



Policy Number	4.4.1
Approval Body	Executive Committee
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## 4.4.1 COURSE OUTLINE PROCEDURES

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### ENABLING POLICY

#### 4.4 Course Outlines

### PROCEDURES

1. The accuracy and currency of all course information in a course outline is the responsibility of the Faculty offering the course.
2. The course outline format should be consistent with the Course Outline Form to enable students and others to easily assess the relevant information.
3. All course outlines should contain the following elements:
  - (a) Course name, course number, program name and the Faculty offering the course
  - (b) Course start and end dates
  - (c) Course start time and end time
  - (d) Course location
  - (e) Number of credits
  - (f) Total hours of the course, and if applicable, a weekly schedule
  - (g) A clear statement as to how attendance and participation will be assessed to alert the student and avoid misunderstandings
  - (h) Instructor name, office number and relevant contact information (telephone number; email; and office hours).
  - (i) Prerequisites, using course numbers and names where applicable.
  - (j) Statement of required or recommended resource materials (texts, materials, and/or equipment, etc.)
  - (k) Statement of course learning outcomes identifying the knowledge, skills, and attitudes that students are expected to learn and come away with.
  - (l) Course description, in narrative form, providing an overview of the essential course elements. The course description should place the course in its educational context by identifying students to whom the course is directed, course prerequisites and links to other courses in the program area or University's schools. Identification of delivery modes, the scope of the course material, level, subject area, medium, and other relevant information may be included.
  - (m) Indication of course content presented as learning outcomes that indicate expected student performance. These outcomes should reflect the course goals and describe such things as the topics, concepts, media, materials, etc. that the student will encounter.
  - (n) Statement of course methods (teaching strategies).

- (o) Statement of criteria and evaluation procedures specifying the weighting that is to be applied to each
  - (p) Statement drawing student attention to particular University policies that apply to the course such as plagiarism, repeated absences, shop practices, etc.
4. The diversity of courses in the University's many programs may necessitate inclusion of a number of additional elements in a course outline. All these cannot be specified in this procedure but should apply any information needed to assist students in meeting their learning goals. Course outlines should also include any of the following additional details regarding:
- (a) Assignments, their due dates, etc.
  - (b) Scheduling of course topics, presentations, group activities, field trips, etc.
  - (c) Equipment and safe handling
  - (d) Computer or other skills that may be required or recommended
  - (e) Specific information regarding procedures for prior learning assessment
  - (f) Waiver statement – the waiver statement should explain that unforeseeable circumstances may necessitate the alteration of course content, sequencing, timing or evaluation and that, as much as is possible, students will be given adequate notice of any such changes.
5. The course description that appears in a course outline is also used in various publications, such as the University calendar and/or in advertising. Any course changes that require modification of the course description should take into account the lead-time required for inclusion in such publications. It is important that the course description in publications and those in course outlines be consistent.