A HOW-TO GUIDE FOR THE COURSE OUTLINE MODULE

This document provides a comprehensive guide to assist faculty, coordinators, and academic chairs in creating, editing, and approving course outlines to ensure they are ready for students. Course outlines are in the PeopleSoft (Evolve) Enterprise Resource Planning (ERP) system. PeopleSoft is the system that also contains Faculty Centre and Class Cancellations modules, among many others.

DOCUMENT INFORMATION

Document name	A How-to Guide for the Course Outline Module
Document version number	2.0
Document version date	May 14, 2025

REVISION HISTORY

Version #	Ver. date	Revised by	Description of change
1.0	Aug. 1, 2013	David Baker	N/A
1.1	Aug. 1, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material
2.0	May 14, 2025	David Baker	Yearly revisions -Updated screenshots, removed dated material

RELATED DOCUMENTS

Policy/Operating Procedure	Policy/Operating Procedure Link
College Policy	2-218 Learning Management System Usage

User Guide	Guide
Learning Design & Support Team	User Guide – Course-Outlines-Adding-a-Course-Outline-to-D2L

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ACCESSING COURSE OUTLINES

Step 1: Go to https://flemingcollege.ca/.	
Step 2: Log in to the myCampus Portal.	
Step 3: Click the "**Course Outlines**" button	
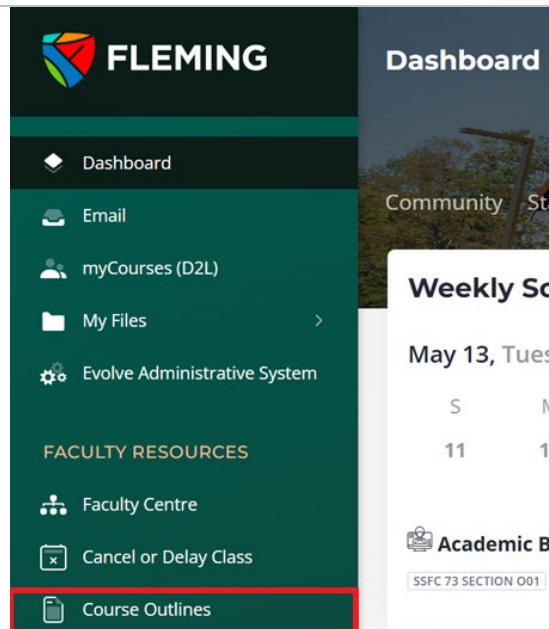
MENU STRUCTURE

Landing Page

View Approved Course Outlines option (*available for all users – students, staff, faculty, and administration*) Search for approved outlines. If you cannot find what you are looking for, it means the annual and/or semester outline has not yet received dean approval. Use the '**My Course Outline' report to view the status of** the semester portion of the outline. This report will be discussed later in this guide.	

Maintenance Folder

Roll Over Course Outline	

Menu Structure

Rollover a previous year's outline to begin the creation process. Note: the semester outline is rolled with the annual	
Maintain Annual Crse Outline Edit an already existing annual outline that is not dean/chair approved; or Use when creating a course outline for a new course.	Maintain Annual Crse Outline - Add or Edit an Annual Course Outline (completed and approved annually)
Maintain Semester Crse Outline Edit an already existing semester outline that is not completed or approved; or	Maintain Semester Crse Outline - Add or edit a Semester Course Outline (completed and approved by semester)

Training

The **Training** menu option provides access to the "Academic Operations Knowledge Base."	Course Outlines **Training** Useful course outline training materials Training Material - Academic Operations Knowledge Base for Course Outlines

Reports (Faculty)

The Reports menu option allows you to run various course outline reports.

My annual that req. approval Lists all annual outlines that require your approval (faculty, coordinator and/or dean (or chair)	My annual that req. approval - This query provides a list of annual outline(s) that requires your approval.
My course outlines Lists all outlines that contain your OPERID (e.g. dbaker) on at least one component (annual and/or semester)	My course outlines - This query provides a list of all of your active outlines by academic year.
My semester that req. approval Lists all semester outlines that require your approval (faculty, coordinator and/or dean (or chair)	My semester that req. approval - This query provides a list of semester outline(s) that requires your approval.

MENU STRUCTURE	
Reports (Program Coordinator) All the above reports and the following addition.	
Status report by program Lists all courses within a specific program and term, providing status information on the approval of a course's outline.	Status report by program - Program outline status report by academic term using information from MAPS - Course Loading.

2-STAGE PROCESS

The course outlines have two separate stages: **Annual** and **Semester**. You can only edit specific sections of your outline in each stage.

- The annual can only be completed once per academic year.
- The semester can have more than one per academic year. This allows for consistency year to year and flexibility from semester to semester.

Outline Creation for an Existing Course

Typically, you roll over an annual and semester outline from the previous year's course into the new academic year.

Be careful to choose the correct academic year.
The academic year runs from September to August.

Academic Year	Terms	Dates
2025	Fall 2025	September 2025 - December 2025
	Winter 2026	January 2026– April 2026
	Spring 2026	May 2026– August 2026

ROLLOVER A COURSE OUTLINE

Use this functionality when an outline already exists for the module—that is, when the course has previously run under the same course code.

Step 1: Go to https://flemingcollege.ca/.	
Step 2: Log in to the myCampus Portal.	
Step 3: Click the "**Course Outlines**" button	
Step 4: Click the '**Roll Over Course Outline**' link found as an option in the Maintenance menu	

ROLLOVER A COURSE OUTLINE

Use this functionality when an outline already exists for the module—that is, when the course has previously run under the same course code.

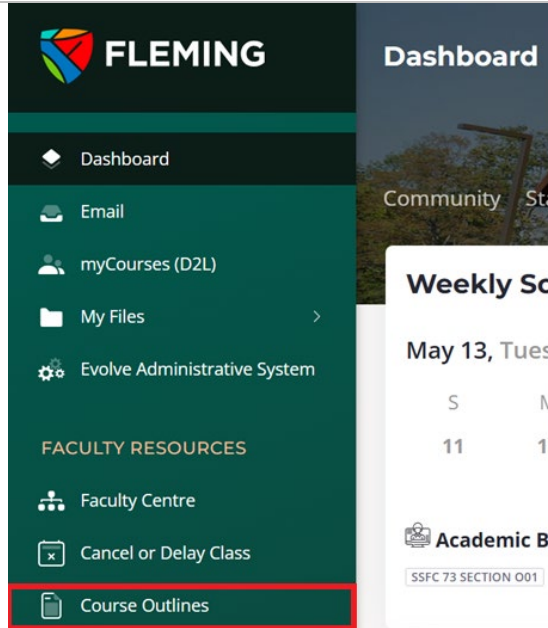|	
Step 5: **Enter** criteria for the course outline you want to roll into a future semester. You are searching for an existing outline in the module. **Tip** Less is often more when using the search. It is recommended that you enter no more than **three criteria**. • Academic Year (previous year) • Subject Area (Alpha portion of the course code) • Catalog Nbr (Numeric portion of the course code)	
Step 6: Once the criteria are entered, click the '**Search**' button.	
Step 7: **Select** the course outline you wish to roll over by **clicking** on any field within the row (*e.g., Academic Year, Subject Area, Catalogue Number, etc.*). If you don't see the version you want in the search results, ensure you either click the 'View All' button or navigate to page 2 or 3.	

ROLLOVER A COURSE OUTLINE

Use this functionality when an outline already exists for the module—that is, when the course has previously run under the same course code.

Step 8: Enter the roll plan with information on where the outline should be rolled into. • 'Academic Year' and • 'Term' The example below shows that BUSN 13 is being rolled from 2024/Fall into 2025/Fall	**Roll Over Semester Outline** **Rollover Annual/Semester Course Outline** **Course title:** Macroeconomics **Course number:** BUSN 13 **Instructions:** Enter values into required fields, optional if required, and click the 'save' button. Reminder, the academic year is from September to the following August (September = Fall, January = Winter and Spring/Summer = May). **Required fields:** Academic year: 2024 — Roll plan to year > 2025 Term: 2024 Fall — To term > 1259 2025 Fall **Optional - If you are rolling this outline into the same academic year and term, complete the following:** Session: To session > Class section: To class section >
Step 9: Click the **Save** button	**Roll Over Semester Outline** **Rollover Annual/Semester Course Outline** **Course title:** Macroeconomics **Course number:** BUSN 13 **Instructions:** Enter values into required fields, optional if required, and click the 'save' button. Reminder, the academic year is from September to the following August (September = Fall, January = Winter and Spring/Summer = May). **Required fields:** Academic year: 2024 — Roll plan to year > 2025 Term: 2024 Fall — To term > 1259 2025 Fall **Optional - If you are rolling this outline into the same academic year and term, complete the following:** Session: To session > Class section: To class section > **Save** **Return to Search**
Congratulations! You have now successfully rolled over an annual and semester outline.	

Outline Creation For a New Course – From Scratch

Use this functionality when no outline exists for the module—that is, when the course has not previously run under the same course code.

Step 1: Go to https://flemingcollege.ca/.	
Step 2: Log in to the myCampus Portal.	
Step 3: Click the "**Course Outlines**" button	
Step 4: Click the '**Maintain Annual Crse Outline**' link found as an option in the Maintenance menu	
Step 5: Click the '**Add a New Value**' button.	
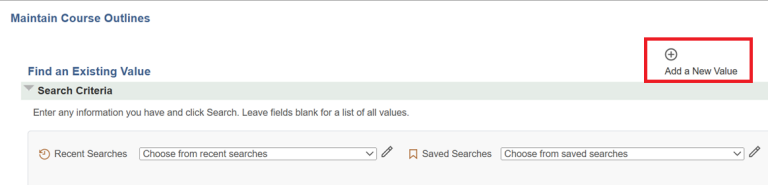
OUTLINE CREATION FOR A NEW COURSE – FROM SCRATCH

Use this functionality when no outline exists for the module—that is, when the course has not previously run under the same course code.

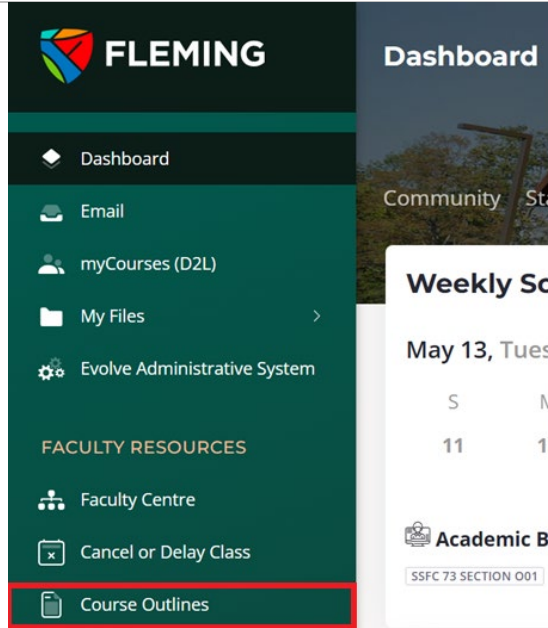|	
Step 6: Enter the desired academic year in the **Academic Year** field (e.g., **2025** = September 2025 to August 2026).	**Maintain Course Outlines** **Add a New Value** *Academic Year 2025 🔍 *Course ID 🔍 Add
Step 7: In the Course ID row, click the magnifying glass icon to look up and select the appropriate Course ID.	**Maintain Course Outlines** **Add a New Value** *Academic Year 2025 🔍 *Course ID 🔍 Add
Step 8:Enter the following values: • Academic Institution: FLEMG • **Subject Area**: the alphabetical portion of the course code.	**Look Up Course ID** Help Academic Institution begins with ∨ FLEMG 🔍 Course ID begins with ∨ Subject Area begins with ∨ BUSN 🔍 Catalog Nbr begins with ∨ Description begins with ∨
Step 9: Click the "**Look-up**" button.	**Look Up Course ID** Help Academic Institution begins with ∨ FLEMG 🔍 Course ID begins with ∨ Subject Area begins with ∨ BUSN 🔍 Catalog Nbr begins with ∨ Description begins with ∨ Look Up Clear Cancel Basic Lookup

OUTLINE CREATION FOR A NEW COURSE – FROM SCRATCH

Use this functionality when no outline exists for the module—that is, when the course has not previously run under the same course code.

Step 10: Select the course by clicking any field within the row (e.g., **Academic Institution**, **Description**, **Academic Group**, etc.).	Look Up Course ID Help Academic Institution begins with ∨ FLEMG Course ID begins with ∨ Subject Area begins with ∨ BUSN Catalog Nbr begins with ∨ Description begins with ∨ Look Up Clear Cancel Basic Lookup Search Results View 100 First ◀ 1-278 of 278 ▶ Last Academic Institution / Subject Area / Catalog Nbr / Course ID / Description / Academic Group FLEMG BUSN 4 006556 Business Principles &Practices HALIB FLEMG BUSN 5 006557 Can. Economic Issues MBS FLEMG BUSN 7 006559 Customer Service MBS FLEMG BUSN 8 006560 Entrepren/Proposal IHA FLEMG BUSN 9 006561 Fire & Safety Mgmt L&J
Step 11: Click the '**Add**' button	**Add a New Value** *Academic Year 2025 *Course ID 006556 Add
Congratulations! You have successfully created an annual and semester outline shell from scratch. Your first step in this blank shell is to add your name to the Staff Approver list before clicking the Save button.	

MAINTAINING AN ANNUAL OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

|	
Step 1: Go to https://flemingcollege.ca/.	
Step 2: Log in to the myCampus Portal.	
Step 3: Click the "**Course Outlines**" button	
Step 4: Click the '**Maintain Annual Crse Outline**' link found as an option in the Maintenance menu	
Step 5: Search for the course outline you want to edit by entering up to three search criteria: • *Academic Year*: 2025 (optional) • *Subject Area*: LAWS (alphabetical portion of the course code) • *Catalog Nbr*: 3 (numerical portion of the course code)	
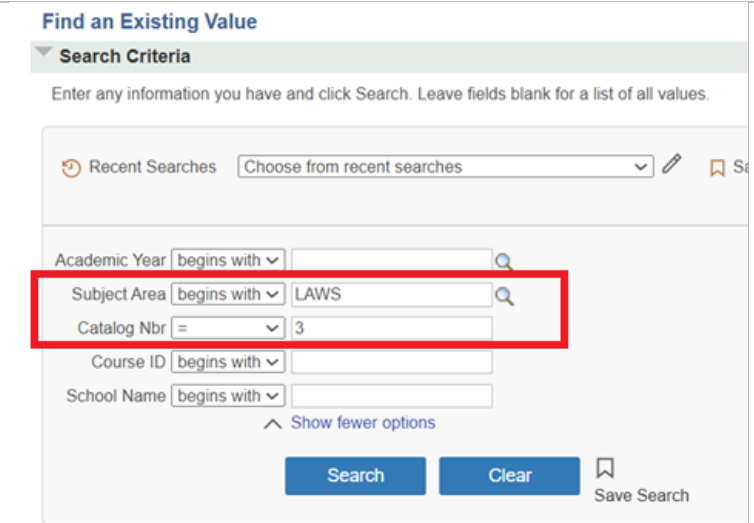
MAINTAINING AN ANNUAL OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Step 6: Once the criteria are entered, click the '**Search**' button.	**Find an Existing Value** **Search Criteria** Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches: Choose from recent searches Academic Year [begins with ▾] Subject Area [begins with ▾] LAWS Catalog Nbr [= ▾] 3 Course ID [begins with ▾] School Name [begins with ▾] ∧ Show fewer options [Search] [Clear] Save Search
Step 7: **Select** the course outline you wish to enter by **clicking** on any field within the row (*e.g., Academic Year, Subject Area, Catalogue Number, etc.*). If you don't see the version you want in the search results, ensure you either click the 'View All' button or navigate to page 2 or 3. If you have entered sufficient search criteria, you will not receive a list of results. The system will directly open the outline you searched for.	**Search Results** 11 results Subject Area "LAWS", Catalog Nbr "3" View All | First ◀ 11 of 11 ▶ Last | Academic Year	Academic Year Description	School Name	Subject Area	Catalog Nbr	Course ID	Description	Faculty Approved	Coordinator Approved	Approved	
---	---	---	---	---	---	---	---	---	---	---
2020	September 2020 - August 2021	School of Justice and Comm Dev	LAWS	3	008400	Advocacy	N	N	N	＞	

Editing the Annual Outline

You can now edit the elements of your course outline that need to be maintained annually:
- Staff Approval List
- Course Learning Outcomes
- Learning Resources
- Assessment Requirements (basic breakdown)

Staff Approver List Required: Verify and edit the **Staff Approval List**.	**Staff Approval List** | Staff ID	Name	Staff Type ID		
---	---	---	---	---
DBAKER	David Baker	Faculty	＋	－
DBAKER	David Baker	Program Co-ordinator or Equivalent	＋	－
DBAKER	David Baker	Dean (or Chair)	＋	－	

Tips
- To add an individual, use the "Add" (plus) button located on the right side, then type their OPERID into the Staff ID field
- To remove an individual, use the "Remove" (minus) button located on the right side.
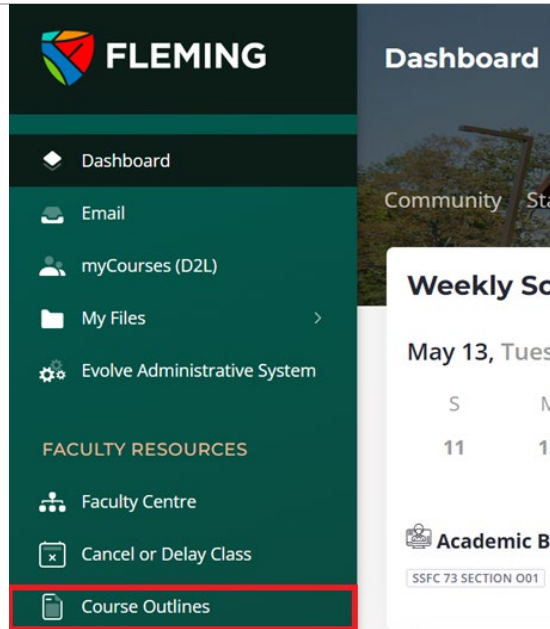- Click the (Search) button to find and select a person.

MAINTAINING AN ANNUAL OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

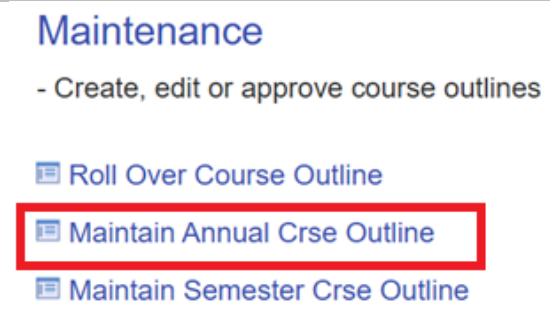- Always ensure the complete list of staff approvers is entered before saving for the first time.
- Once your staff approval list is complete with faculty, coordinator, and dean/chair, scroll to the bottom and click Save. Do not save until this list is fully populated.
- Information in this list is used for the course outline approval workflow.
- Periodically click the **Save** button located at the bottom of the page.

Course Learning Outcomes	
Course Learning Outcomes	
Required: **Verify** and **edit** the 'Course Learning Outcomes'.	

Tips

- You can edit the current outcome records.
- Use the "Add" (plus) and "Remove" (minus) buttons located on the right side.
- Use the Spell Check button to verify the spelling of the outcome you are working on.
- Periodically click the **Save** button located at the bottom of the page.
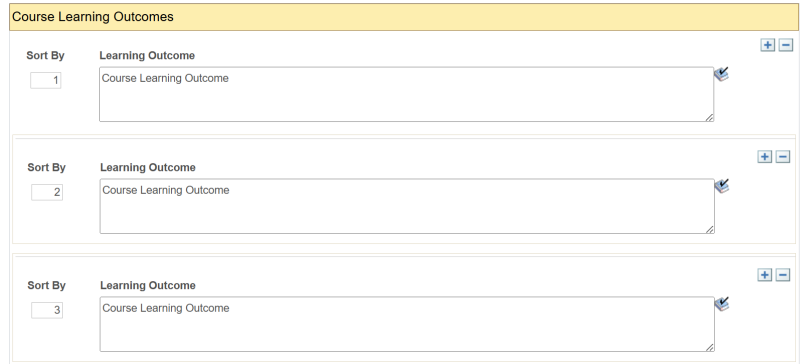- If you need assistance with developing this section, contact the Learning Design & Support Team at lds@flemingcollege.ca.
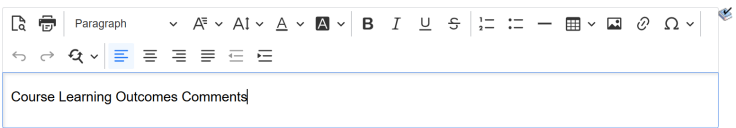
MAINTAINING AN ANNUAL OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Additional Learning Outcome Comments Optional: Verify and edit the Additional Learning Outcomes Comments.	Additional Learning Outcomes Comments: [Rich text editor toolbar] Course Learning Outcomes Comments
Learning Resources Required: Add or edit **Learning Resources** to ensure all information is up to date, including any referenced websites.	Learning Resources: This section is used to inform students of the learning and technology resources required to successfully complete this course. All additional resources within course lectures, modules and/or assignments must adhere to the Canadian Copyright Act and Fleming College's Fair Dealing Principles and Guidelines. [Rich text editor toolbar] Learning Resources
Assessment Requirements Required: Add or edit **Assessment Requirements** (basic breakdown). You will need to create a basic breakdown of the course's assessment activities, as shown in the example below. A more detailed plan will be required in the semester outline.	**Assessment Requirements** **Assessment Task** — **%** Assignments — 50 Quizzes — 10 Applied Learning — 10 In-class activities — 10 Labs — 20
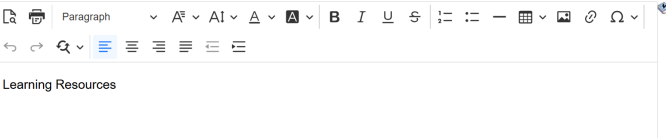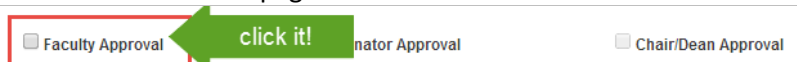
Tips

- You can edit the current outcomes, use the "Add" (plus) and "Remove" (minus) buttons located on the right side.
- Periodically click the **Save** button located at the bottom of the page.

Approval When you are finished with the annual outline, click the **Faculty Approval** checkbox. Once you click **Approve**, the next person in line (e.g., the coordinator) will receive an automated workflow email.	☐ Faculty Approval click it! ...nator Approval ☐ Chair/Dean Approval

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Step 1: Go to https://flemingcollege.ca/. Step 2: Log in to the myCampus Portal.	
Step 3: Click the "**Course Outlines**" button	
Step 4: Click the '**Maintain Semester Crse Outline**' link found as an option in the Maintenance menu	

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Step 5: Search for the course outline you want to edit by entering up to three search criteria: • *Academic Year*: 2025 (optional) • *Term*: 1255 (optional) • *Subject Area*: LAWS (alphabetical portion of the course code) • *Catalog Nbr*: 3 (numerical portion of the course code)	**Find an Existing Value** **Search Criteria** Enter any information you have and click Search. Leave fields blank for a list of all valu Recent Searches [Choose from recent searches ∨] Academic Year [begins with ∨] 2024 Subject Area [begins with ∨] LAWS Catalog Nbr [begins with ∨] 3 Term [begins with ∨] Session [= ∨] Class Section [begins with ∨] Course ID [begins with ∨] Description [begins with ∨] ∧ Show fewer options ☐ Case Sensitive [Search] [Clear]
Step 6: Once the criteria are entered, click the '**Search**' button.	**Find an Existing Value** **Search Criteria** Enter any information you have and click Search. Leave fields blank for a list of all valu Recent Searches [Choose from recent searches ∨] Academic Year [begins with ∨] 2024 Subject Area [begins with ∨] LAWS Catalog Nbr [begins with ∨] 3 Term [begins with ∨] Session [= ∨] Class Section [begins with ∨] Course ID [begins with ∨] Description [begins with ∨] ∧ Show fewer options ☐ Case Sensitive [Search] [Clear]
Step 7: **Select** the course outline you wish to enter by **clicking** on any field within the row (*e.g., Academic Year, Subject Area, Catalogue Number, etc.*).	Search Results 51 results Academic Year "2024", Subject Area "LAWS" +1 more View All	First ◄ 1-10 of 51 ► Last

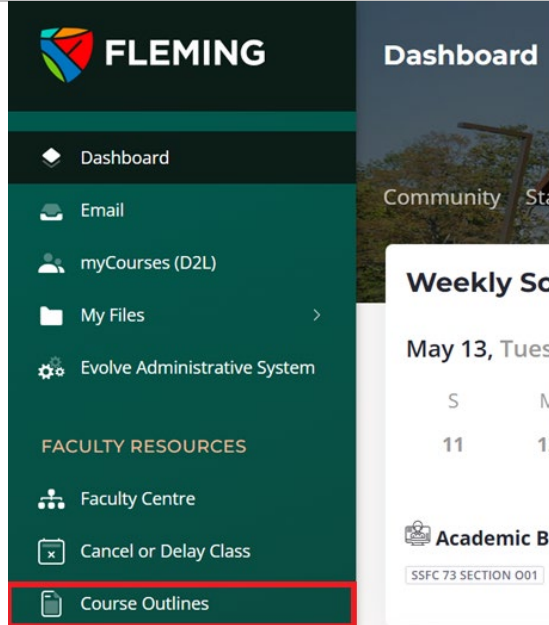| Academic Year	Subject Area	Catalog Nbr	Descr	Term	Session	Class Section	Course ID	Description	Faculty Approved	Coordinator Approved	Approved	
2024	LAWS	3	2024 Fall	1249	(blank)	(blank)	008400	Advocacy	N	N	N	>
2024	LAWS	306	2024 Fall	1249	(blank)	(blank)	015938	Legislation & Planning Regs	Y	Y	Y	>
2024	LAWS	306	2025 Winter	1251	(blank)	(blank)	015938	Legislation & Planning Regs	Y	Y	Y	>
2024	LAWS	306	2025 Spring	1255	(blank)	(blank)	015938	Legislation & Planning Regs	Y	Y	Y	>
2024	LAWS	31	2025 Winter	1251	(blank)	(blank)	007288	Family Law	Y	Y	Y	>

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

If you don't see the version you want in the search results, ensure you either click the 'View All' button or navigate to page 2 or 3. If you have entered sufficient search criteria, you will not receive a list of results. The system will directly open the outline you searched for.	

Editing the Semester Outline

You can now edit the elements of your course outline that need to be maintained each semester:
- Staff approval list
- Learning sequence;
- Detailed assessment requirements;
- Transfer credit/exemption contact information; and
- Student success policies and procedures.

Staff Approver List Required: Verify and edit the **Staff Approval List**.	**Staff Approval List** | Staff ID	Name	Staff Type ID		
---	---	---	---	---
DBAKER 🔍	David Baker	Faculty ⌄	➕	➖
DBAKER 🔍	David Baker	Program Co-ordinator or Equivalent ⌄	➕	➖
DBAKER 🔍	David Baker	Dean (or Chair) ⌄	➕	➖	

Tips
- To add an individual, use the "Add" (plus) button located on the right side, then type their OPERID into the Staff ID field
- To remove an individual, use the "Remove" (minus) button located on the right side.
- Click the (Search) button to find and select a person.
- Always ensure the complete list of staff approvers is entered before saving for the first time.
- Once your staff approval list is complete with faculty, coordinator, and dean/chair, scroll to the bottom and click Save. Do not save until this list is fully populated.
- Information in this list is used for the course outline approval workflow.
- Periodically click the **Save** button located at the bottom of the page.

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Course Delivery

Required: Select the **Course Delivery Format** by choosing an option from the menu. Static text will be inserted into the outline.

To review the inserted text, click the **View Course Delivery Statement** link.

Artificial Intelligence (AI) Statement

Required: Select the **Artificial Intelligence (AI) Statement** by choosing an option from the menu. Static text will be inserted into the outline.

To review the inserted text, click the **View Course Delivery Statement** link.

Learning Sequence

Required: Enter the learning sequence information, starting with the weeks, hours, and units. Then include the related learning outcome(s), topics covered, and any associated assessments.

The **Line #** field is used to sort the rows. Always start with **1**.

Tips

- You can edit the learning sequence record.
- Use the "Add" (plus) and "Remove" (minus) buttons located on the right side to add or remove a record
- Use the Spell Check button to verify the spelling of the outcome you are working on.
- Periodically click the **Save** button located at the bottom of the page.

If you need assistance with developing this section, contact the Learning Design & Support Team at lds@flemingcollege.ca.

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Assessment Requirements Required: Add or edit **Detailed Assessment Requirements**. This section provides a more detailed breakdown of your assessments, building on the basic breakdown completed in the annual outline.	

Tips

- You can edit the assessment requirements record.
- Use the "Add" (plus) and "Remove" (minus) buttons located on the right side to add or remove a record
- Use the Spell Check button to verify the spelling of the outcome you are working on.
- Periodically click the **Save** button located at the bottom of the page.

If you need assistance with developing this section, contact the Learning Design & Support Team at lds@flemingcollege.ca.

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Turnitin Statement Check the checkbox if you require the Turnitin statement to be included in the outline. To review the inserted text, click the **View Turnitin Statement** link.	☑ Include the Turnitin statement in this semester course outline View Turnitin Statement
Respondus Monitor Statement Check the checkbox if you require the Respondus Monitor statement to be included in the outline. To review the inserted text, click the **View Respondus Monitor Statement** link.	☑ Include the Respondus Monitor statement in this course outline. View Respondus Monitor Statement
Assessment Requirements Comments Optional: Add or edit **Additional Assessment Requirements Comments** Use this field to provide students with more details about what to expect for assessments and to outline your expectations. The field limit is 2,000 characters.	Assessment Requirements Comments: Assessment Requirements Comments
Transfer Credit/Exemption Contact Required: Add or edit **Transfer Credit/Exemption Contact** information. This is typically the coordinator's contact information.	Transfer Credit/Exemption Contact Transfer Credit/Exemption Contact
Student Success: Policies and Procedures Optional: Add or edit **the Student Success section, including Policies and Procedures**. Check with your school's administrative assistant to see if there is boilerplate language that should be included in this section.	Student Success: Policies and Procedures View Student Success Statement Student Success
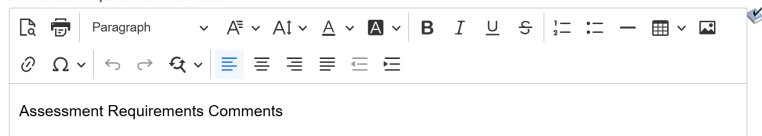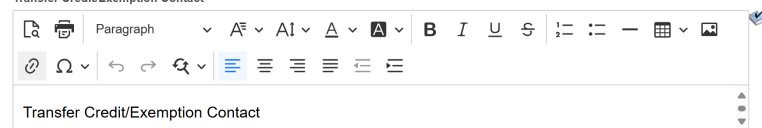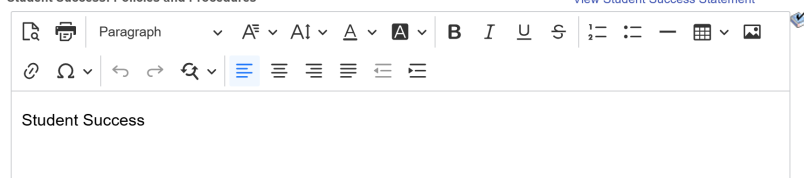
MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Preview Outline You can view a draft version of your outline. Make sure that pop-ups are not blocked in your browser.	☐ Faculty Approval ☐ Coordinator Approval ☐ Chair/Dean Approval [Preview Outline] [Compare Outlines] * Important Information When Previewing Outline

Tip

Important Information When Previewing an Outline

The **Preview Outline** function is updated when semester details are modified and saved or when the semester outline is approved at any stage (faculty, coordinator, or dean/chair). The outline will not update when you save or approve the annual outline.

If you notice that the **Preview Outline** did not update properly, follow these steps:

1. Add or delete a single character anywhere within the semester outline.
2. Click **Save**.
3. Click **Preview Outline**.

By performing these three actions, the Course Outline application will regenerate the course outline archive.

Compare Outlines Use this function to compare the content from one outline to another.	☐ Faculty Approval ☐ Coordinator Approval ☐ Chair/Dean Approval [Preview Outline] [Compare Outlines] * Important Information When Previewing Outline

Course Outline: Compare Utility

This utility allows you to compare the current course outline against a previous term's outline. Please note that due to changes in how Evolve stores course outline information, comparing outlines from before 2014 may produce unpredictable results.

Additionally, disregard any partial HTML tags or other notations.

MAINTAINING A SEMESTER OUTLINE

Use this functionality to edit an annual outline after a rollover or shell has been created.

Compare Utility Results	*** DRAFT *** Course Outline
	Course Title: Advocacy
	Course Number: LAWS3 **Approval Date:**
	Course Hours: 45 hours **Academic Year:** 20~~19~~24
	Academic School: ~~School of Justice~~Health and Community ~~Development~~Services
	Faculty: David Baker - ~~david.baker@flemingcollege~~reset_from_refresh@evolverefresh.ca
	Program Co-ordinator or Equivalent: David Baker - ~~david.baker@flemingcollege~~reset_from_refresh@evolverefresh.ca
	Dean (or Chair): David Baker - ~~david.baker@flemingcollege~~reset_from_refresh@evolverefresh.ca
Approval When you are finished with the annual outline, click the **Faculty Approval** checkbox. Once you click **Approve**, the next person in line (e.g., the coordinator) will receive an automated workflow email.	☐ Faculty Approval **click it!** ☐ ...nator Approval ☐ Chair/Dean Approval

OTHER INFORMATION & RESTRICTIONS
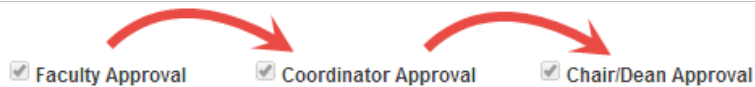
Approval Sequence	
Semester Sequence	
Semester Outline Deletion A semester outline can be deleted by entering **'ERRO'** into the class section field. A process will periodically run to remove these outlines.	
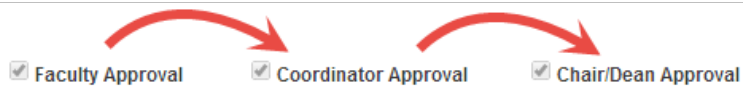
Annual Outline Restrictions

Once an annual course outline is rolled into an academic year, no other user can roll over another annual outline into the same academic year.

Approval Process

Requirement for the Approval List: The Staff Approval List must include the following:

- Faculty
- Program Coordinator or Equivalent
- Dean or Chair

Tip

- The faculty should ensure they update or create the Staff Approval List before their first save.

STATIC TEXT - ANNUAL	
Textbook Costing	Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus. • Sutherland: https://www.bkstr.com/sfleming-sutherlandstore/home • Frost: https://www.bkstr.com/sfleming-froststore/home
Student Success: Policies and Procedures	Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process. Please click on the link for information about: • Academic Integrity (2-201A) (https://department.flemingcollege.ca/hr/attachment/7750/download) • Accessibility for Persons with Disabilities (3-341) (https://department.flemingcollege.ca/hr/attachment/5619/download) • Grading and Academic Standing (2-201C) (https://department.flemingcollege.ca/hr/attachment/7752/download) • Guidelines for Professional Practice: Students and Faculty (https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf) • Student Rights and Responsibilities (5-506) (https://department.flemingcollege.ca/hr/attachment/269/download) If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the Accessible Education Services (AES) department (https://department.flemingcollege.ca/aes/) to meet with a counsellor. **Alternate accessible formats of learning resources and materials will be provided, on request.**

STATIC TEXT - ANNUAL

Program Standards	The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes. This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements: • **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question); • **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and • **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work). Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

STATIC TEXT - SEMESTER

Prior Learning and Assessment and Recognition (PLAR)	PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition
Course Specific Policies and Procedures	It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced stading and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations. Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.
Course Delivery – Face to Face	All course hours are delivered in person at the delivery location specified on the academic timetable.
Course Delivery – Hybrid – Continuing Education	Some course hours are delivered online asynchronously without specified meeting times, and others will be delivered in person. In-person delivery locations and times are specified for each course section and will be communicated to students by email before the course starts. Asynchronous course hours may be completed at any time. Synchronous online sessions may be scheduled by the instructor at their discretion and will be communicated through our Learning Management System as needed.

STATIC TEXT - SEMESTER

Course Delivery – Asynchronous	Some course hours are delivered online asynchronously without specified meeting times and some hours will be delivered in person. In-person delivery locations and times are specified on the academic timetable. Asynchronous course hours may be completed at any time.
Course Delivery – Synchronous	Some course hours are delivered online synchronously with specified meeting times and some hours will be delivered in person. Delivery locations and times are specified on the academic timetable.
Course Delivery – Online Asynchronous	All course hours are delivered online asynchronously without specified meeting times. Delivery locations and times are not specified on the academic timetable. Asynchronous course hours may be completed at any time.
Course Delivery – Online Blended	Course hours are delivered both **synchronously** - with specified meeting times and delivery times are specified on the academic timetable and **asynchronously** - without specified meeting times. Asynchronous course hours may be completed at any time. Faculty, please provide more detail for students, eg. Lectures are Asynchronous and Labs are Synchronous, Weeks 1 - 4 are Synchronous, Weeks 5 - 15 are Asynchronous, etc.
Course Delivery - Synchronous	All course hours delivered are online synchronously with specified meeting times. Delivery times are specified on the academic timetable.
Artificial Intelligence (AI) Statement – No Assessment Use	**NO ASSESSMENTS.** Generative AI tools (like ChatGPT) may only be used to assist exploratory learning and cannot directly contribute to any assessment as part of this course. It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.
Artificial Intelligence (AI) Statement – No Use	**NO USE.** Use of generative AI tools (like ChatGPT) is not permitted in this course. It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

STATIC TEXT - SEMESTER

Artificial Intelligence (AI) Statement – Some Use	**SOME USE.** Generative AI tools (like ChatGPT) can only be used where directed in this course. It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.
Turnitin	Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of Turnitin, please refer to the Operating Procedure 2-201F (https://department.flemingcollege.ca/hr/attachment/10233/download)
Respondus Monitor	This course will use Respondus Monitor as a remote proctoring tool to support the administration of electronic examinations and assessments. Fleming College has an institutional license to use Respondus Monitor, a cloud-based service and software that captures video, audio, and other data during student assessment sessions for use in monitoring students. This data is accessible to, and may be used by, authorized individuals at the college to administer student assessments and manage the academic integrity of such assessments. The Student Terms of Use for Respondus Monitor must be agreed to by users (e.g. students) prior to each use of the Respondus Monitor, available at: https://web.respondus.com/tou-monitor-student/ By accessing and using Respondus Monitor, you agree to the collection, use, disclosure and retention of your personal information (including personal images) by Respondus Inc. in accordance with its Privacy Policy, available at: https://web.respondus.com/privacy-policy/ Questions regarding the collection of your personal information may be directed Julie Middleton, Director of Counselling and Accessible Education Services via email: julie.middleton@flemingcollege.ca If students choose to opt out of using Respondus Monitor, they must inform their faculty member prior to the scheduled assessment, of their refusal and meet with the faculty to discuss their options.

[END OF DOCUMENT]