

Course Outline Procedures

Purpose

These procedures are intended to assist instructors in the creation of a course outline and to detail the procedures of collecting and archiving course outlines by the College.

Responsibilities of instructor

It is the responsibility of the instructor to produce a course outline as indicated in the Course Outline Policy F1003.

In creating a course outline, instructors will use the template (located in myLangara/College Forms) to produce the outline. Certain information is required in all course outlines, and this is detailed in the Course Outline Policy F1003.

Course outlines shall include a statement to ensure all students are aware of relevant College policies related to student progress and academic integrity and provide links to these policies:

- Student Code of Conduct (E1003)
- Code of Academic Conduct (F1004)
- Academic Standing – Academic Probation and Academic Suspension (E2008)
- Appeal of Final Grade (E2006)
- Withdrawal from Courses and Deferred Standing (E2011)
- Concerns about Instruction (F1002)
- Other relevant department policies

A privacy statement should be included in the textbook and course materials section, e.g.:

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Course outlines must be submitted as electronic documents (MS Word or PDF files) to the department chair.

Please use the following examples as guides for naming the MS Word or PDF files.

When an instructor is teaching all sections of the same course:

CourseSubject_CourseCode_InstructorLastName_YearTerm.doc

Example: MATH_1171_Fitzgibbons_201610.doc (or .pdf or .docx)

When an instructor is teaching one or more sections of a multi-section course:

CourseSubject_CourseCode_Section_InstructorLastName_YearTerm.doc

Example: MATH_1171_002_Fitzgibbons_201610.doc (or .pdf or .docx)

When one outline is used for all sections of a course (not instructor-specific):

CourseSubject_CourseCode_Generic_YearTerm.doc

Example: MATH_1171_**Generic**_201610.doc (or .pdf or .docx)

It is very important that these naming conventions are followed so that the archive of course outlines can be easily searched.

Responsibilities of department chair

Department chairs are responsible to ensure that all course outlines are forwarded as digital files (preferably pdf) to his/her division assistant at the start of the semester. Deadline for submission is the second week of the semester.

Department chairs should ensure all new instructors have a copy of the

- these procedures
- Course Outline Policy F1003
- the course outline template, and
- examples of course outlines based on the template.

All four of are available through myLangara.

Responsibilities of the division assistant

The division assistants will collect all course outlines for his/her division by the end of the second week of classes. By the end of the third week of classes, the division assistant will store the course outlines in J:\DIV-CHAIR\Course Outlines, for access by Registrar and Enrolment Services.

Responsibilities of Registrar and Enrolment Services

Registrar and Enrolment Services (RES) staff will process requests from students for course outlines for prior semesters. Accessing the files in the shared J Drive, RES staff will print the requested course outlines for the student and mark the outlines with the College stamp and/or seal. If the particular course outline is not available, then RES staff will try to find a suitable replacement such as a course outline from a different section of the same course, or a course outline for the same course taught in a different semester.