|  |  |  |  |
| --- | --- | --- | --- |
|  | | **New Course Template** |  |
|  | |  |  |
| **\*\*\*An electronic copy of this form should be approved by the Department and Division and then sent to the Curriculum Committee Representative from your Division\*\*\***   * **Once the revised course has been approved by the Curriculum Committee it will then be forwarded to Senate for approval** * **If this new course is core to any program, a Revised Program form must be completed and submitted as well** | | |

**A COURSE SYLLABUS MUST BE ATTACHED. SEE APPENDIX A**

|  |
| --- |
| **Subject Code, Level (e.g., 1000), and Course Title:** |
| **Proposed Calendar Description (Use complete sentences):** |
| **Teaching Method (e.g., lecture, seminar):** |
| **Identify any prerequisites for this course:** |
| **Identify any courses this will be a prerequisite for:** |

|  |
| --- |
| **Rationale for New Course (<200 words):** |
| **Explain how this new course meets the program-level learning outcomes for any programs it contributes to:** |
| **Does content from this course overlap with that in any existing course?** |
| **Will this course attract students from existing courses?** |

|  |  |  |
| --- | --- | --- |
| **Can this course replace any existing courses (identify/explain)?** | | |
| **Will full time faculty teach this course** | | |
| **How will the Department handle the extra workload necessary to teach this course (Overloads** | | |
| **If this course is to be taught by part time faculty, what credentials are required for the instructor?** | | |
| **Are additional Library resources needed?** | **Yes** | **No** |
| **Will the Department require additional funding for library resources related to this course?** | **Yes** | **No** |
| **Will the Department require new equipment/software for this course?** | **Yes** | **No** |
| **Will this course be taught online in full or in part?** | **Yes** | **No** |
| **What are the classroom requirements for this course?** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Departmental Approval** |  |  | **Divisional Approval** |  |

APPENDIX A

Algoma University

Department of department name

**Full course code**

**Course Title**

Term and Year

Class Hours, Classroom

**Instructor Information**

**Instructor:** Instructor Name

**Office:** Office

**Office Phone:** Instructor Phone number

**Office Hours:** Office Hours

**E-mail:** Instructor Email

Extra information on contacting the instructor

**Lab instructor:** If applicable

**Course Information**

**Course Calendar Description:**

This is where you will enter the course description

**Course Prerequisites:**

**Methods of Instruction:**

**Learning Outcomes:**

Learning outcomes focus on thestudent.They specifically state the knowledge, skills, and/or values/attitudes that each student should possess upon successful completion of the course. Learning outcomes should be specific, realistic, and should be reflected in the assessment used in the course.

For additional resources on developing learning outcomes or for specific examples of learning outcomes within your discipline, please contact [outcomes@algomau.ca](mailto:outcomes@algomau.ca).

*Sample learning outcomes:*

*Upon completion of this course, students will be able to:*

* *Identify the major life cycle stages of insects*
* *Classify insects according to kingdom, phylum, class, order, family, genus, and species*
* *Employ field sampling strategies to develop a small insect collection*
* *Explain the impact of household chemical use on at least one species of insect*

**Learning Objectives**

Learning objectives are broad statements of what the instructor intends for the course to offer to students.

*Sample learning objectives*

*This course aims to:*

* *Provide students with opportunities to develop confidence and competency in field sampling techniques used in the collection of insects*
* *Encourage the acquisition of scientific classification skills*
* *Expose students to recent scientific research on the environmental impact of household chemicals*

**Required Textbook(s):**

**Recommended Textbook(s):**

**Additional Readings:**

**Additional Supplies, Materials or Equipment:**

**Course Website/CMS:**

**Course Requirements and Assessment**

Information on course requirements and assessments.

| **Assessment** | **Date of Evaluation (if known)** | **Weighting** |
| --- | --- | --- |
| Assessment 1 | Date of Evaluation 1 | X% |
| Assessment 2 | Date of Evaluation 2 | X% |
| Assessment 3 | Date of Evaluation 3 | X% |
| Assessment 4 | Date of Evaluation 4 | X% |
| **Total** |  | 100% |

**Description of Assessments can be provided below (optional):**

**Assessment 1**

Assessment 1 Description and Deadline

**Assessment 2**

Assessment 1 Description and Deadline

**Assessment 3**

Assessment 1 Description and Deadline

**Assessment 4**

Assessment 1 Description and Deadline

**Late Assignments**

Instructor’s policy on late work

**Missed Tests and Exams:**

Instructor’s policy on missed tests and exams

The Final Examination Policy can be found at: <http://algomau.ca/media/styleassets/pdf/final_examination_policy.pdf>

**Class Schedule**

**Date (Week 1):** Topic Name

Description

**Date (Week 2):** Topic Name

Description

**Date (Week 3):** Topic Name

Description

**Date (Week 4):** Topic Name

Description

**Date (Week 5):** Topic Name

Description

**Date (Week 6):** Topic Name

Description

**Date (Week 7):** Topic Name

Description

**Date (Week 8):** Topic Name

Description

**Date (Week 9):** Topic Name

Description

**Date (Week 10):** Topic Name

Description

**Date (Week 11):** Topic Name

Description

**Date (Week 12):** Topic Name

Description

**Required Outings or Events:**

Remove if not applicable

**Academic Dishonesty:**

*The University takes a very serious view of such offences as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced.*

The following web site contains a complete policy statement on academic dishonesty and attendance. Students are encouraged to read this policy for further clarification of these issues:

<http://algomau.ca/media/styleassets/pdf/disciplinary_regulations_on_academic_dishonesty.pdf>

**Electronic Device Policy:**

Instructor’s policy on electronic devices

**Attendance Policy:**

*The general regulations of the University require punctual and regular attendance at the various academic exercises. If there are extenuating circumstances related to an absence, the instructor should be notified. Absences in excess of 20% may jeopardize receipt of credit for the course.*

**Disability Accommodation:**

If you are a student with a physical, learning, and/or psychological disability and plan to request any academic accommodations for this class, you are required to bring in an authorization letter from Disability Services listing the permitted accommodations. I will work with you to arrange your accommodations from the point in time that you deliver and discuss such an authorization letter with me. The Coordinator of Disability Services will keep your disability documentation confidential. Contact information is as follows: Coordinator of Disability Services 705-949-2301 ext. 4221; [learning@algomau.ca](mailto:learning@algomau.ca)