

Course Outline Recommendations

Sample course outlines can be requested from your department head. Course outlines should be distributed to students during the first week of classes, ideally at the first meeting of the class.

Please provide a copy of your outline to the Dean's Office by the second week of classes.

Instructors should ensure that the general nature and content of the course, grading pattern, etc., corresponds to the course description in the University Calendar. If in doubt, consult your department head.

What should be included in your course outline?

University Council Regulations on Examinations, section 1.1.3C requires that instructors make course outlines available to students and department heads. Please include:

- course name and number
- instructor name
- university college department (St. Thomas More, Department of _____)
- STM department head
- department head's email or office number
- office location and number
- office hours
- office phone number (home number if you are willing to receive calls at home)
- clear statement of the objectives of the course and examinations
- required textbooks and recommended books
- bibliography and any extra materials
- topical outline, with suggested dates
- a policy for use of calculators, microcomputers, or works-processors in examinations
- evaluation procedures and their application to the literal descriptors
- any policies with respect to

- extensions on assignments, class participation, absenteeism, lateness, re-submission of essays
- writing: clarify your expectations about spelling, grammar, syntax and style. It may be helpful to give the students a brief list of the abbreviations you will use in marking their essays.
- a statement of the importance and meaning of the class both for the instructor and for the students might be included to help students see the class not so much as part of an objective program, but, rather, as an integral part of their own lives.
- requirements
 - examination: dates, type of exam, portion of final grade assigned
 - assignments: due dates, penalties for lateness, portion of final grade assigned
 - attendance requirements: specify attendance expectations and their contribution to the evaluation process; faculty have the right to refuse admission to a final examination for failure to attend regularly. If you plan to implement this regulation you must clearly state the minimum attendance requirements for your class.
 - Any other requirements: for example, do you expect them to read through the textbook twice or more? Ask questions in class? Know concepts? If you intend to do anything out of the ordinary, you must inform the students at this time.
 - A statement of plagiarism is **required**

Statement of Academic Integrity

St. Thomas More College follows the rules regarding Academic Dishonesty as delineated in the University of Saskatchewan Calendar. Of these, plagiarism is a particularly serious offence that involves presenting another person's writing, ideas or creative work as your own. When quoting, paraphrasing, describing, presenting, summarizing or translating the work of others, you must acknowledge the source of the information you use, which includes ensuring that the reader can differentiate between your words and the words of others. Sources may come in print, electronic, digital, visual or oral form, and may be provided by a published author, fellow student, artist, or Internet site. Purchasing papers is not permitted. It is your responsibility to understand what constitutes plagiarism; when in doubt, consult your professor

Guidelines for academic conduct and definitions of academic dishonesty can be found on the website: http://www.usask.ca/university_secretary/pdf/dishonesty_info_sheet.pdf

For students with special needs

If you are a student who is registered with the Office of Disability Services for Students, you may apply for unique services or arrangements to complete the requirements for this course. Normally, these services will be provided through the DSS office. If you have special needs and are not yet registered with that office, please do so as quickly as possible.