



Policy	#3-35
Approved By:	Education Council
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Administrator Responsible:	Executive Vice President Academic & COO

COURSE OUTLINE

POLICY STATEMENT

North Island College (NIC) will provide students with a course outline (also called a syllabus) for all courses that have an authorized course description (ACD). The course outline provides information about course content, evaluation and course delivery. The course outline is considered a contract between the student and the college and must be consistent with the ACD.

PURPOSE STATEMENT

The purpose of this policy is to ensure course outlines are developed, revised, provided to students and managed consistently across the College and in accordance with NIC policies.

PRINCIPLES

1. All course outlines will accurately reflect their ACD.
2. Instructors will adhere to the course outline.
3. Course outlines constitute a statement of responsibilities and obligations for both instructors and students and include key components as described in this policy.
4. Students will receive the course outline on or before commencement of instruction.
5. During course delivery, an outline may only be changed in exceptional circumstances. If an outline must be revised in such a way as to affect its evaluative forms, weightings or schedule: students must be consulted, changes may not contravene the course ACD, and approval must be provided by the department chair/designate and dean. The revised course outline must be provided to each student.

Definitions:

Authorized Course Description (ACD)

A document defining the educational components of a course, which have been approved by Education Council. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/co-requisites, course description, content, learning outcomes, evaluation methods, and minimum instructor qualifications. All sections of the course must adhere to the components as listed in the ACD for that course.

Guidelines:

1. Submission

The course outline must be made available to the students on commencement of instruction. A separate outline must be prepared for each scheduled offering of the course. Instructors are advised to carefully review each outline with students.

Course outlines must be submitted to the department chair/designate for review by the instructors in electronic form, with the last-date-modified clearly exhibited prior to the first day of classes. The department chair/designate will forward the course outlines to the dean.

2. Completeness

Because of the diversity of courses and delivery methods, outlines may vary in the amount of detail they contain and may consist of more than one document. Outlines and templates shall contain the following:

- a. A masthead identifying North Island College;
- b. The course name, code and section, and credit assignment (in credits or hours);
- c. The instructor's name and contact information (i.e. office telephone number, office location, and NIC e-mail address) and office hours;
- d. The calendar description;
- e. Prerequisites and Co-requisites (if any);
- f. Learning outcomes taken from the ACD;
- g. A timetable or comprehensive schedule of days indicating, as nearly as possible, dates for readings, assignments, and examinations;

- h. A provision should be included for unforeseen events or differing paces between different groups. This must comply with Policy 3-33, Evaluation of Student Performance;
- i. A brief description of the means by which student performance will be evaluated (assignments, examinations, tests, quizzes, labs, practice appraisal forms, or other forms of student evaluation) and the percentage or weighting of the final mark assigned to each evaluation component. This must reflect the evaluation methods described on the ACD and comply with Policy 3-33, Evaluation of Student Performance;
- j. Late submission penalties;
- k. A list of required texts and materials;
- l. Special activities (e.g. field trips, practical) and supplies, equipment or technology for which additional costs may be incurred;
- m. Information alerting students to key NIC policies as outlined in the Course Outline template in Appendix A; and
- n. Internal program regulations, as guided by other NIC policies, such as setting out requirements including attendance, missing tests, documentation, classroom and lab conduct, safety, test/examination re-writes.

3. Accuracy

It is the responsibility of the instructor to teach the course as described in the outline. In courses for which there are multiple offerings, NIC recognizes that the same learning outcomes may be achieved in a variety of ways.

4. Supporting Policies

In the event of an academic complaint or appeal by a student, the course outline shall be provided to the relevant committee, facilitator or contact person by the office of the dean.

5. Amending Outlines

Once issued, a course outline may not normally be amended during the term of instruction.

Cross Reference:

Community Code of Academic, Personal and Professional Conduct Policy #3-06

New Program Approval Policy #3-07

New Course and Significant Course Change Policy #3-15

Student Appeal Policy #3-30

Student Complaint Resolution Policy #3-31

Evaluation of Student Performance Policy #3-33

Sexual Violence and Misconduct Policy #3-34

APPENDIX A
Course Outline Template

MASTHEAD
North Island College
Faculty of xxxx
Department

1. Course Information

Course Name, Code, Section, Credits/hours

Campus, Term, Year

Delivery Mode

Course Name, Code, Section, Credits/hours

Pre-requisite:

Co-requisite:

Course Outline Revision date (if applicable)

2. Instructor Information

Full name and title

Contact information:

- Phone number
- NIC email address
- Office location
- Office Hours

3. Course Content

- Calendar descriptions from the Approved Course Descriptions
- Learning outcomes from the Approved Course Descriptions
- Required texts and materials
- Recommended texts and materials, including materials for labs and field trips for which the students may incur extra costs
- Technology

4. Schedule and Evaluation (may be presented as a chart or list)

- Topic list and approximate dates for each
- Method of evaluations, schedule of tests, assignments and other evaluations, including the weighting of each.
- Special activities

- Any course specific conditions that are required to pass the course must be outlined. Such conditions may include but are not limited to:
 - i. Minimum attendance at lectures, labs, practicum placements, etc;
 - ii. Minimum overall grade on specific components of the course; and
 - iii. Minimum required grade on final examination.

5. Statement regarding attendance, missed examinations and other due dates

A clear statement describing how absences and missed due dates will be handled must be included. Such statements will include illness and non-illness reasons and must refer to the appropriate policies and program handbooks.

6. Additional Statements

Electronic Devices – a clear statement on the use of all forms of electronic devices, when and where they are permitted or banned must be included.

Student Identification – a statement advising that students should be prepared to have picture ID during final examinations.

Final Examination Period –for courses that require a Final Examination (i.e. one scheduled by the office of the registrar), the course outline must include a clear statement advising students that they must be available during the entire examination period.

7. Policy Statements

[Community Code of Academic, Personal and Professional Conduct \(3-06\)](#)

[Sexual Violence and Misconduct Policy \(3-34\)](#)

[Evaluation of Student Performance Policy \(3-33\)](#)

[Student Complaint Resolution Policy \(3-31\)](#)

[Student Appeals Policy \(3-30\)](#)

[Instructional Accommodation and Accessible Learning Services \(3-17\)](#)