability Skills
LMS	Learning Management System
PLAR	Prior Learning Assessment and Recognition

POLICY

1. Course outlines and weekly schedules document the curriculum at the course level.

2. 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.

3. Weekly schedule documents detail how the course outline is implemented with a specific group of learners within the context of a particular section.

4. An approved course outline is provided to each student via the student portal (ACSIS) and the Learning Management System (LMS) when the student timetable is released, as appropriate. Where the LMS is not assigned to a course, the course outline is provided in soft/hard copy.

5. At the beginning of every course, a weekly schedule is provided to each student. Where the student has access to a LMS, this environment is used. The weekly schedule links the course outline to a plan for its implementation within a specific course section.

6. All courses with the same title and number use a common course outline. Related courses in aligned programs, which have the same course title but which may have a different course number, also use a common course outline. Weekly schedules may be different for groups of learners in different sections.

7. Course outlines are reviewed and approved annually by the Academic Administrator.

8. Course outlines for full-time and part-time Ontario College Credential programs, degree programs, and college-approved certificates are developed, approved, and stored electronically on the Course Outline Mapping and Management System (COMMS).

9. Weekly schedules documents are completed utilizing template(s) available on the COMMS webpage and are then stored electronically in COMMS.

10. Course outlines are accessible to Prior Learning Assessment and Recognition (PLAR) candidates through an online course outline retrieval portal.

11. Students are expected to retain course outlines for future use in applications for transfer of credit to other educational institutions, or may retrieve them through the online course outline retrieval portal.
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PROCEDURE

Action		Responsibility
1.	General	
1.1	Ensure that course outlines are developed and the curriculum is mapped to program learning outcomes and standards.	Academic Administrator
1.2	Ensure that consultation on course outlines occurs between a department providing courses and program professors, as appropriate.	Academic Administrator
1.3	Ensure that in situations where course sections are offered by multiple departments, consultation on course outlines occurs between the program coordinators of these departments during development and review.	Academic Administrator
1.4	Prepare course outlines as described in Appendix 1 and submit for approval to the Academic Administrator.	Professor

1.5	Review and approve course outlines annually, or more often if necessary.	Academic Administrator
1.6	Provide the approved course outline to students at the beginning of each course. For students who have access to LMS, the course outline will automatically populate to the LMS once approved in COMMS.	Professor
1.7	Develop and make accessible the weekly schedule for each course section consistent with the approved course outline, describing the plan for delivery of the course to the students). This is to be uploaded to the LMS in the prescribed area of the course shell by the course start date.	Professor
1.8	Retain course outlines to support learning in the course and for future use in applications for transfer of credit to other educational institutions.	Students

SUPPORTING DOCUMENTATION

Appendix 1: Course Outline Components

RELATED POLICIES

AA13 Evaluation of Student Learning
AA14 Grading System
AA06 Prior Learning Assessment and Recognition
AA28 Essential Employability Skills
AA27 General Education
AA39 Program Progression and Graduation Requirements
AD04 Adoption and Ordering of Course Materials

RELATED MATERIALS

None

AA26: Appendix 1

COURSE OUTLINE COMPONENTS

Course outlines are to contain the following components:

1.   Course Information

1.1   Course number
1.2   Course title
1.3   School/department owning the course
1.4   Contribution to program of department owner
1.5   Applicable program(s)
1.6   Course hours (normative)
1.7   Grading System
1.8   Co-requisite course(s), if applicable
1.9   Pre-requisite course(s), if applicable
1.10   Academic activity level
1.11   Name of person preparing course outline
1.12   Name of person approving course outline
1.13   Approval date
1.14   Academic year for which outline has been approved

2.   Course Description
        The course description is downloaded from GeneSIS. It orients students to the course. It includes: the general purpose or 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.

3.   Relationship to Program Learning Outcomes

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.

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

4.   Course Learning Requirements and Embedded Knowledge and Skills
        The Course Learning Requirements (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.

5. Learning Resources

This area specifies any resources that are required, recommended or useful for all course sections. Additional details identifying 'Core Guiding Principles' for the adoption of learning resources can be found in Appendix 1 of the [AD04 Adoption and Ordering of Course Materials policy](#).

6. Learning Activities

This area describes significant learning activities which professors plan to help students acquire, practice 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.

7. Evaluation

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

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

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.

7.3   College grading numerical equivalent table.

7.4   Prior Learning Assessment and Recognition (PLAR). 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.

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