

F1003 – COURSE OUTLINE AND SYLLABUS

PROCEDURES

Official Course Outline Procedures

Purpose

These procedures are intended to assist in creating a public document that reflects Education Council (EdCo) approved courses and to describe the responsibilities in storing and posting these documents.

Responsibilities

The department chair or program manager/program coordinator is responsible for ensuring accuracy after each EdCo approved curriculum change. Registrar and Enrolment Services (RES) are responsible for posting course outlines on the College website.

File Naming Convention

The outline used for all sections of a course (not instructor-specific) shall be named as follows:

CourseSubject_CourseCode_Generic_YearTerm.doc

Example: MATH_1171_Generic_201610.doc (or .pdf or .docx)

Course Syllabus Procedures

Purpose

These procedures are intended to assist instructors in creating a course syllabus and to detail the procedures for collecting and archiving syllabi by the College.

Instructor Responsibilities

It is the responsibility of the instructor to produce a course syllabus as indicated in the **Course Outline and Syllabus Policy F1003**.

In creating a course syllabus, instructors must use the template for the given semester. Certain information is required in all course syllabi, and this is detailed in the Course Outline and Syllabus Policy F1003.

They must use the designated template (in accessible format) for the given semester. Required information is detailed in Policy F1003.

Course syllabi must include references and links to relevant College policies, as applicable:

- Standards of Student Conduct (E1003)
- Academic Integrity (F1004)
- Academic Standing (E2008)
- Appeal of Final Grade (E2006)
- Withdrawal from Courses and Deferred Standing (E2011)
- Concerns about Instruction and Course Delivery (F1002)

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- Academic Accommodation for Students with Disabilities (E1005)
- Relevant department policies
- A link to the Student Services landing page on the College website.
- A link to <https://langara.ca/contact/safety-security/health-and-safety/cybersecurity>

Course syllabi must be submitted as electronic documents to the department chair or program manager/program coordinator.

The course specific syllabus shall be named as follows:

CourseSubject_CourseCode_Section_InstructorLastName_YearTerm.doc

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

Following these naming conventions is essential for efficient archiving and retrieval.

Department Chair / Program Manager/Coordinator Responsibilities

Department chairs or program managers/coordinators are responsible to ensure that all course syllabi are forwarded as digital files (preferably pdf) to their **division assistant/program area** by the **second week of the semester**.

Department chairs or program managers/coordinators should ensure all new instructors have a copy of the:

- Course Outline and Syllabus Policy F1003 and related procedures
- Official Course Outline
- Course syllabus template and where to find it
- Sample syllabi based on the template

Division Assistant Responsibilities

The division assistants/program area will collect all course syllabi for their 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 syllabi in the appropriate electronic location, for access by Registrar and Enrolment Services.

Registrar and Enrolment Services Responsibilities

Registrar and Enrolment Services (RES) staff will process requests from students for course syllabi for prior semesters and provide them as required. If the particular course outline is unavailable, RES staff will try to find a suitable replacement.