



To: Faculty members – Social Science and Business Technologies
From: Leanne Bennett and Isabelle Carrier
Subject: FALL SEMESTER COURSE OUTLINES

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:

ssbtoutlines@dawsoncollege.qc.ca

Submissions must be received no later than **Tuesday, August 30, 2016**. The **department chairs** must notify the Assistant Dean when all course outlines for their department have been reviewed. The deadline for this notification is **Wednesday, September 10, 2016**.

Please name your electronic files in the following manner: **###-###-XX ## Surname**

example: 391-101-DW 01 Surname¹

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.

Schedule

Please ensure that your schedule is posted outside your office no later than **Thursday, August 24, 2016**. Your collaboration, as always, is greatly appreciated. Have a great semester!

Absence Reporting and Class Cancellation

All absence reporting and class cancellation requirements must be communicated using the **SSBT Absence Reporting & Class Cancellation Line (514-931-8731, ext. 1593)** which is available at all times.

Leanne Bennett

Isabelle Carrier

¹ *Daytime section numbers* are preceded by 0000 (e.g. for section 4 of Knowledge, 345-103-DW 00004) and for double-digit section numbers 000 (e.g. for section 38 of Knowledge, 345-101-DW 00038). Please only use the **last 2 digits of the section number EXCEPT** for the following courses, where the **full section number** must be indicated:

- *Continuing Education* courses (e.g. 03001, 02001).
- *Reflections* courses (e.g. 18001)
- *New School* courses (e.g. 14001)

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](#))

Absences and Lateness

Please remember that ISEP states “grades can neither be granted solely for being present nor deducted solely for being absent.” Any penalty for late submission of work should be clearly stated in the outline.

Religious Holidays

ISEP states: “Teachers observing religious holidays must give students **advance notice in course outlines** and **specify alternative arrangements** for their classes when the holiday falls on a teaching day. Department Chairs must also be informed **in advance** regarding the particular arrangements.” Please remember that religious holiday cancelations, like all other cancelations, must be reported using the **SSBT Absence Reporting & Class Cancelation Line** (514-931-8731, ext. **1593**).

Required Elements in the Course Outline as per ISEP ([Link](#))

1. 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.

2. Program Context

- Program name(s) (as applicable).

3. Teacher Information

- Name.
- Department.
- Telephone number and extension.
- Office number.
- Electronic address (if used).

4. **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.

5. **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.

6. **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) including information about the grading criteria.
- Tentative Schedule of Assessment Activities.

7. **Learning Activities**

- Tentative schedule of course content.
- Description of learning activities and teaching methods.

8. **Reference Materials**

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

9. **Course Fees (if applicable) additional course fees and refund policy**

10. **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](#))

- ❑ 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 IV-C)
- ❑ 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 III-L.2)
- ❑ Outdoor Education Course Policy (if applicable):
 - Include reference to the ISEP rules governing outdoor education courses. (ISEP Section IV-D)
- ❑ Attendance Policy:
 - All course outlines must include the following statement:
Students should refer to the Institutional Student Evaluation Policy (ISEP Section III-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 who intend to observe religious holidays, must inform their teachers in writing as prescribed in the ISEP Policy on Religious Observances. (ISEP Section III-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 III-D)