



OFFICIAL COLLEGE POLICY

COURSE OUTLINE – (PLAN D'ÉTUDES) **OFFICIAL COLLEGE POLICY**

COURSE OUTLINE – (PLAN D'ÉTUDES)

Division or Sector: Academic
Responsibility: Academic Dean

Approved by the Vanier College Board of Directors: June 14, 2016.

Approved by Academic Council: May 20, 2016.

Approved by Academic Council: May 27, 2011.

COURSE OUTLINE – (PLAN D'ÉTUDES)

1. SCOPE

- 1.1 All credit courses.

2. PURPOSE

- 2.1 To ensure that students receive a detailed Course Outline (Plan d'études) for each of their courses within the first week of the semester.
- 2.2 To describe the Course Outline requirements established by the Ministry and the College.
- 2.3 To define and detail the mechanisms by which Course Outlines should be distributed and archived.

3. DEFINITIONS

- 3.1 **Program:** An integrated set of learning activities leading to the achievement of educational objectives based on set standards (REC, 2008).
- 3.2 **Course:** A set of learning activities for which credits are attributed (College Education Regulations or Règlement sur le régime des études collégiales – REC, 2008)¹
- 3.3 **Course Content:** The themes or topics to be addressed in the course (McGill Course Outline Brief Guide, 2010²).

4. TEACHER RESPONSIBILITIES

For each course and section taught, each teacher will:

- 4.1 Produce a Course Outline that follows, all College policies and departmental standards and guidelines and Article 20 of the REC.
- 4.2 Produce a Course Outline that includes the basic information listed in the Course Outline Checklist provided in Appendix 1 (**additional information can be added as necessary**).
- 4.3 Submit electronically the Course Outline for each course and section taught via the designated College system at least five working days before the beginning of classes in each semester. Once submitted, the Course Outlines will be available to students registered in the course, the teacher, the appropriate coordinator, and the respective Faculty Dean or Director of Continuing Education. The Academic Dean's and Registrar's Offices will have access to all Course Outlines.
- 4.4 Review the Course Outline with the students in each of their courses during the first week of classes.
- 4.5 Follow the stipulations (competencies, content, evaluation, etc) presented in their Course Outline.
- 4.6 Advise students, the Department/Program Coordinator and the Faculty Dean or Continuing Education Director or Coordinator, in writing, if changes in course content or procedures become absolutely necessary during the term. Discretionary changes to course content and/or procedures shall be agreed upon between the students and teacher, with written notification

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French version

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=//C_29/C29R4.htm or

English version -

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FC_29%2FC29R4_A.htm

² Teaching and Learning Services, McGill University (2010), McGill Course Outline Brief Guide.

provided to the Department/Program Coordinator and Faculty Dean or Continuing Education Director or Coordinator.

- 4.7 In cases where multiple sections of the same course are offered in the same semester, departments should develop model Course Outlines (templates) that promote equity between the sections. Similarly, departments are encouraged to develop model Course Outlines (templates) for all courses.
- 4.8 In the case where a course is team taught, one teacher will be responsible for completing the Course Outline after consultation and input from the other teacher(s).

5. DEPARTMENTAL/PROGRAM COORDINATOR RESPONSIBILITIES Each

Departmental/Program Coordinator (or designate) is required to:

- 5.1 Review the Course Outlines of courses offered by their department to determine if they comply with the ministerial, collegial and departmental policies and guidelines before the start of classes.

6. FACULTY DEAN & DIRECTOR OF CONTINUING EDUCATION RESPONSIBILITIES

- 6.1 Each semester, the Faculty Deans and the Director of Continuing Education (or designate) review Course Outlines for their area to ensure that they have all been submitted and that they comply with the ministerial, collegial and departmental policies and guidelines.
- 6.2 Electronic copies of each Course Outline should be archived in the Faculty/Continuing Education office.

7. ACADEMIC DEAN RESPONSIBILITIES

- 7.1 Each semester, the Academic Dean (or designate) reviews Course Outlines to ensure that they have all been submitted and that they comply with the ministerial, collegial and departmental policies and guidelines and archives electronic copies in the Academic Dean's office.

8. REGISTRAR RESPONSIBILITIES

- 8.1 The Registrar's Office is required to store all Course Outlines from all previous semesters in electronic version, filed by semester. Official copies are available upon request to the Registrar's Office. There is a charge for this service.

APPENDIX 1: VANIER COLLEGE COURSE OUTLINE POLICY REQUIRED INFORMATION*

1. **Course Information:**

- 1.1 Name of College, Faculty or Continuing Education and Program or Department
- 1.2 Course title
- 1.3 Course number (8 characters - numbers and/or letters)
- 1.4 Course section number
- 1.5 Semester (including date, e.g., A'11)
- 1.6 Course description (from official program document)
- 1.7 Course ponderation (Theory, Lab, Homework)
- 1.8 Course pre-requisites (if any)
- 1.9 Teaching methods
- 1.10 Course Content
- 1.11 Required reading material
- 1.12 Bibliography 1.13 Additional expenses

2. **Teacher Information:**

- 2.1 Teacher name, email address, office telephone number, and office location
- 2.2 Availability to students beyond classroom times (for example, office hours)

3. **Student Learning:**

- 3.1 Competency(ies), elements of the competency, and performance criteria or learning outcomes to be achieved (from official program document)
- 3.2 Approximate dates of major assessments and other important activities
- 3.3 Assessment and evaluation: A list of the major assessment activities, including a breakdown on how the marks are to be assigned (by percent). A maximum of 30% is permitted during the last two weeks of a 15-week course or 20% in the case of courses with a compulsory final exam in the final exam period or the equivalent for courses of different duration)

4. **Course Policies:**

A statement regarding the College policies on *Student Academic Complaints* (see 7210-8), *Cheating and Plagiarism* (see 7210-31), *Student Misconduct in the Classroom* (7210-19), *Code of Conduct*, Religious Holy Day Absences (see *IPESA*, Section 2.2.6), and *Student Proficiency in the Language of Instruction* (see 7210-33), as well as any teacher or course-specific rules/guidelines that students should adhere to (see Appendix 2).

*Additional information can be added as necessary

APPENDIX 2: SAMPLE COLLEGE POLICY STATEMENTS

Course Policies

General Academic Policies:

It is the student's responsibility to be familiar with and adhere to the Vanier College Academic Policies. These policies can be found online on the Vanier College website, under *Policies*. Your attention is drawn in particular to the following policies. A brief summary of each is included.

Student Academic Complaints (Policy number 7210-8): The Vanier College Student Academic Complaints Policy and procedures puts an emphasis on mediation as the primary means to resolve complaints in the academic area. If you have a problem with a teacher and have been unable to resolve it by talking with him or her, you may wish to enlist the help of the Faculty Mediation Committee. The committee member names and contact information are available in Student Services or through the office of the Faculty Dean.

Cheating and Plagiarism (Policy number 7210-31): Any form of cheating or plagiarism will result in a grade of zero on the test or assignment and a letter from the teacher will be placed in your file. A repeated offence may lead to even more serious consequences. Please consult the Vanier Student Writing Guide, the Vanier College Catalogue, the Student Handbook, and your teacher for more information.

Student Misconduct in the Classroom (Policy number 7210-19): This policy provides guidelines for handling cases of student misbehaviour in the classroom and other instructional settings. Such cases may include conduct that is abusive to the teacher and/or other students, or disruptive to the teaching/learning process. This policy does not limit the teacher's or the College's right to take immediate action in cases of imminent danger to persons or property.

Code of Conduct: The Code of Conduct sets forth principles, guidelines and norms of behavior expected from all individuals present at Vanier College, including students, faculty, employees, administrators, members of the Board of Directors, contractors and visitors.

Student Absences for Religious Holy Days (see IPESA, Section 2.2.6): Students whose religious obligations require them to be absent from the College on a holy day not formally recognized in the College calendar must inform their teachers, in writing, during the first week of classes, of the particular date(s) and times of the religious holy days on which they must be absent by completing and submitting to their teacher the *Religious Holy Days Absence form* found on the *Registrar's Office* page on the Vanier College website <http://www.vaniercollege.qc.ca/registrars/request-forms/religious-holy-days>. Absences approved in this manner are considered to be excused absences. Students are responsible for material covered in the classes and labs they miss.

Student Proficiency in the Language of Instruction (Policy number 7210-33): The purpose of this policy is to foster student proficiency in English, the formal language of instruction at Vanier College. Emphasis on literacy and communication skills (writing, reading, speaking, and listening) is essential to students' academic and professional success.