

TEMPLATE FOR COURSE OUTLINES

Faculty of Arts and Social Science, Huron University College

[approved by FASS Committee 31 May 2010]

1.0 BASIC COURSE INFORMATION

Course Number
Course Name
Course Prerequisites
Instructor Name
Office and Telephone numbers
e-mail address
Scheduled class times
Office Hours

2.0 COURSE DESCRIPTION

May take the form of Calendar Description
or elaboration/translation of Calendar description

3.0 COURSE LEARNING OBJECTIVES [see guidelines below]

4.0 DESCRIPTION OF CLASS METHODS [lecture, seminar, expectations for contribution &c]

5.0 TEXTBOOKS AND OTHER REQUIRED RESOURCES

6.0 METHOD OF EVALUATION/ASSESSMENT

6.5 SPECIAL INSTRUCTIONS, IF ANY

7.0 TENTATIVE SCHEDULE OF CLASSES, INCLUDING REQUIRED READINGS, TOPICS

8.0 STANDARD FASS APPENDIX as adopted September 2009

Some Guidelines for Statements of Learning Objectives included on course outlines

Statements of Learning Objectives should address key concepts, terms, questions, and/or methods to be pursued in the course.

They should be introduced by some variation on the following: “this course aims to help students to...” and/or “by the end of this course, students should be able to...” Some useful verbs to consider include the following: ‘develop,’ ‘identify,’ ‘distinguish,’ ‘construct,’ ‘design,’ ‘produce,’ ‘analyze,’ ‘collect,’ ‘explain,’ ‘compile,’ ‘implement,’ ‘apply.’

They will likely mix specific “content” with disciplinary and broader “cognitive” objectives. Where the objective(s) are in the nature of, for example, “problem-solving abilities,” the statement will offer some specific example of how this might be achieved.

Statements of Learning Objectives may be completely course-specific, or a mixture of generic departmental/programme objectives and specific course objectives.

Instructors may wish to structure Statements of Learning Objectives to state how the course fulfils some or all of the overall Learning Objectives for FASS [“this course will help students develop as critical and creative thinkers through...”]; however, other strategies for arrangement are equally acceptable.

HURON UNIVERSITY COLLEGE **GUIDELINES ON COURSE OUTLINES**

UWO Senate regulations regarding course outlines, and scheduling of assignments, tests and exams are found at: (<http://www.uwo.ca/univsec/handbook/exam/crsout.pdf>)

Of note, these regulations require:

- A written outline of each course offered by the department (or faculty), containing a general description of course content. If the course is taught by more than one instructor, the name of the person responsible for the course (course coordinator) shall be included in the outline.
- The following statement to appear on all course outlines:
Students are responsible for ensuring that they have successfully completed all course prerequisites. If you do not have the prerequisites for this course, and you do not have written special permission from your Dean to enroll in this course, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Note: The policy of the University is that, when a course instructor wishes to change the evaluation procedure, as outlined in his or her course outline at the beginning of the year, prior approval must be obtained from the Dean of the faculty concerned.

- At Huron University College, FASS policy requires the following statement on plagiarism to appear on all course outlines:
Plagiarism is an academic offense and will be treated as such. Students who are in doubt as to the nature of this offence should consult their instructor, Department Chair, or Dean’s Office, as well as the Huron University College Statement on Plagiarism, available at the Reference Desk in the Huron University College Library and at www.huronuc.on.ca. In addition, students may seek guidance from a variety of current style manuals available at the Reference Desk in the Huron University College Library. Information about these resources can be found at www.huronuc.on.ca/library&computing~styleguides
- If the instructor plans to use plagiarism detection software (e.g., Turnitin.com) the following statement must appear on the course outline:

Plagiarism detection software may be used in this course. Students may be required to submit their work in electronic form.