
Course Outlines

Procedure No.:	5403-PR1
Policy Reference:	5403
Category:	Education
Department Responsible:	Education Council
Current Approved Date:	2012 Oct 17

Objectives

This procedure applies directly to Policy 5403, Course Outlines and Course Names. This procedure explains the process for creating, maintaining and amending course outlines.

Who Does This Procedure Apply To?

This procedure applies to instructors, chief instructors, program heads, associate deans and deans.

Procedure

Responsibility for Accuracy and Currency

The authoring instructor is responsible for the accuracy and currency of all course information in a course outline.

Course Outline Format

Through the use of the course outline software (myBCIT portal and Banner system), the outline automatically conforms to the required format.

Certain elements of the course description and identification are automatically inserted by the Banner system. These features establish consistency throughout the institute to enable students and others to easily assess and compare courses and programs. Other elements are input by the instructor, either by choosing the relevant data from a drop-down box, or by inserting the course information into text boxes.

Elements of the Course Outline

This list is arranged to fit the order provided by the software for instructor or program area input. The order seen in the completed outline differs.

For the following elements or sections of the outline, the instructor selects the relevant description from a drop-down box, inputs his/her own data into a text box, or the information is automatically input by the Banner system.

1. Term
2. Course name, CRN (Course Reference Number) is automatically input with selection.
3. Instructor contact information
4. BCIT School teaching the course
5. Program
6. Course credits
7. Total course duration in weeks
8. Total course hours

9. Learning Resources: all required and supplemental learning resources required for successful completion of the course – including, but not limited to, textbooks, lab books, reference works, calculator, computer software, and internet resources. Note: For books and reference works, include full bibliographic information.
 10. Evaluation Criteria outlining the evaluation methods that will be used in the course, including:
 - a description of the evaluation type/method (Criteria)
 - the weighting that is to be applied to each criteria (%)
 - additional information about each evaluation criteria (Comments)Note: Evaluation of students is based on the learning outcomes prescribed in the course outline.
 11. Attendance Requirements (optional): allows for input of additional attendance requirements specific to the course being described, whether such attendance is in-class, online, or other. This is in addition to BCIT attendance policy, which is automatically input. Where the attendance is mandatory or forms part of the evaluation criteria, the attendance requirements will be detailed as required by Policy 5101, Student Regulations.
 12. Course-Specific Requirements (optional): include any additional requirements that are specifically related to this course that students should know about. May include such things as additional methods of learning and evaluation, limits to what students may bring into an examination room, or consequences for late assignments.
 13. Assignments (optional): list all assignments for the course including the following for each assignment:
 - when the assignment will be assigned
 - what material will be covered
 - what readings should be completed
 - a short description of the assignment
 - when the assignment is due
 14. Course Topics (optional): allows for additional information about the class schedule, assignments, topics, etc. that does not fit into the previous Assignments and due dates section. E.g., learning material covered; dates.
 15. Safety Equipment or Protective Clothing (optional).
 16. Other Information or requirements may be placed here. Examples are special computer or technical skills that may be required to participate in a course.
 17. Statement for Prior Learning Assessment (optional).
 18. Approver (select): choose the approver (program head/chief instructor or associate dean) from the drop-down box. Please see the Approvals section for additional information.
 19. Comments for approver: may provide comments or additional information to send to the approver. These comments are emailed to the approver along with the outline.
- The following additional items or sections are not included in the instructor-input pages, but are inserted into the course outline automatically by the Banner System.
20. Start Date
 21. End Date
 22. Hours/Week – total hours per week
 23. Delivery type – lecture, lab, etc.
 24. Course Description: in narrative form, provides an overview of the essential course elements. It may include a summary of learning resources (e.g. types of reading materials) and prerequisites. Instructors and others who wish to alter a course description must submit a program/course change form.

- 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.
25. Course Learning Outcomes: an indication of course content presented as learning outcomes that identify expected student knowledge, skills and attitudes. These outcomes should be presented in a sequence that parallels the order in which the various course topics are taught. Instructors and others who wish to alter learning outcomes must submit a program/course change form.
 26. BCIT Policy: policies on attendance/illness, academic integrity, and special accommodations are automatically placed in this space by the Banner system.
 27. Policy for School of _____: a school has an option to include a policy related to that school.
 28. Approvals
 - a) A verification statement, signed by the instructor that verifies the course outline is current. The program head/chief instructor and the associate dean responsible for the teaching of the course will verify that the course outline has been reviewed. Where applicable, the program head/chief instructor of the receiving program should also verify that the course outline has been reviewed. The recommended sequencing of approvals is instructor, receiving program head/chief instructor, teaching program head/chief instructor and teaching associate dean.
 - b) 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 adequate notice of any such changes.
 29. Publishing: The associate dean of the teaching area will confirm the course outline complies with BCIT policy and will publish the course outline.

Retention of Course Outlines

Course outlines shall be retained by the Library and be readily available for inspections for a period of twenty-five (25) years from the time the course is offered.

Forms Associated With This Procedure

Course outline software (myBCIT portal and Banner system).

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.

1. Created 2011 Nov 22
2. Amended 2012 Oct 17