

# **A HOW-TO GUIDE FOR THE COURSE OUTLINE MODULE**

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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

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## 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	<a href="#">2-218 Learning Management System Usage</a>

User Guide	Guide
Learning Design & Support Team	<a href="#">User Guide – Course-Outlines-Adding-a-Course-Outline-to-D2L</a>

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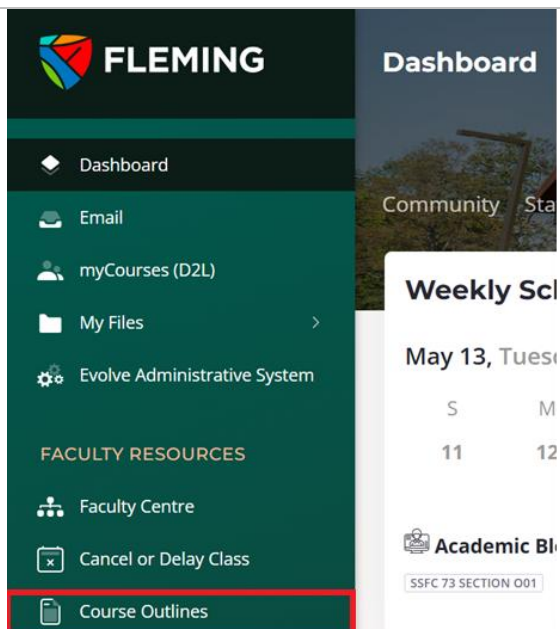
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## ACCESSING COURSE OUTLINES

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.

#### Course Outlines

Viewing and Maintenance

##### Maintenance

- Create, edit or approve course outlines

- [Roll Over Course Outline](#)
- [Maintain Annual Crse Outline](#)
- [Maintain Semester Crse Outline](#)
- [Delete Error Course Plans](#)

##### Training

- Useful course outline training materials

- [Training Material](#)

#### Reports

- Reports that increase your course outline productivity

- [Audit](#)
- [Dual Credit](#)
- [CE Crses w/o Approved Outline](#)
- [5 More...](#)

#### [View Approved Course Outlines](#)

- View and/or print approved course outlines

### Maintenance Folder

#### Roll Over Course Outline

#### [Roll Over Course Outline](#)

- Roll a semester and/or annual outline into a new academic term and/or year

## 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.

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

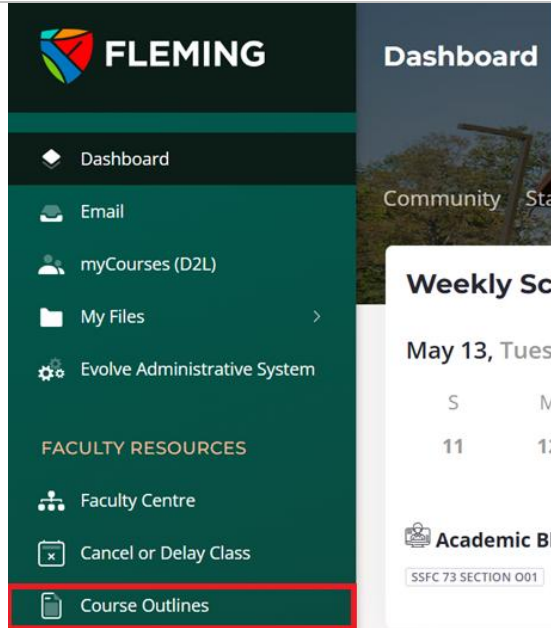
## ROLLOVER A COURSE OUTLINE

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

### Course Outlines

Viewing and Maintenance

#### Maintenance

- Create, edit or approve course outline:

[Roll Over Course Outline](#)

[Maintain Annual Crse Outline](#)

[Maintain Semester Crse Outline](#)

## 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)

Recent Searches

Academic Year

**Subject Area  busn**

**Catalog Nbr  13**

Term

Session

Class Section

Course ID

Description

[Show fewer options](#)

Case Sensitive

Step 6: Once the criteria are entered, click the **'Search'** button.

Recent Searches

Academic Year

Subject Area  busn

Catalog Nbr  13

Term

Session

Class Section

Course ID

Description

[Show fewer options](#)

Case Sensitive

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.

Search Results

23 results Subject Area "BUSN", Catalog Nbr "13"

[View All](#) | [First](#) | [1-10 of 23](#) | [Last](#)

Academic Year	Subject Area	Catalog Nbr	Descr	Term	Session	Class Section	Course ID	Description	Faculty Approved	Coordinator Approved	Approved	
2004	BUSN	13	2004 Fall	1049	(blank)	(blank)	006565	Macroeconomics	Y	Y	Y	>
2005	BUSN	13	2005 Fall	1059	(blank)	(blank)	006565	Macroeconomics	Y	Y	Y	>
2006	BUSN	13	2006 Fall	1069	(blank)	(blank)	006565	Macroeconomics	Y	Y	Y	>
2007	BUSN	13	2007 Fall	1079	(blank)	(blank)	006565	Macroeconomics	Y	Y	Y	>

## 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.

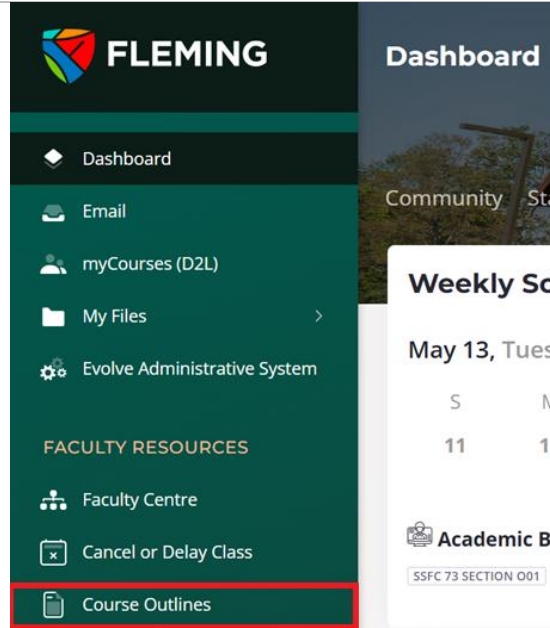
## OUTLINE CREATION FOR A NEW COURSE – FROM SCRATCH

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

### Maintenance

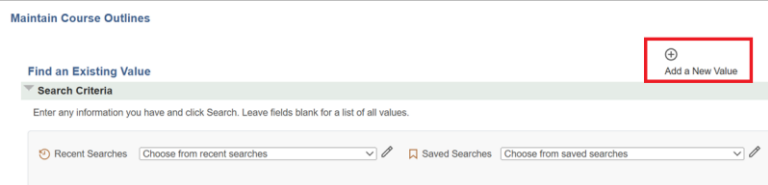
- Create, edit or approve course outlines

[Roll Over Course Outline](#)

[Maintain Annual Crse Outline](#)

[Maintain Semester Crse Outline](#)

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  

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  

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  

Course ID begins with

Subject Area begins with  


Catalog Nbr begins with

Description begins with


Step 9: Click the “**Look-up**” button.

### Look Up Course ID

[Help](#)

Academic Institution begins with  

Course ID begins with

Subject Area begins with  

Catalog Nbr begins with

Description begins with

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

Course ID

Subject Area

Catalog Nbr

Description

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

\*Course ID

**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.

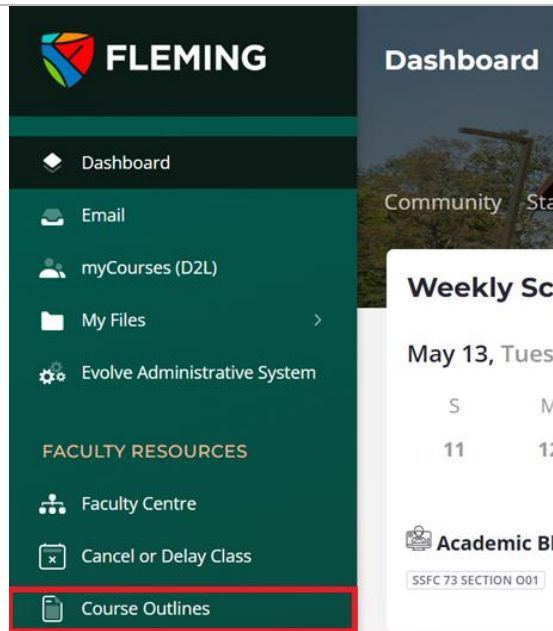
## MAINTAINING AN ANNUAL OUTLINE

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

### Maintenance

- Create, edit or approve course outlines

[Roll Over Course Outline](#)

[Maintain Annual Crse Outline](#)

[Maintain Semester Crse Outline](#)

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)

### Find an Existing Value

#### Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

A screenshot of the search criteria form. At the top, there is a 'Recent Searches' section with a dropdown menu and a search icon. Below this, there are several search criteria fields: 'Academic Year' (begins with), 'Subject Area' (begins with LAWS), 'Catalog Nbr' (= 3), 'Course ID' (begins with), and 'School Name' (begins with). The 'Subject Area' field is highlighted with a red rectangular box. At the bottom, there are 'Search' and 'Clear' buttons, and a 'Save Search' bookmark icon.

## 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.*).

### 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

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 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 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.

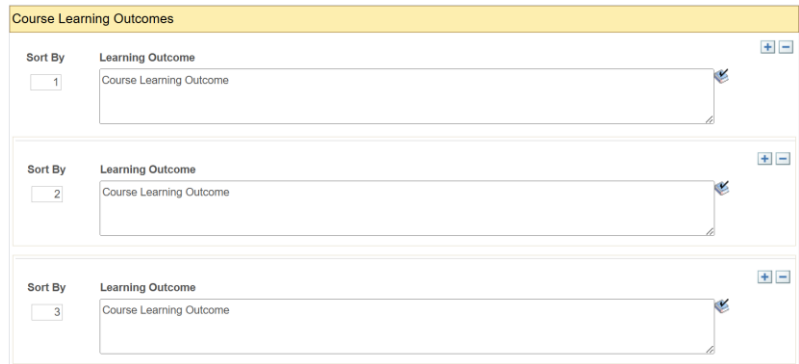
## MAINTAINING AN ANNUAL OUTLINE

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

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



The screenshot displays the 'Course Learning Outcomes' interface. It features a yellow header bar with the title 'Course Learning Outcomes'. Below the header, there are three identical rows. Each row starts with a 'Sort By' label and a 'Learning Outcome' label. To the right of the 'Learning Outcome' label are two small buttons: a plus sign (+) and a minus sign (-). Below these labels is a large text input field containing the text 'Course Learning Outcome'. A small blue cursor icon is visible at the end of the text in each field.

### 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 [ldsteam@flemingcollege.ca](mailto:ldsteam@flemingcollege.ca).

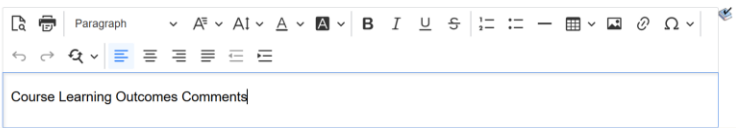
# MAINTAINING AN ANNUAL OUTLINE

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:




## 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](#).



## 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 Task	%		
Assignments	50	+	-
Quizzes	10	+	-
Applied Learning	10	+	-
In-class activities	10	+	-
Labs	20	+	-

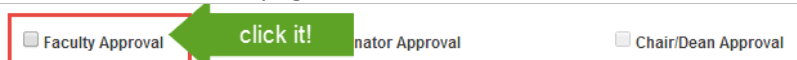
## Tips

- 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.



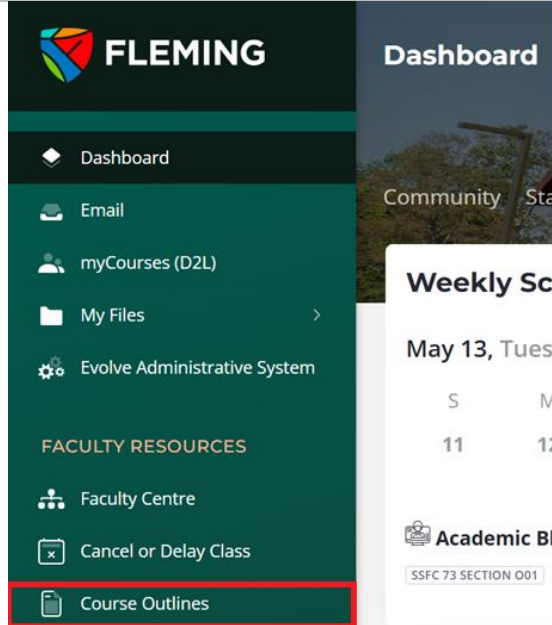
## MAINTAINING A SEMESTER OUTLINE

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

Viewing and Maintenance

### Maintenance

- Create, edit or approve course outlines

[Roll Over Course Outline](#)

[Maintain Annual Crse Outline](#)

[Maintain Semester Crse Outline](#)

# 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 values

Recent Searches

Academic Year

Subject Area

Catalog Nbr

Term

Session

Class Section

Course ID

Description

[^ Show fewer options](#)

Case Sensitive

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

Academic Year

Subject Area

Catalog Nbr

Term

Session

Class Section

Course ID

Description

[^ Show fewer options](#)

Case Sensitive

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 Rpts	Y	Y	Y	>
2024	LAWS	306	2025 Winter	1251	(blank)	(blank)	015938	Legislation & Planning Rpts	Y	Y	Y	>
2024	LAWS	306	2025 Spring	1255	(blank)	(blank)	015938	Legislation & Planning Rpts	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.

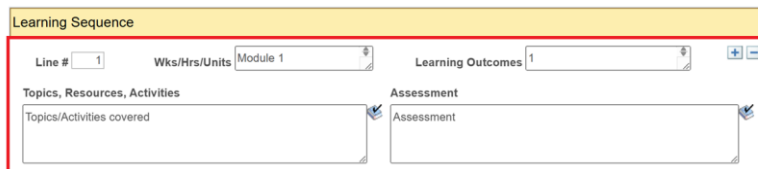
To review the inserted text, click the **View Course Delivery Statement** link.



### 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.

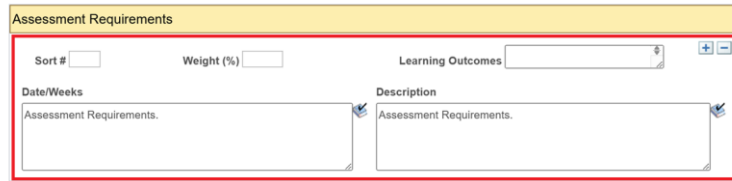
If you need assistance with developing this section, contact the Learning Design & Support Team at [ldsteam@flamingcollege.ca](mailto:ldsteam@flamingcollege.ca).

## 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.



The screenshot shows a web-based form titled "Assessment Requirements". At the top, there are three input fields: "Sort #", "Weight (%)", and "Learning Outcomes". The "Learning Outcomes" field has a dropdown arrow and a spell check icon. Below these fields are two large text areas. The left one is labeled "Date/Weeks" and the right one is labeled "Description". Both text areas contain the text "Assessment Requirements." and have a small blue icon in the bottom right corner. The entire form is enclosed in a red border.

### 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 [ldsteam@flamingcollege.ca](mailto:ldsteam@flamingcollege.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.

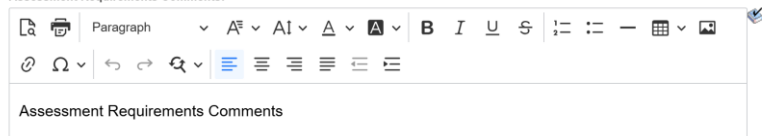
[View Respondus Monitor Statement](#)

### 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:

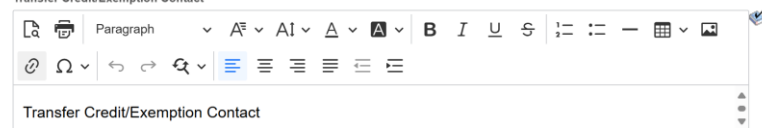


A rich text editor interface for the 'Assessment Requirements Comments' field. It features a toolbar with icons for undo, redo, search, link, unlink, list, indent, outdent, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. Below the toolbar is a text input area containing the placeholder text '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



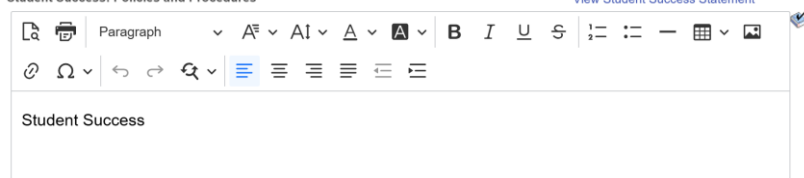
A rich text editor interface for the 'Transfer Credit/Exemption Contact' field. It features a toolbar with icons for undo, redo, search, link, unlink, list, indent, outdent, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. Below the toolbar is a text input area containing the placeholder text '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](#)



A rich text editor interface for the 'Student Success: Policies and Procedures' field. It features a toolbar with icons for undo, redo, search, link, unlink, list, indent, outdent, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. Below the toolbar is a text input area containing the placeholder text '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	Approval Date:	
Course Number:	LAWS3	Academic Year:	201924
Course Hours:	45 hours		
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

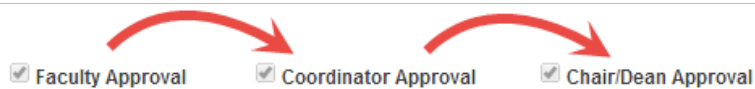
When you are finished with the annual outline, click the **Faculty Approval** checkbox.

Once you click **Approve**, the next person in line (e.g., the coordinator) will receive an automated workflow email.

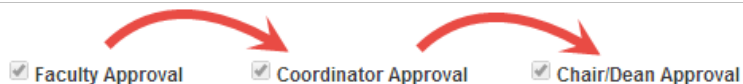
Faculty Approval   Coordinator Approval  Chair/Dean Approval

## 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.

#### **Semester Course Outline Detail(s)**

\*Term  2024Fall

Session

Class Section

### **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)  
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)  
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)
- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)  
(<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)  
(<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)  
(<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 \(AES\)](https://department.flemingcollege.ca/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/](http://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 standing 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](mailto: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.

<b>STATIC TEXT - SEMESTER</b>	
<b><u>Course Delivery – Asynchronous</u></b>	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.
<b><u>Course Delivery – Synchronous</u></b>	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.
<b><u>Course Delivery – Online Asynchronous</u></b>	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.
<b><u>Course Delivery – Online Blended</u></b>	Course hours are delivered both <b>synchronously</b> - with specified meeting times and delivery times are specified on the academic timetable and <b>asynchronously</b> - 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.
<b><u>Course Delivery - Synchronous</u></b>	All course hours delivered are online synchronously with specified meeting times. Delivery times are specified on the academic timetable.
<b><u>Artificial Intelligence (AI) Statement – No Assessment Use</u></b>	<p><b>NO ASSESSMENTS.</b> 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.</p> <p>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.</p>
<b><u>Artificial Intelligence (AI) Statement – No Use</u></b>	<p><b>NO USE.</b> Use of generative AI tools (like ChatGPT) is not permitted in this course.</p> <p>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.</p>

## 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) (<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](mailto: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]