**BCIT** BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

# Syllabus and Course Outline Development, Change, and Archiving

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| Department Responsible: | Education |
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## Objectives

This procedure applies directly to Policy 5403, Syllabus and Course Outline. This procedure explains the process for creating, revising, or archiving syllabuses and delivering courses.

All principles and procedures that apply to syllabuses also apply to course outlines, unless otherwise indicated.

## Who Does This Procedure Apply To?

This procedure applies to all BCIT Faculty including Department and Program Heads, PTS Program Coordinators, Delegates, Associate Deans, Deans, the Course Files Office (Registrar's Office), and the Library.

This includes individuals who are responsible for:

- creating new courses and/or programs

- modifying existing courses and/or programs

- approving course outlines and syllabuses

- archiving courses outlines and syllabuses

- posting and review syllabuses

## General Information

### Duties and Responsibilities

#### Program Area

Once the syllabus is approved, it will be available to students prior to commencement of the course and the course will be taught as described in the syllabus. In courses that have more than one section or course reference number (CRN), BCIT recognizes that the same educational objectives can be achieved in different ways. It is the responsibility of the respective departmental Department Head, or Program Head, or Part-Time Studies Coordinator 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. All changes to course outlines and  syllabuses must be made in accordance with all other applicable BCIT policies.

#### Authoring Faculty

The authoring faculty are responsible for the accuracy and currency of all course information in a syllabus.

**Teaching Faculty**

The teaching faculty are responsible for creating and revising the syllabus and verifying it is current.  The teaching faculty are responsible for reviewing the syllabus with the students at the first class.

**Department Head or Program Head or Part-Time Studies Coordinator**

The respective Department Head, Program Head or Part-Time Studies (PTS) Coordinator reviews and approves the syllabus.

**Associate Dean**

The teaching Associate Dean is responsible for reviewing and verifying the syllabus complies with BCIT policy.

**BCIT Library**

The Library is responsible for archiving the syllabus through their electronic archives.

R**egistrar's Office**

Course File Office (Registrar's Office) maintains the course outline within the Institute's Enterprise Database (Banner).

## Process 1: Course Outline Development and Change

### A.  Development of new Course Outlines:

Courses assigned to a program:

All Course Outlines that are submitted as part of new program proposals and major changes must use the template located on BCIT Academic Planning and Quality Assurance Program Development website. Submissions for new courses must include the subject code (e.g. "MKGT") and at least the first integer followed by three "X"s (e.g. "1XXX") to indicate the level of the new course. See Procedure 5403-PR2 for more details regarding course naming and numbering. The Course File Office will provide information about new subject codes for new programs and for available course numbers within an existing subject code.

Courses not assigned to a program:

New courses that are not assigned to specific programs must be submitted online directly to the Course File Office via the Program/Course Update forms, and will be reviewed by the Department Head, or Program Head, or PTS Coordinator, and approved by the teaching Associate Dean prior to being implemented.

School Quality Committee Review:

In addition to the above requirement, new courses numbered 5000 or higher must be reviewed by the School Quality Committee (SQC) prior to implementation.

### B.  Changes to existing Course Outlines:

Revisions to individual existing course outlines must be:

- conducted to ensure currency and relevancy of the curriculum, and to be in alignment with stakeholders (e.g. industry) needs and accrediting body requirements, where appropriate
- reviewed and approved as appropriate by the Program Area, Department, Curriculum Committee, School Quality Committee  and

- reviewed and approved by Education Council if there are multiple course revisions as part of a major curriculum change (refer to Procedure 5401-PR2).

Major curriculum/program changes will initiate a review of all course outlines within the program (refer to Procedure 5401-PR2).

Depending on the magnitude of the changes being proposed, a new course number may need to be assigned at the discretion of BCIT Registrar's Office.

Refer to Course Outline and Syllabus: Resource for Development and Change on the BCIT Academic Planning and Quality Assurance website for further details on developing new and changing existing course outlines.

### C.  Changes to approved and published Syllubuses:

Once a syllubus has been approved and published, there could be a need to change certain elements of the syllubus due to unforeseen and extenuating circumstances and may require approval before implementing.   The elements of syllubus that can be changed after approved and the approval required for these changes are as follows (Industry Training Authority (ITA) and Transport Canada (TC) accredited course offerings may not have these elements) :

1. Faculty name and contact information requires Department Head, Program Head, or Part-Time Studies Coordinator verification before implementing

2. Evaluation criteria requires Department Head, Program Head, or Part-Time Studies Coordinator verification before implementing

3. Course Schedule and Assignments requires Department Head, Program Head, or Part-Time Studies Coordinator notification before implementing

Unforeseeable circumstances may necessitate the alterations of course content, sequencing, timing or evaluation.  As much as is possible, students will be given an opportunity for input and reasonable notice of any such changes.

## Process 2: Syllabus and Course Outline Elements

### Required Elements of the Course Outline:

1. Subject code, course number and title, program name (where applicable), and the name of the BCIT School offering the course.

2. Number of credits.

3. Number of weeks.

4. Total course hours including weekly delivery type and distribution of hours (e.g. lecture / lab breakdown).

5. Prerequisites and co-requisites, using course names and numbers where applicable.

6. Course description, in narrative form, providing an overview of the essential course elements.

   a. The course description that appears in a course outline is also used in various publications, on the institute website, and in advertising.  Any course changes that require modification of the course description should take into account the lead time required for inclusion in such publications. It is important that the course descriptions in publications and those in course outlines be consistent. See Course Outline and Syllabus Resourse for Development and Change on the Academic Planning and Quality Assurance website for details on how to change.

7. Learning outcomes:

   a. An indication of course content presented as learning outcomes that identify expected student knowledge, skills and attitudes attained by successful completion of the course.  These outcomes should be presented in a sequence that parallels the order in which the various course topics are taught. Faculty and others who wish to alter learning outcomes must submit a program/course change form. See Course Outline and Syllabus Resourse for Development and Change.

8. Grading mode as percentage (%) or satisfactory/unsatisfactory (S/U)

**Required Elements of the Syllabus:**

Syllabus includes all elements of the Course Outline listed above plus the following Course Delivery Information:

9. Course Reference Number (CRN) (Except Industry Training Authority (ITA) and Transport Canada (TC) accredited course offerings)*

10. Start and End Dates (Except ITA/TC)*

11. Faculty name and contact information (Except ITA/TC where program contact information is provided) *

12. Minimum passing grade (or pass requirements)

13. Evaluation criteria as defined in Policy 5103 - Student Evaluation:

    a. Outlines the evaluation methods that will be used in the course, including:
       i. a description of the evaluation type/method (category)
       ii. a description of each item in the category (i.e. assignment #1)
       iii. for percentage grades the weighting that is to be applied to each item as a percentage of the final mark
       iv. additional information about each evaluation criteria (comments)
    b. Will be in alignment with course learning outcomes and the assessment philosophy outlined in the BCIT Learning and Teaching Framework as described on the BCIT Learning and Teaching Centre (LTC) webpage.
    c. Will be in alignment with accreditation and/or regulatory body requirements, where appropriate

14. Learning resources:

    a. all learning resources essential for successful completion of the course – including, but not limited to, textbooks, lab books, reference works, calculator, computer hardware/software, and internet access.
    b. full bibliographic information for all books and reference works.

15. Course Schedule and Assignments (optional only for ITA and TC Courses*): list all learning activities for the course including the following for each session:

    - what topics will be covered at each session
    - what readings should be completed
    - what activities should be completed
    - when each assignment will be assigned
    - a short description of each assignment
    - when each assignment is due

16. Computer Hardware and Software Requirements:
    - Outlining any specific computer hardware required for the successful completion of the course (for example webcams, microphones and computer specifications/system requirements)
    - List of software required with disclosure of potential privacy risks and informed consent requirement

17. Approvals:

    a. A verification statement with electronic signatures by:

        i. the teaching faculty who verifies the syllabus is current

        ii. the Department Head, Program Head, or Part-Time Studies Coordinator verifies that the syllabus has been reviewed

        iii. the associate dean responsible for the teaching of the course will verify that the syllabus has been reviewed and complies with BCIT policy.

    b. For courses that reside within one department (teaching) and are taught to other departments (receiving).  The recommended sequencing of approvals:

        i. teaching Department Head/Program Head/ PTS Coordinator

        ii. teaching associate dean

        iii. receiving Department Head/Program Head/ PTS Coordinator

        iv. receiving program associate dean.

18. A formal disclaimer. The disclaimer explains that unforeseeable circumstances may necessitate the alterations of course content, sequencing, timing or evaluation and that, as much as is possible, students will be given an opportunity for input and reasonable notice of any such changes. Some changes may require prior approval.

    "Note: Should changes be required to the content of this syllabus, students will be given reasonable notice."

19. Publishing: Once approved the Associate Dean will publish the syllabus.

**Additional Elements of the Syllabus that may be required:**

20. Dean's Statement: pertaining to all school syllabuses.

21. Attendance Requirements: allows for input of additional attendance requirements specific to the course being described, whether such attendance is in-class, online, or other, in accordance with Policy 5101, Student Regulations.  If required for course completion, element would be added to assessment criteria (#12 above)

22. Course-Specific Requirements: include any additional requirements that are specifically related to this course that students should know about. May include methods of learning, limits to what students may bring into an examination room, or consequences for late assignments.

23. Personal Safety Equipment or Protective Clothing (required where applicable).

24. Statement for Prior Learning Assessment.

**Forms Associated with This Procedure**

Course Outline Template

## Amendment History

Policy 5004 was retired in 2011; this Procedure 5403-PR1 is one of a series of policies and procedures created to replace it.

|  |  | Approval Date | Status |
|---|---|---|---|
| Created: | Procedure 5401-PR1 version 1 | 2011 Nov 22 | Replaced |
| Revised: | Procedure 5401-PR1 version 2 | 2012 Oct 17 | Replaced |
| Revised: (name changed) | Procedure 5401-PR1 version 3 | 2021 Dec 07 | In Force |

## Scheduled Review Date

2026 Dec 07

*ITA and TC accredited Course Outline Syllabuses will be exempt from items 2, 3, 4, 10 & 11 for archival purposes, although this information is expected to be provided to students on day one of each course.