



Course Outline Procedure	
Parent Policy: Course Outline Policy	
Category: Academic	Approval Date: June 24, 2022
Procedure Owner: Academic Council	Effective Date: July 1, 2022
Procedure Administrator: Academic Policy Committee	Review Period: 5 Years
Associated Documents: N/A	

PURPOSE

This Procedure establishes a consistent process for creating, reviewing, approving, and posting Red Deer Polytechnic course outlines.

Note: Schools may have specific templates for course outlines.

PROCEDURE

For Instructors Creating a Course Outline

1. The instructor of the course, or designated program faculty member, is responsible for creating a course outline and submitting it for approval.
2. When creating a course outline, standard elements are included to provide clear and transparent information to students and to ensure that the purpose of a course outline is met. The order and flow of the following standard elements may follow a designated School course template.
3. Instructors will consult directly with the appropriate School for their most current template.
4. Standard Elements on a course outline include the following:
 - a. Department, School, and Red Deer Polytechnic letterhead (or use School specific letterhead).
 - b. Academic Calendar information:
 - i. Course Code and Full Course Name.
 - ii. Approved Course Description, including prerequisite and/or co-requisites (if any) and credit hours.
 - c. Current Timetable Information including:
 - i. The academic term and year of the course offering.

- ii. Primary methods of delivery (e.g., face-to-face, blended, online, hyflex) as timetabled for the academic year.
 - iii. Room number (unless online).
 - iv. Required class meeting times, including required alternate learning experiences outside of scheduled class times as timetabled for the academic year.
- d. Names and pertinent contact information for all instructors involved in the section of the course. For those for whom instructor information is not available, “TBA” will be noted. Once the information becomes available, it will be provided on Blackboard or as a minor change to the course outline. Please note, as course outlines are published on the Red Deer Polytechnic website, personal contact information and physical office location should not be included on the course outline but can be communicated to students in other ways such as through the Learning Management System.
- e. Preferred contact information (e.g. rdpolytech.ca email, Blackboard Messages, Teams Messages), including anticipated response times and personal communication preferences.
- f. Academic Schedule Dates: The following dates must be included in all course outlines as set by the Academic Schedule Policy and published in the Academic Schedule, found on the Polytechnic Events calendar, as they impact student success:
 - i. The date and method by which Midterm Feedback will be available to students.
 - ii. The date to Add/Drop courses without financial penalty.
 - iii. The date to Withdraw without academic penalty.
 - iv. The dates on which the Polytechnic is closed or on which there are no scheduled classes.
- g. A statement specifically referencing a student’s right to access Red Deer Polytechnic’s Student Supports and services and policies relating to Student Rights and Responsibilities, Accommodations for Students with Disabilities and related procedures relating to student conduct, grade reappraisals, student appeals. Hyperlinks to the Student Services and Policies webpages will be included wherever possible. A statement encouraging students to browse the Red Deer Polytechnic Student Services webpage and connect with staff from any of the Polytechnic's supports and resources for help.
- h. A statement describing the process for making changes to the approved course outline and a statement about when such changes might be made. This process is described under the “For Submission and Approval of Course Outlines” section of this Procedure.
- i. Curriculum information including:
 - i. Course outcomes used consistently across sections as approved by School Council and recorded on the curriculum elements sheets. The Associate Dean, or designate, should be contacted if an instructor does not have the current curriculum elements sheets for their course.

- ii. Course topics or menus from the Curriculum Element Sheet (either as agreed by the faculty or with room for instructor choice).
 - iii. Learning Activities: a brief description of the types of learning activities stemming from the curriculum elements that students may expect to encounter and that may be subject to change following the pedagogical requirements of the institution (e.g. lecture, group work, guest speakers, flipped classroom, online discussions, etc.).
 - iv. Assessment methods, including participation, attendance, or professionalism, used in the course and the weight of each as it relates to the calculation of the Final Grade. Assessments must be quantified, qualified, and provide all students with equal opportunity to achieve. Please refer to the Assessment and Grading Policy for more information.
 - v. Due dates for all graded assessments using specific dates or anticipated timelines (indicated by “the week of” or “between X and Y date”) if flexible or student-driven due dates are utilized. Changes to due dates must not contravene the Final Examinations Policy.
 - vi. A brief description of the expectations as they relate to the grading criteria for each assessment and/or a statement referring students to additional assessment details and/or rubrics/marketing guides.
 - vii. A statement of penalties and procedures for late or missed graded assessments.
 - viii. A statement indicating if any or all components of the course must be either attempted or passed to successfully pass the course.
 - ix. If the course includes a Final Exam, a statement indicating that the Final Examinations Policy is followed.
- j. A list of required textbooks, equipment, and materials.
 - k. A list of any supplemental, recommended, or optional textbooks, readings, equipment, or materials (if any) and the manner in which they can be accessed e.g., hyperlinks, etc.
 - l. A statement on academic integrity and academic misconduct and provide a link to the Academic Integrity Guide produced by the Library. Hyperlinks will be used wherever possible.
 - m. A statement informing students if a plagiarism detection tool, such as SafeAssign that places student work in a global repository. Students must be able to view the Originality Report.
 - n. A statement advising students if online monitoring of assessments with a tool such as Respondus Lockdown will be used.
 - o. A statement that refers to the recognition of prior learning with a hyperlink to the Recognition of Prior Learning and Transfer Credit Policy and its associated procedures. It should also state that “Students should refer to the Red Deer Polytechnic Calendar for a list of excluded courses.”
 - p. A statement informing students if, and under what conditions, audio, or video recording of class by students is permissible outside of approved accommodation agreements.

- q. A statement informing students if the class will be recorded by the instructor for review by the class and including a standard FOIP statement.
 - r. A statement advising students to check their rdpolytech.ca email, Blackboard Messages, and Loop Announcements regularly for important information (per Student Rights and Responsibilities Policy).
5. Optional Elements on a Course Outline include the following:
- a. Content or Trigger Warnings (see Sample Statements on the CTL website).
 - b. Teaching Philosophy Statement to inform students about the instructor's beliefs about teaching and learning (and how this is enacted in the learning environment).
 - c. Expanded Course Description.
 - d. Rubrics and Grading Guides/Marking Guides.
 - e. Letter Grading Scale to Percentage Conversion Chart if used (required if converting from percentages to Letters).
 - f. Explanation of Usage of the Learning Management System.
 - g. Classroom Norms.
 - h. Links to Online Classroom Websites or Online Textbook Resources.

For Submission and Approval of Course Outlines

1. Each School may have a particular procedure for the submission and approval of course outlines. Please consult your Program Assistant and/or Associate Dean for clarification.
2. The instructor (or the designated faculty member) will create a course outline that meets all elements of the Course Outline Policy. They check with the School's Associate Dean or designate (Program Assistant) for a template or, if no template is used in the School, for any information about School norms for course outline creation.
3. The instructor sends the completed electronic copy to the Associate Dean or designate by the School-specific deadline for review and approval before the first day of classes. Consult your School for specific deadlines each term.
4. Any changes to the course outline must not conflict with another Polytechnic policy.
5. Any substantive changes such as changing the weighting of assessments, or mode of delivery must be proposed to and approved unanimously by students. Instructors will communicate to the students the process to make changes and what circumstances might lead to changes. These changes must be approved by the Associate Dean.
6. Institutional changes do not require the proposal and approval process outlined in section 5.
7. Minor changes such as the order of topics, reading schedule, etc. are instructor purview and do not require the proposal and approval process outlined in section 5.
8. Any revised course outlines would be re-issued to the class and published on the course outline database.
9. On or before the first day of class, the instructor distributes the course outline electronically to all registered students.

10. Instructors will review with students the course outline and course schedule on the first day of classes, or at the earliest opportunity. Students shall be given the opportunity to ask questions.

For Associate Deans (or Designate) and School Administrators

1. Associate Deans, or their designate, will follow, at minimum, the following steps:
 - a. Provide the most current School Template for course outlines to Instructors.
 - b. Thoroughly review the electronic copy of the course outline for completeness and consistency with associated Curriculum Element Sheets, the Course Outline Policy, the Course Outline Procedure, additional Polytechnic policies and School standards, collaborative agreements (if applicable), and term dates.
 - c. Ensure that the Final Exam Policy is being followed if the course has a final exam. E.g., exams written in the last 7 days of classes are weighted at *less than* 20% of the final mark and scheduled final exams have a weighting of at least 20% and no more than 50% of the final grade.
 - d. Review with faculty the approval process should the instructor require changes to the course outline after initial approval.
 - e. Initial and electronically stamp as approved if error-free.
 - f. Include a statement indicating that “No changes will be made to this course outline without the consent of the class and the approval of Associate Dean of the relevant School” followed by
“First name, last name, Associate Dean, School of _____
Approval Date: Month Day, Year”.
 - g. Forward the approved course outline in PDF format to the instructor and the holder of the School’s files.
 - h. The holder of the School’s files publishes the approved course outline to the online database by the end of the first week of classes.

DEFINITIONS

Assessment: the practice of identifying student learning outcomes, measuring/observing the extent to which outcomes are achieved, and using that information to maintain or improve student learning. Assessment is used by instructors at the course level to determine a student’s achievement of specific outcomes.

Course Outcomes: measurable statements, using verbs from Bloom’s Taxonomy.

Course Schedule: a detailed schedule of the course, deadlines for assignments, and additional details.

Curriculum Element Sheets: the official documentation standard for curriculum at Red Deer Polytechnic. Curriculum elements include a program map and information for each course in a program.

Learning Activities: activities that help students prepare for the assessments that will measure whether they have attained the course outcomes. There can be overlap between learning

activities and assessments. Learning activities cover a broad range of options. Please consult the Centre for Teaching and Learning for more information.

Learning Management System (LMS): the virtual learning environment for all courses. These LMS course sites allow instructors to deliver and assess learning in a virtual environment.

Midterm Feedback Date: the date, set in the Academic Schedule (Academic Schedule Policy, page 2), by which students receive feedback from instructors on assessments completed by the midpoint of the academic term. Instructors determine the best method to communicate midterm feedback to students.