## To: Faculty members – Science, Medical Studies and Engineering From: Leanne Bennett, Dean of Science, Medical Studies and Engineering



**Subject: Fall 2020 SEMESTER COURSE OUTLINES**

Dear Faculty,

***Submission of Course Outlines:***

In addition to the distribution, of course, outlines to students, teachers are asked to **submit one (1) electronic copy** of **each** course outline, including Continuing Education courses, Career Advancement Courses (CAC) and Attestation d’Études Collégiales (AEC) to:

[**smseoutlines@dawsoncollege.qc.ca**](mailto:smseoutlines@dawsoncollege.qc.ca)

If your department has a practice of having two separate elements of the course outline (one from the teacher and one from the department), please submit the complete course outline as one document. The deadline for submission is **Wednesday, September 2, 2020**. The **department chairs** must notify the Dean when all course outlines for their department have been reviewed. The deadline for this notification is **Thursday, September 17, 2020**.

To facilitate the process, **please name your electronic files** in the following manner:

**xxx-xxx-xx ## Surname**

*example:* 201-NYA-05-04 Surname

***Course Outline Checklist***

Please consult the attached course outline checklist to confirm that your outlines meet the ISEP requirements. **Do not submit the checklist**. By sending your course outline electronically, you are **confirming** that you have included all the applicable elements indicated on this list.

***Reminders About Course Outlines***

Each teacher in each course must distribute a course outline, on paper or electronically, to their students during the first week of classes. As the course outline serves as a contract between the teacher and the student, it must be as complete as possible so that students may plan their work and clearly understand expectations. The minimum criteria for course outlines are enumerated in the Institutional Student Evaluation Policy. ([Link](http://www.dawsoncollege.qc.ca/governance/institutional-student-evaluation-policy/))



### Required Elements in the Course Outline as per [ISEP](http://dc11.dawsoncollege.qc.ca/dsweb/Get/Document-11757/ISEP_2012.pdf) [(Link](http://www.dawsoncollege.qc.ca/governance/institutional-student-evaluation-policy/))

#### Essential In-person Activities

All essential in-person activities must be indicated in the course outline. This includes classes, labs, clinicals, internships, final exams etc.

**Final Exams:**

The college has approved some in-person final exams to be held during the final exam period. If the college is unable to hold in-person final exams and you intend to change the grading scheme as a result, both grading schemes must be included in the course outline.

Please include the following in your course outline if your grading scheme is dependent on whether your final exam is in-person or on-line.

*If the College does not hold in-person final exams due to a change in Public Health directives or other factors, please be advised that the original grading scheme is subject to change, as well as the format of assessment.*

*In the absence of an in-person final exam, the following grading scheme will be implemented and any marks already assigned will be adjusted proportionally.*

#### Nominal Course Information

* + Course number, title and subtitle, course section number, effective semester and year.
  + Course weighting (pondération): hours of class, laboratory or practical work and homework explained on a weekly or per semester basis.
  + Prerequisites and co-requisites (if applicable)
  + Comprehensive Examination (if applicable): statement that indicates that the Comprehensive Examination is attached to the course.

#### Program Context

* + Program name(s) (as applicable)

#### Teacher Information

* + Name, department, telephone number and extension, office number, electronic address (if used)

#### Teacher Accessibility

* + Statement describing out of class communication methods to be used (e.g. office hours, voice mail, email, etc.) and information about response time.

#### Course Objective

* + Course description and content
  + Competency (ies): competency statement(s), number(s), elements of competency(ies) and whether the Competency(ies) will be fully or partially addressed.

#### Evaluation

*Grading scheme*

* + Grade assigned to each assessment item (e.g. 25% for class tests, 40% for project, 35% for final exam).
  + Grading consequences, if any, related to literacy, late submission, etc.
  + Statement indicating that a minimum of 60% is required to pass the course.
  + Notwithstanding the grade distribution, the teacher may specify that certain components must be passed and/or standards met in order to succeed in the course (e.g. labs, term projects, etc.) In this case, a statement about the maximum possible course grade that can be achieved when the required condition is not satisfied must be included.
  + Class participation requirements: (if applicable) include information about the grading criteria.
  + Tentative schedule of assessment activities.

#### Learning Activities

* + Tentative schedule of course content, description of learning activities and teaching methods.

#### Reference Materials

* + Required and/or recommended text(s) (if applicable).
  + Required and/or recommended readings (if applicable).
  + Required materials (if applicable).

#### Course Fees (if applicable) additional course fees and refund policy

1. **Course/College Policies**
   * **ISEP Statement**

All course outlines must include the following statement: *The Institutional Student Evaluation Policy (ISEP) is designed to promote equitable and effective evaluation of student learning and is therefore a crucial policy to read and understand. The policy describes the rights and obligations of students, faculty, departments, programs, and the College administration with regard to evaluation in all your courses, including grade reviews and resolution of academic grievance. ISEP is available on the Dawson website.* [(Link](http://www.dawsoncollege.qc.ca/governance/institutional-student-evaluation-policy/))

### Literacy Standards

Include department policy and teacher requirements on literacy standards.

#### Academic Integrity Policy

Description of the consequences of cheating and plagiarism as set by the teacher, department and/or program. This can include the failure of a student in the course. All course outlines must also include the following statement: *According to ISEP, the teacher is required to report to the Sector Dean all cases of cheating and plagiarism affecting a student’s grade.* (ISEP Section V-A)

#### Student Conduct:

All course outlines must include the following statement: *Everyone has the right to a safe and non-violent environment. Students are obliged to conduct themselves as stated in the Student Code of Conduct and in the ISEP section on the roles and responsibilities of students.* (ISEP Section II-D)

#### Professional Conduct Policy (if applicable):

Students must be reminded that they must conduct themselves according to the Professional Conduct Policy of their program. (ISEP Section IV-O.2)

#### Off Campus Courses Policy (if applicable):

Include reference to the ISEP rules governing off campus courses. (ISEP Section IV-G)

#### Attendance Policy:

All course outlines must include the following statement:

*Students should refer to the Institutional Student Evaluation Policy* (ISEP Section IV-C) *regarding attendance.*

#### Intensive Course Conflicts Statement:

All course outlines must include the following statement: *If a student is attending an intensive course, the student must inform the teacher, within the first two weeks of class, of the specific dates of any anticipated absences.*

#### Policy on Religious Observances Statements:

All course outlines must include the following statement: *Students observing religious holidays must inform their teachers, in writing, as prescribed in the ISEP Policy on Religious Observances, no later than the end of the second week of the impacted semester or term. This applies both to the semester or term, as well as to any final examination period*. (ISEP Section IV-D)

If applicable, a statement indicating any modifications to planned course activities resulting from the teacher’s own religious observances must be included as per ISEP Policy on Religious Observances. (ISEP Section IV-D)

Best,

Leanne Bennett

Dean of Science, Medical Studies and Engineering