

### Policy Statement

A Course Outline will be made available on the Columbia College website. Students will be emailed a link to access the Course Outline a week prior to the start of classes.

### Purpose

This policy is intended to ensure that students receive pertinent and clear course information to assist them in planning for academic success, that a standardized process exists to create Course Outlines, an established approval process be outlined, and that permanent electronic records of approved Course Outlines are maintained.

### Scope

This policy applies to all credit courses and College Prep courses at Columbia College.

### Related Forms and Policies

#### *Forms:*

- Course Outlines Template (ADM-F138)
- Application for Deferred Examinations (SSPP-F012)
- Application for Assignment Extension (SSPP-F013)

#### *Policies:*

- Student Appeal Policy (ADM-P177)
- Student Code of Conduct Policy (ADM-P229)
- Attendance Policy and Regulations (ADM-P151)

### Guidelines:

#### **A. Responsibilities:**

1. The Department Chair or designate is responsible for reviewing the department's Course Outlines to ensure they are complete and consistent with all College and Department Policies.
2. The Vice President Academic is responsible for reviewing the Course Outlines for their academic quality and completeness according to Columbia College policies and the requirements of external governing bodies.

3. The Registrar's Office is responsible for:
  - Reviewing Course Outlines for consistency and formatting
  - Distributing approved Course Outlines to the Department Chair and facilitators
  - Providing students will a link to the Course Outlines
  - Storing all approved Course Outlines
  
4. The Registrar's Office is responsible for completing the following areas of the Course Outline:
  - Course Name and Course Code
  - Lecture Number (If there is only one lecture, place a "1" in this space.)
  - Date of first class
  - Semester Dates for which the course is being offered; rescheduling holiday dates
  - Name of facilitator, contact phone number and contact e-mail address (faculty should create a separate professional email address outside of their own personal address for distribution and correspondence with students)
  - Class time and Location
  - Credit hours and prerequisites (if no prerequisites, put N/A)
  - Accreditation information if applicable
  - Course description as is appears in the Columbia College Academic Calendar
  - A list of all required textbooks and equipment needed for the course
  
5. The Department Chair is responsible for:
  - A bulleted list of the learning outcomes the students will achieve
  - A bulleted list of course topics
  - A list of any recommended readings
  - Completion of the evaluation information showing how grades will be determined
  - Description of the assignments that will be assigned during the course with due dates
  - Course Overview
  
6. The facilitator is responsible for:
  - a. Reviewing and providing feedback on learning outcomes, course topics, assignments, due dates, course overview.
  - b. Reviewing and discussing the course outline with the students at the commencement of the course. If a student is absent, the student is responsible for reviewing the Course Outline.

## **B. Shared 'Liberal Arts' Course Outlines**

1. Each of the shared liberal arts courses offered at Columbia College will use the same Course Outlines (outcomes, assignments and rubrics).
2. The shared liberal arts course outlines are to be distributed to each of the Department Chairs who share this course to capture each of their respected feedback.

## **C. Procedure for Submitting Course Outlines for Approval**

1. The Department Chair will prepare the Course Outlines for each semester.
2. The Department Chair will forward the Course Outlines in electronic format to the Vice President Academic for review.
3. The Vice President Academic will review the Course Outlines and forward these to the Registrar's Office. If changes are needed, the Vice President Academic will contact the Department Chair in order to discuss the changes.
4. The Registrar will provide the President a link to the approved Course Outlines.

## **D. Changes to the Approved Syllabus**

1. Changes to the approved Course Outline may be made any time by following the regular process of Course Outline submission.
2. Changes to the Course Outline should not normally be made after students have received it. If the facilitator requires a change at this point, the facilitator will request the change to be approved by the Department Chair, who may approve the change and forward the revised Course Outline according to the process outlined in this document.

## **E. Timelines**

1. Five weeks or earlier before the start of a course, the Department Chair will provide the facilitator with the Course Outline for review. The facilitator will be given two weeks to complete this step.
2. If there are any changes to the Course Outline, the Department Chair will make the changes and follow the remainder of the process for submitting Course Outlines.

## F. Evaluation Guidelines

The following information provides consistency in distribution of marks and final grades. Changes to this distribution must be approved by the Vice President Academic and Registrar prior to making any changes.

ITEM	Value
Participation & Professionalism	5%
Passive Assignment (optional)	5%
Daily Tests (learning activities, post-tests)	20%
Assignments	30-45%
Final Exam	30%

1. Participation & Professionalism – Columbia College approved rubric will be used.
2. Passive assignment category (optional)  
*Examples of passive assignments: homework assignments; class activities where a formal evaluation and awarded grade for content is not done/ rather the student obtains marks for completing and submitting work or performing an activity.*
3. Having one daily test dropped should only be used if there are 8 or more quizzes assigned in a 5 week course and it is at the discretion of the facilitator.
4. In class group learning activities are encouraged but individual student assessments should be made.
5. Where a term paper is required, a maximum of two assignments for a 5 week course with a maximum of 5 pages or 1250 words per assignment (content, not counting the title page or reference page) would constitute a reasonable work load. A course may have one project that constitutes its assignment category and this would contain a maximum of 10 pages or 2500 words.
6. Assignments should be spread out throughout the 5 week course and not all be due in the final week of the course when students will need to study for their final exams.
7. Final exams may take a number of formats: take-home exams, projects, assignments, etc.

## G. Required Statements in Course Outlines

The following statements are required in each Course Outline and should not be altered.

### Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension* form (SSPP-F013) that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office, and from Department Chairs.

### **Requesting an Examination Deferral:**

If you are requesting an exam to be deferred, you must submit an *Application for Deferred Examinations* form (SSPP-F012) to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802 – Main Office, and from Department Chairs.

### **Attendance Requirements:**

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations* (ADM-P151) for detailed information on Attendance Requirements.

### **Academic Integrity:**

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the Student Code of Conduct Policy (ADM-P229). Students are encouraged to familiarize themselves with this policy and avoid any behaviour that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

### **Student Conduct:**

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the Student Code of Conduct Policy (ADM-P229) and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behaviour in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

**Appeals:**

Please refer to the Student Appeal Policy (ADM-P177).

**Students with Temporary or Permanent Disabilities:**

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing [disabilityservices@columbia.ab.ca](mailto:disabilityservices@columbia.ab.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review the Accommodation Policy and Handbook.

**Student Support:**

Students should be aware that Life Coaching, Career and Disability Services, and Student Learning Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in Building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.