

PROCEDURE ON COURSE SYLLABUS PREPARATION

ADOPTED 305-CA-3180 (07-06-2011)

AMENDED 381-CA-4140 (13-06-2017)

(note: in this text, the masculine generic refers to both the masculine and feminine genders and is used for conciseness purposes.)

PREAMBULE

GIVEN paragraphs 1.11 a), b), c), f) of Regulation 3 - Undergraduate Studies of the Université du Québec en Abitibi-Témiscamingue regarding the main responsibilities of departments;

GIVEN paragraphs 1.10.2 a), h) of Regulation 3 - Undergraduate Studies of the Université du Québec en Abitibi-Témiscamingue regarding the main responsibilities of modules;

GIVEN Article 2.1 of the Procedure for the preparation of graduate programs of study, and for the appointment of managers to graduate programs of study;

GIVEN Article 1.14 of Regulation 3 - Undergraduate Studies of the Université du Québec en Abitibi-Témiscamingue:

1.14 COURSE SYLLABUS

There must be a syllabus prepared for every teaching activity and used in accordance with the UQAT's procedure on course syllabus preparation (Procédure relative aux plans de cours). Every syllabus must identify the elements of a course description or activity, and describe the teaching methods and evaluation process to be used.

ARTICLE 1 GÉNÉRAL OBJECTIVE

The purpose of the Procedure on Course Syllabus Preparation document is to ensure that departments have discipline-related assessment mechanism for the instruction for which they are responsible, that the modules are capable of reacting to the approaches, content and orientation of each of the courses taught in the programs for which they are responsible and that the students are well-informed of the general and specific nature of the learning experience for which they have enrolled.

ARTICLE 2 SPECIFIC OBJECTIVES

The development of a course syllabus aims to:

- a. Provide a specific course description;
- b. Provide students with advance notice of the nature of the learning experience for a given course;
- c. Document the valid academic and administrative agreements for a given term [semester];
- d. Fulfill the requirements of the UQAT Undergraduate Studies and Graduate Studies regulations at UQAT.

ARTICLE 3 - COMPOSITION OF THE COURSE SYLLABUS

The course syllabus comprises the following, but is not limited to other items which may appear in the department, module or program committee policies:

- a. course code and title;
- b. name of the instructor , and the instructor's contact information, the name of the Student Delegate, as well as the definition and role of the Student Delegate;
- c. course objectives;
- d. course content [and learnings];
- e. teaching methodology;
- f. assignment deadline dates, exam dates or periods, the weighting assigned to different components to be evaluated, and the evaluation criteria (in the case of evaluation of an assignment or practicum, etc.);
- g. documentary sources;
- h. the instructor's availability, with regard to providing student support;
- i. regulation 12 - regarding UQAT students' plagiarism and fraud;
- j. a section on the quality of spoken or written communication in student assignments, and the percentage of possible penalty for deficiencies in language, in accordance with UQAT's Politique linguistique [Language Policy], and the classroom language requirements;
- k. rules for the presentation of student assignments, the Guide for the Presentation and Presentation of Written Assignments, used to determine the admissibility of assignments and, where applicable, instructions related to assignment content and requirements;
- l. the policies and procedures of the department, module or program committee regarding student evaluation;
- m. a reference (URL) to the current Procedure on Course Syllabus Preparation;
- n. the course's relation to the program (e.g.: required course or optional course, discipline-related course, or enrichment course);
- o. the course's operating principles (e.g. participation rules, late arrivals, safety instructions, if any, etc.).

A complete course syllabus will include the both the department's and the module's or program committee's approval, and a confirmation by the Student Delegate to the effect that the content of the course, including the respective weighting of evaluated items, and evaluation deadlines, was presented and explained to the students in the course-group. First and foremost, the instructor must ensure that the course syllabus complies with the provisions of Regulation 3 - Undergraduate Studies or with the UQAT Graduate Studies regulation, and with the department, module or program committee policy or, if applicable, the guidelines established by the master syllabus.

This confirmation must occur during the week following the presentation of the course syllabus (or within a proportional timeframe, if the course takes place on a different schedule). Thus, the course syllabus becomes a reciprocal agreement between the instructor and the students.

In exceptional circumstances, changes may be made to the course timetable, assignment or other deadlines, as well as to the respective weighting of components evaluated during the semester, by agreement of the instructor, and two-thirds of the students present in class; it is the instructor's responsibility to indicate any change to the course syllabus during the semester, using the contact method identified in the course syllabus.

There are two procedures to follow, one if the course is taught by a professor, another if the course is taught by a lecturer [sessional instructor].

ARTICLE 4-PROCEDURES

4.1. Procedures for courses taught by professors

4.1.1 At least two weeks before the course is due to begin, a preliminary course syllabus prepared by the professor shall be given to the applicable department. The department then provides a copy of the syllabus to the module for acceptance, before the start of the course. A course syllabus that has not been approved by the module or the program committee may not be presented to students.

4.1.2 Following the Student Delegate's signature of the course syllabus, the completed course syllabus is sent by the professor to the module or to the applicable program coordinator, who sends a copy to the department, noting any changes made to the course syllabus.

4.2. Procedures for courses taught by sessional instructors

4.2.1 When the sessional instructor is hired, the department provides him/her with a sample syllabus, if one exists, or with the master syllabus for the course they have been hired to teach.

4.2.2 Normally, two weeks before the course is due to start, a preliminary course syllabus prepared by the sessional instructor shall be given to the applicable department. The department then provides a copy of the syllabus to the module for acceptance, before the start of the course. A course syllabus that has not been approved by the module or the program committee may not be presented to students.

4.2.3 Following the Student Delegate's signature of the course syllabus, the completed course syllabus is sent by the sessional instructor to the module or to the applicable program coordinator, who sends a copy to the department, noting any changes made to the course syllabus.

ARTICLE 5 - ENTRY INTO FORCE

This procedure enters into force on the day of its adoption by the Board of Directors.