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## COURSE OUTLINES

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<b>POLICY NUMBER</b>	<b>ED 8-3</b>
<b>APPROVAL DATE</b>	<b>JULY 27, 2009</b>
<b>PREVIOUS AMENDMENT</b>	<b>MARCH 24, 2004</b>
<b>REVIEW DATE</b>	<b>JULY 27, 2014</b>
<b>AUTHORITY</b>	<b>SENATE</b>
<b>PRIMARY CONTACT</b>	<b>APPROPRIATE CHAIRPERSON</b>

### **POLICY**

Course outlines are a contract between Thompson Rivers University (TRU) and the student. As such, TRU will ensure that the contract is clear and adhered to by TRU staff and students.

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### **REGULATIONS**

For campus-based courses, the instructor responsible for teaching a transcriptable course will develop a course outline and submit it to the relevant chairperson prior to commencement of instruction. Once the course outline is approved, it is the responsibility of the instructor to distribute it at the commencement of the course and to teach the course as described in the outline.

For Open Learning courses, the course outline is developed during the course development process by the Open Learning Course Planning Team, which includes subject matter expert(s), an instructional designer, and a program coordinator or an academic director. All course outlines are available online.

Because of the diversity of courses and delivery methodologies, course outlines may vary in the amount of detail they may contain, but all shall contain the following:

1. A masthead identifying Thompson Rivers University, the Division/Faculty/School, the semester (for campus-based courses), the course acronym and number.
2. Course outlines shall also contain the name of the department, the instructor, and the instructor's contact information. Open Learning may provide this information through alternative means.
3. The course title, number and credit assignment (if any).
4. The vectoring or contact hours of the course (unless there are no contact hours).

5. Calendar description (a brief description, as it appears in the calendar). Cross-list if appropriate.
6. Course description (optional). When appropriate, faculty should give a more detailed description of the course content than is given in the calendar description.
7. The educational objectives of the course.
8. Prerequisites (if any).
9. Corequisites (if any).
10. A list of required texts and materials/activities entailing costs to students.
11. A brief description of the means (assignments, examinations, tests, quizzes or other forms of student evaluation) by which student performance will be evaluated, and the percentage of the final mark assigned to each evaluation component.
12. A reasonable list of the topics covered in the course. (This may include a detailed list of assigned and recommended readings to be covered.)
13. Special course activities, e.g. field trips, practicum, work experience (if any).
14. Methods for Prior Learning Assessment and Recognition (if any).
15. Use of technology (if any).

In courses which have more than one section, TRU recognizes that the same educational objectives can be achieved in many ways. It is the responsibility of departmental chairpersons, or program coordinator/academic director (for Open Learning courses), to ensure that comparison of curricula, teaching techniques and methods of evaluating students is undertaken on a regular basis so that appropriate differences can be recognized while ensuring that uniform and equitable standards are maintained.

Once an outline has received final approval from the chairperson (for campus based courses) or from the program coordinator/academic director (for Open Learning courses) to ensure that this and all other relevant TRU policies are satisfied, the Department/Open Learning Division will store an electronic copy. In the event of an academic appeal by a student, the course outline shall be provided to the Appeal Committee by the Department/Open Learning Division.