

**Course Outline Checklist**

This checklist acts as a guide when writing a course outline. It addresses university level requirements and optional elements included in a University of Calgary course outline. As each University of Calgary faculty, program and course have different requirements, please consult with and be aware of any templates or requirements from specific departments or faculties. For more information **please refer to your faculty guidelines and the University of Calgary Calendar** [**http://www.ucalgary.ca/pubs/calendar/current/e-2.html**](http://www.ucalgary.ca/pubs/calendar/current/e-2.html)

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**Course Outline Checklist**

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|  | **REQUIRED** |  |
| **General Information** | **Assessments and Evaluation** | **Policies** |
| * Course title, and number (as found in the University Calendar)
* Instructor name and email contact
* Regular class day, time, and place
* Prerequisites / corequisites, including any recommended pre-requisite computer skills
* Course objectives / Learning outcomes
* Required and recommended textbooks, readings, and materials (including electronic resources)
* If applicable, a list and description of approved optional and mandatory supplementary fees for courses
* If applicable, dates, times, and locations of all apporved class activities scheduled outside of regular course hours
* If applicable, dates, times, locations and referral to the student centre for unique and binding drop/withdraw deadlines for courses approved to run outsode regular term dates
 | * Information on assessment methods
* If applicable: The letter grade conversion scale
* The weight assigned to each assessment component considered in the final grade
* A list of all the assessments in the course and the weights assigned to these assessment components used in determining the final grade, including, when possible, dates and deadlines. Assessment weighting may not be changed without approval from the Dean
* If applicable, whether a passing grade on any particular component of a course is essential if the student is to pass the course as a whole.
* Information on what students should do if they miss a required component of the course
* If there is a final exam in the course. The dates, times and locations of final exams are scheduled by the Registrar during the final exam period
* If a midterm or final exam is held, whether the use of aids such as textbooks, course notes, or electronic devices is permitted
* If applicable, information on any exemptions to the Examination and Tests regulations as approved by the Dean
 | * Information on academic misconduct
* Information on instructor intellectual property
* Information regarding the Freedom of Information and Protection of Privacy Act (FOIP) and how this impacts the receipt and delivery of course material
* Information about Academic Accommodations
* If applicable, the following must be noted:

**\*** a statement that students in the course may be expected to participate as subjects or researchers when research on human subjects may take place;**\*** a statement requiring students to obtain research ethics approval; **\*** a statement that students may be audio or video recorded for lesson capture, assessment of student learning, and/or self-assessment of teaching practices* University of Calgary policy on Acceptable Use of Material Protected Copyright and requirements of the copyright act
* Link to campus mental health resources, inclduing Studetn Wellness Service and the Campus Mental Health Strategy website
* Link to Student Ombuds’ Office
* Studetns’ Union or Graduate Studetn rep contact information
* Safewalk Inforamtion
* Emergency Evacuation / Assembley Points information
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| **OPTIONAL** |
| **General Information** | **Instructor Information** | **Assessment** | **Policies** |
| * University of Calgary logo
* Name of department and faculty
* Term, dates, and year
* Credit value of course (as found in Calendar)
* Description of course and format (face to face, blended, online)
* If applicable: D2L course name
* If applicable: Dates and times of online synchronous sessions
* Course overview or additions to the University Calendar written by the instructor
* Outline of topics to be covered, approximate dates, and reading assignments
* How students will be made aware of changes to the schedule
* Where to locate readings or other learning resources
* Schedule for any out-of-class activities
* Brief description of the instructional approaches to be used in the course
* Technology requirements or recommendations
 | * Teaching philosophy
* Office building and room number
* Office telephone number
* Web page address
* Office hours & statement on availability for consultation by appointment
* Policies on answering student emails
* Teaching assistant name(s), building and room number, telephone number, email address, specific course email address
 | * Description of work to be submitted towards final grade and guidance for completion
* Policies on late or missing submissions
* Indication of whether or not all components of a course must be completed in order to receive a passing grade
* Final exam duration and format
* System used to convert numeric to letter grades
* Grading rubrics with detailed criteria for each grade level
* Required work that is not assessed (homework)
* Any compulsory attendance requirements
* Any participation requirements
* Guidelines / requirements for citing sources
* Guidelines / requirements for formatting assignments
* Where and how to submit course work
 | * Indication that if there is a concern with the course, academic matter, or a grade, the student should first communicate with the instructor
* Student Success Centre link
* THRIVE Priority Support Network link
* Library information and links
* Student Conduct Office link
* Appeals: contacts and processes
* Other relevant university, department, or class policies
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Please consult the University of Calgary Calendar E.2 Course Outlines: [**https://www.ucalgary.ca/pubs/calendar/current/e-2.html**](https://www.ucalgary.ca/pubs/calendar/current/e-2.html)