Course Level Template

use to draft course level informaion required for courseleaf

CTLR

2023

Template for CourseLeaf

* COURSE LEVEL -

# <https://curriculum.vcc.ca/courseadmin/>

|  |  |
| --- | --- |
| A. NEW COURSE PROPOSAL | |
| Course Name |  |
| Effective Date |  |
| School /  Centre |  |
| Department |  |
| Contact(s) |  |

|  |  |  |
| --- | --- | --- |
| Banner Course Name  (limited to 30 characters) |  | |
| Subject Code |  | |
| Course Number |  | |
| Year of Study |  | |
| Credits |  | |
| Course Description |  | |
| Course Pre-Requisites (if applicable) |  | |
| Course Co-Requisites (if applicable) |  | |
| PLAR (Prior Learning Assessment & Recognition)  \*If yes, provide details of PLAR |  | |
| Course Learning Outcomes (CLO) | Upon successful completion of this course, students will be able to: | |
| CLO#1 |  |
| CLO#2 |  |
| CLO#3 |  |
| CLO#4 |  |
| CLO#5 |  |
| CLO#6 | *(add more rows as required)* |
| Instructional Strategies |  | |

|  |  |
| --- | --- |
| B. EVALUATION AND GRADING | |
| Grading System  (Letter Grade, Percentages, Percentages-ITA, or S/U |  |
| Passing Grade |  |

## Evaluation Plan

|  |  |  |
| --- | --- | --- |
| Type | Percentage | Brief description of assessment activity |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please use any of the following list of evaluation types (CourseLeaf only has these options): assignments, attendance, clinical examination, exam, field experience, final exam, lab work, midterm exam, other, participation, portfolio, practicum, project, quizzes/tests, reflection

|  |  |  |
| --- | --- | --- |
| C. HOURS BY LEARNING ENVIRONMENT TYPE | | |
| Total Course Hours |  | |
| Breakdown the total course hours into each relevant category. Not all categories are required. The total course hours and at least one category must be filled in. | | |
| Category 1: Check all that apply. | Lecture  Online  Seminar  Tutorial | Hours in Category 1: |
| Category 2: Check all that apply. | Clinical  Lab  Rehearsal  Shop/Kitchen  Simulation  Studio | Hours in Category 2: |
| Category 3: Check all that apply. | Practicum  Self-Paced  Individual Learning | Hours in Category 3: |
| Course Topics |  | |
|  | |
|  | |
|  | |
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|  | |
|  | |
|  | |
| *add/delete rows as required* | |
| Learning Resources (textbooks, lab/shop manuals, equipment, etc.) |  | |

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| --- | --- | --- |
| D. RATIONALE AND CONSULTATIONS | | |
| You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e., a number of changes to a PCG and multiple courses). | | |
| Is this proposal part of a group of related proposals? (Yes or No) | | |
| If No, provide a rationale for this proposal: | | |
| If yes, is this the primary proposal? (Yes or No) | | |
| If No, what is the primary proposal (e.g., PCG or another course)? | | |
| If this is the primary proposal in a group of related proposals, provide a rationale for this proposal, state if there are any expected costs as a result of this proposal, and engage in the relevant consultations. | | |
| Provide a rationale for this proposal | |  |
| Are there any expected costs as a result of this proposal? | |  |
| Consultations | | Feedback (include date received) |
|  | EAL Department/Language Support |  |
|  | Centre for Teaching, Learning, and Research |  |
|  | Registrar’s Office |  |
|  | Faculty/Department |  |
|  | Departmental Support Staff |  |
|  | Other Department(s) |  |
|  | Advising & Recruitment |  |
|  | Assessment Centre |  |
|  | Career LAB |  |
|  | Counselling |  |
|  | Disability Services |  |
|  | Facilities |  |
|  | Finance |  |
|  | Financial Aid |  |
|  | Indigenous Education & Community Engagement (IECE) |  |
|  | Information Technology (IT) |  |
|  | Institutional Research (IR) |  |
|  | International Education |  |
|  | Learning Centre |  |
|  | Library |  |
|  | Marketing & Communications |  |
|  | Safety & Security |  |
|  | Student Services |  |
|  | Affiliation, Articulation, and/or Accreditation Bodies |  |
|  | PAC/CEG |  |
|  | Other |  |

|  |  |
| --- | --- |
| E. ADDITIONAL INFORMATION | |
| Provide any additional information if necessary |  |
| Supporting documentation |  |