POLICY:		POLICY NUMBER:
Course Outlines		**AC-2-3**
		PREVIOUS/REPLACES: **Course Outline Policy**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **August 16, 2022**	PRIOR VERSIONS: **March 3, 2016** **November 2015**

1. Policy Statement:

To describe the required elements of all course outlines and document how course outlines are implemented.

2. Scope:

This policy applies to all MITT credit and non-credit courses.

3. Procedure:

3.1. General

3.1.1. Course outlines document the curriculum at the course level. They support the learning process by identifying course requirements, learning activities and learning resources, as well as the evaluation framework planned to assess student achievement. Course outlines are designed to:

- Guide the student learning experience
- Support the program quality assurance/accreditation process
- Where applicable, demonstrate compliance with Ministry Program Standards and facilitate academic pathways, including internal transfers and external articulations

Refer to section 7 (Definitions), for the elements to be identified within each of the three course outline sections; MITT-common section, Program-specific section, and Addendum.

3.1.2. Course outlines are the property of MITT.

3.1.3. MITT maintains the current approved MITT-common and Program-specific sections of course outlines for each course in MITT's course outline repository. All sections of a course use the current approved version.

3.1.4. MITT-common and Program-specific sections are retained for a maximum of 10 years in MITT's course outline repository. Student requests for course outlines can be made in writing to the Registrar's Office. Reasonable efforts will be made to fulfill such requests.

3.1.5. When course outline information is made available internally or publicly, the information shall reference the approved version of the outline.

3.2. Access

3.2.1. Course outlines are made available to students registered in a given course through the approved learning management system prior to the beginning of the course.

3.2.2. MITT-common and Program-specific elements of course outlines are available on MITT's website.

3.3. Responsibilities

3.3.1. Students are expected to:

- Be familiar with the contents of course outlines and to discuss with their instructors any areas that require clarification.
- Retain course outlines for future documentation requirements (e.g., employment or transfer credit requests).

3.3.2. *Instructors:*

- Prepare draft course outlines, according to the standards defined in this policy, for each section of a course that they teach.
- Submit draft course outlines to their Dean, or designate, for approval no later than ten business days before the first scheduled delivery date of a course.
- If requested by their Dean or designate, revise a draft course outline and resubmit it for review at a time determined by the Dean or designate.
- Upload approved course outlines to a course's learning management system prior to the first scheduled delivery date of a course.
- Review approved course outlines with their students on the first scheduled delivery date of a course.
- Deliver a course according to the information presented in its approved

course outline. Changes to course delivery may be made to accommodate for unforeseen or unavoidable events (e.g., campus closures due to extreme weather). All other changes require Dean, or designate, approval and are communicated to students on a reissued course outline.

- In unusual situations where changes need to be made to information in a Program-specific section during the term, the changes must be approved by the appropriate Dean or their designate, and then provided in writing to all students registered in the course. When changes need to be made to information in the Addendum during the term, the changes must be approved by the appropriate Dean or their designate and provided in writing to all students registered in the course.

3.3.3. Deans, or designates:

- Provide training and mentorship to instructors regarding course outlines and best practices.
- Review draft course outlines submitted by instructors.
- Approve draft course outlines, or if revisions are required, provide feedback to an instructor and request edits, no later than five business days before the first scheduled delivery date of a course.
- For the purposes of this policy, the following position equivalencies are recognized:

Department	**Position Equivalent to Dean**
Adult Learning Centres	Education Director
Cyberwave	Executive Director, Cyberwave
English Language Centre	Manager, English Language Centre
English Language Institute	Manager, English Language Institute
LifeLong Learning	Senior Manager, Lifelong Learning
MITT High School	Principal, MITT High School

3.3.4. Centre for Learning and Innovation:

- Maintains MITT's course outline repository and the current version(s) of the MITT-common and Program-specific elements of course outlines on the Institute website.
- The Centre for Learning and Innovation supplies templates for instructors to use when creating course outlines.

4. **Administration:**

The Vice-President Academic is responsible for the implementation of this policy.

5. **Review:**

This policy is reviewed by Academic Council every five years. This policy shall remain in effect until amended or revoked.

6. **Reference:**

Academic Standards (AC-2-10) policy
Student Attendance (AC-1-6) policy
MITT Course Outline Template

7. **Definitions:**

Course outline: The documentation of a course's purpose, learning outcomes, essential Success@Work skills, its sequence of instruction, resources, and evaluation criteria. Course outlines contain three elements: MITT-common section, Program-specific section, and an addendum.

MITT-common section: The MITT-common section contains the following elements:

- Course code and title
- Course description
- Credit status, including any additional requirements for credit such as successful completion of field placement
- Course learning outcomes
- Course essential Success@Work skills learning outcomes
- Reference to MITT's Academic Integrity Policy
- Reference to MITT's Academic Standards Policy
- Reference to MITT's Attendance Policy
- Reference to MITT's Respectful Workplace, Harassment Prevention Non-Discrimination Policy

- Reference to MITT policies and information about academic accommodations

Program-specific section: The Program-specific section contains the following elements:

- Prerequisites, including references to any documentation that details prerequisite skills and/or experience, and type and level of competencies that would be considered equivalent to the stated prerequisite
- Statement that this course is a prerequisite for any future courses
- Topic outline
- Modes of instruction
- Prescribed texts
- Reference material (required and recommended)
- Disclosure of program required supplies in separate addendum
- Academic Standards Policy, which details extensions to MITT's Grading Policy
- Modes of evaluation, which details the means by which students will be assessed and the relative weight of each assessment; treatment of failed or missed tests or assignments; any exceptional requirements for attendance and participation; treatment of late assignments and standards and treatment of language usage in tests and assignments
- Program-specific policies

Addendum: The Addendum contains the following elements:

- Faculty contact information
- Planned schedule of topics, tests and assignments
- Any other information relevant to the section (e.g. hours and/or means of consultation; detailed grading schemes; any variations on the mode of delivery or textbooks; audio/videotaping as methods for learning and/or evaluation additional learning resources/equipment, etc.)