**COURSE OUTLINE**

Course Code – Name

Semester/Year

Lethbridge College inspires and facilitates learning and innovation to meet economic and social needs.

|  |
| --- |
| *Located on the traditional lands of the Blackfoot Confederacy, we are committed to honouring the land from a place of knowing. We honour the Siksikaitapi as both the traditional and current Land Keepers of this area and we welcome all First Nations, Metis, Inuit and non-Indigenous peoples who call Blackfoot territory their home. Our college has the honour of holding the Blackfoot name Ohkotoki’aahkkoiyiiniimaan (Stone Pipe). Its meaning connects our place of learning to the land and to the promise and principle that the land sustains all.* |

|  |  |
| --- | --- |
| **Centre:**  | **Program:**  |
| **Instructor:** Office: Email:  | **Instructor Availability:** Online: and/orFace to Face:  |
| **Delivery Method:**Online or blendedLecture (hrs/wk)Lab (hrs/wk) | **Class Time & Location:**View your personal class schedule (days, times, rooms) through [Self-Service](https://selfserv-lethbridgecollege.msappproxy.net/Student?hideProxyDialog=false) or on Canvas. |
| **Credits:**  | **Pre-Requisites:** **Co-Requisites:**  |
| **Open to Supplemental Exam:**Y/N**Research Component:**Y/N | **Program Chair:** **Associate Dean:** **Dean:** **Main Program Contact Number:**  |

### Academic Calendar Description:

### Course Outcomes: Please obtain from program (as approved by Academic Council)

### Required Text(s), Materials, and Technology:

### Course Assessments:

|  |  |  |
| --- | --- | --- |
| **Assessment (Assignment or Exam)** | **Value** | **Due** |
| *e.g., Research Paper – 2000 words* | *15%* | *(End of Week?)* |
| *e.g., Final exam – a combination of written, multiple choice, T/F* | *20%* |  |
|  |  |  |
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### Penalties/Notes about Late Assignments:

### Grading System:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Percent** | **Grade Point**  | **Explanation** |
|  A+ |  | 4.0 | EXCELLENT |
|  A |  | 4.0 | EXCELLENT |
|  A- |  | 3.7 | EXCELLENT |
|  B+ |  | 3.3 | GOOD |
|  B |  | 3.0 | GOOD |
|  B- |  | 2.7 | GOOD |
|  C+ |  | 2.3 | SATISFACTORY |
|  C |  | 2.0 | SATISFACTORY |
|  C- |  | 1.7 | SATISFACTORY |
|  D+ |  | 1.3 | MINIMAL PASS |
|  D |  | 1.0 | MINIMAL PASS |
|  F |  | 0.0 | FAILURE |

### Grading:

Official final grades will be available on [Self-Service](https://selfserv-lethbridgecollege.msappproxy.net/Student?hideProxyDialog=false). Grades posted in Canvas should be considered interim grades.

*Note:* Grade Point Average (GPA) is the standard average measure of performance. Term GPA is an average of the grade points earned in all classes for that term and determines academic standing from term to term. Maintaining the Term GPA required for your program allows for progression in your program. Program GPA is the average grade points earned in all courses required for your program. Successfully meeting the Program GPA required is one criterion for graduation eligibility. To learn more about GPA contact Career & Academic Advising.

### Program/Course Attendance Requirements (if applicable):

(Must be approved by the Dean; sanction and rationale must be included)

### General Course Expectations:

(e.g., acceptable device use)

### Instructional Method:

(Describe the learning experience. Add specific details, for example, field trips, active learning, group work. Use the definitions for the different section types (C0#, B03, D0#, V03) and what they mean for the class format.)

### Course Dates and Deadlines:

Important dates and deadlines relating to courses can be found on the [Important Dates and Deadlines website](https://lethbridgecollege.ca/departments/registrars-office/important-dates-and-deadlines). Please note that if your course is less than 8 weeks in length, important dates for your course may be different. For a breakdown of dates pertaining to adding, dropping, or withdrawing from your course, please visit the [Registration website](https://lethbridgecollege.ca/departments/registrars-office/registration).

*Note:* Important Dates and Deadlines, including add/drop deadlines can be found on the [Lethbridge College website.](https://lethbridgecollege.ca/departments/registrars-office/important-dates-and-deadlines) Please note that add/drop dates may vary and you need to check the website.

## Student Resources

### Canvas:

[Canvas](https://lethbridge.instructure.com/login/canvas) is the Learning Management System (LMS) used by Lethbridge College. All students at Lethbridge College have access to Canvas, where they will locate course resources such as course outlines, grades, course materials, Canvas Inbox, and learning activities. Canvas also has a mobile app.

### Lethbridge College Email:

[Lethbridge College email](https://lethbridgecollege.ca/departments/information-technology-services/accessing-email) is the main source of communication outside your individual courses. Be sure to access this often to ensure you have the most up-to-date information from across the campus.

### Buchanan Library:

Use the [Buchanan Library](https://lethbridgecollege.ca/departments/buchanan-library) in person or online to find research materials required for class assignments and to help you with your information needs. Access over 50 databases to find articles on almost any topic and use our online catalogue to find books, ebooks, videos, articles, and more. Our staff provides guidance on how to find the resources you require.

### Learning Café:

Students are encouraged to access the [Learning Café](https://lethbridgecollege.ca/departments/learning-cafe) in the Buchanan Library for various free services, including academic tutoring support (online and face to face), APA documentation and study skills workshops, peer tutoring, and [online learning resources](http://www.lethbridgecollege.net/elearningcafe).

### Accessibility Services:

Students requiring academic accommodation (e.g., extra time, separate space, etc.) must register with [Accessibility Services](https://lethbridgecollege.ca/departments/accessibility-services) to determine eligibility for and implementation of these supports. If you have further questions, please feel free to speak to your instructor or contact Accessibility Services for more information.

### Wellness Services:

Our [Wellness Services](https://lethbridgecollege.ca/departments/health-and-shepell-counselling-services) health care team of registered nurses, doctors, mental health workers and psychiatrists are here to provide services that positively influence your health and well-being. They offer a variety of services to help you meet the challenges of achieving your personal, professional, and academic potential. The counselling service provides an opportunity to work collaboratively with a mental health professional.

### Advising:

[Academic advisors](https://lethbridgecollege.ca/departments/career-and-academic-advising) are a great place to start if you aren’t sure where to go for help. They are experts on college policies, procedures, program requirements, academic planning, and student supports, and they can help you at any point in your college experience.

Early Alert: Lethbridge College utilizes an early alert program to support students who may be at risk of being unsuccessful in their courses or may need some additional academic support. Students may be contacted by our Early Alert team.

### Full-class Testing Service:

(Optional paragraph, omit this paragraph if course is not using full class testing service.)

This course includes one or more exams/quizzes that will be written through Testing Services’ full-class testing service. Rather than writing these tests during class time, you will have a window of time (typically 3–5 days) during which you will write your tests in the Testing Services’ Satellite Lab. Go to [www.lethbridgecollege.ca/testing](http://www.lethbridgecollege.ca/testing) to book your exam appointment(s) within the dates provided by your instructor. It is strongly recommended that you book your appointment(s) well in advance. When booking your exam(s), select “Full-class Testing Service” as your exam group to make sure Testing Services can accommodate your booking. Please be aware of the testing [rules and regulations](https://lethbridgecollege.ca/departments/testing-services/testing-rules-and-regulations) prior to your exams.

### Student Core Competencies:

Every student has the opportunity to earn, track and share achievement in seven areas of competency through the Hive. The student Core Competencies allow students to share evidence of achievement in the areas of critical thinking, global citizenship, teamwork and collaboration, communication, career and personal development, innovation, and problem solving. Please see the student hive or [Student Core Competency](https://learninginnovation.ca/student-cc/) website for more information.

### Other Services:

If you would like more information on the many services available to students, please check out the [Current Students](https://lethbridgecollege.ca/current-students) section of the Lethbridge College website.

## Institutional Policies and Practices

Note: please remove one of the following paragraphs if it does not apply

### Practicum and Work Integrated Learning:

This course has a required Work-Integrated Learning Pre-Placement Requirements (WIL) component. The College dictates the legal terms and conditions governing the WIL. Students must meet and maintain certain requirements to participate in the WIL setting as determined by programs, practice agencies and/or legislated by government bodies. Students who do not meet and maintain these requirements may be restricted from continuing in the WIL Component and required to withdraw from the course.

### Course Work Used as Examples and for Program Accreditation:

Students are the sole owners of the Intellectual Property they create in their capacity as a student except in limited circumstances. If your instructor or program wishes to use your course work as an example (i.e., as an example in current or future courses or as a sample for program accreditation applications or renewals) you will be asked to complete the [Student Release Form](https://lethbridgecollege.ca/document-centre/forms/copyright/student-release-form) which authorizes the College to use your copyright-protected work. If you have any questions about the [Student Release Form](https://lethbridgecollege.ca/document-centre/forms/copyright/student-release-form) or the College’s [Intellectual Property Policy](https://lethbridgecollege.ca/document-centre/policies-and-procedures/college-wide-policies-and-procedures/intellectual-property) please contact Institutional Compliance by email at compliance@lethbridgecollege.ca.

### Retention of Assignments and Exams:

Examinations/assignments will be retained by instructors to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner. *Note:* Practicum course evaluations may be kept for a longer period of time. Please see the [Records Management policy](https://lethbridgecollege.ca/document-centre/policies-and-procedures/technology-and-information-management/records-management) for more information.

### Student Rights and Code of Conduct:

Academic Honesty is necessary for students to achieve excellence and for the preservation of the integrity and reputation of the course, the program, and of Lethbridge College as an institution. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with Lethbridge College policy. The penalties for plagiarism vary in degrees but may result in expulsion from the Lethbridge College. For definitions of what is included as plagiarism and academic dishonesty, please view the [Student Rights and Code of Conduct policy](https://lethbridgecollege.ca/document-centre/policies-and-procedures/student-services-and-support/student-rights-and-code).

### Recording of Classes:

Audio/video recording is permitted *only* with the prior written consent of the instructor or if recording is part of an approved accommodation plan. Such a recording is for the personal use only of the student who has permission to record. Following the course all such recordings must be destroyed.

### Other Policies:

Students should be aware of policies and procedures that may impact them directly. More information can be found on the Lethbridge [College Policies page](http://www.lethbridgecollege.ca/about-us/policies-procedures).

### Important Notes about your Course Outline:

Please retain a copy of this course outline for future reference. It can be useful in providing documentation for course transfer credit.

### Research Disclaimer:

Note: please use one of the following paragraphs and erase the other that does not apply.

*Disclaimer:* This course does not include any research activities that involve human participants.

*Disclaimer:* Research activity carried out in this course has received approval from the Lethbridge College Research Ethics Board (REB) that is consistent with the college’s ethical policies and Tri Council Policy. For more information, please see the policy on [Research Involving Human Participants Procedures](https://lethbridgecollege.ca/document-centre/policies-and-procedures/research-and-copyright/research-involving-human).

*Note:* A student must, at the planning stage, discuss his or her research study with the supervisor. As the supervisor oversees the research study, he/she is responsible for reviewing the student’s application and indicating their support/approval before the student submits the application for ethics review.

### Respondus Monitor Disclaimer:

Note: please remove this if you are not using Respondus Monitor in your course.

This course requires the use of Respondus Monitor for some/all exams. Respondus Monitor is a fully automated system that uses your computer’s webcam to record you while you complete your exams using Respondus LockDown Browser.

Your personal information is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, and is managed in accordance with Part 2 of the FOIP Act. Exam recordings may be viewed for the purpose of invigilating your exam and may be used to investigate allegations of Misconduct. Recordings will not be used or disclosed for any other purpose without your written consent, unless allowed or required by law.

If you have any questions about how the information you provide is collected, stored, used or disclosed you can contact the College’s FOIP Coordinator by phoning (403) 320-3361, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Institutional Compliance.

## Other Program Contacts

To contact the Dean or Associate Dean for the program, please contact the main program phone number on page 1 of this outline.