This template is for **development purposes only.** All course outlines are entered into Banner and submitted to your Dean or Chair for approval. A PDF version of approved outlines will be added to P drive and should be posted by faculty in your LMS course to share with students.See [**HERE**](https://loyalistcatl.ca/banner/#1618238995795-006c91ba-347c)for more information on the course outline process at Loyalist College.

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| **COURSE INFORMATION PRE-POPULATED BY ACADEMIC DATA**  **Program Code: Program Name: Year: Semester:**  **Academic Year** : **Term**:  **Course Name**:  **Course Code**: **Credit Value**: | | | | | |
| **Faculty: Email: Office: Phone Comments** | | | | | |
| **Class Hrs Lab Hrs Field Hrs Other Unsupervised Lab Total Hrs.** | | | | | |
| **Prerequisites/Corequisites/Equivalent Courses**  **PR/CO/EQ Course Code Course Name Conditions** | | | | | |
| **This Course is a Prerequisite for**  **Course Code Course Name** | | | | | |
| **Dean/Char Approval: Date:** | | | | | |
|  | | | | | |
| **1. Calendar Description** **PRE-POPULATED BY ACADEMIC DATA** | | | | | |
| *These identify what student will know and be able to do at the completion of the course. Identify which VLOs are addressed during this course. Review this section with the program coordinator before making any changes. See* [***HERE***](https://loyalistcatl.ca/curriculum-planning/course-design/#1618416073564-7c058d7d-d586) *for more information.*  ***Note:*** *In Banner, Section 2 automatically populates into section 7 in the course learning outcomes/essential employability skills column.* | | | | | |
| **2. Course Learning Outcomes: Upon successful completion of the course, the student will be able to: COMPLETED BY FACULTY** | | | | | |
| **CLO 1** | | Example: *Examine the core concepts related to scope of professional practice within critical care including legal and ethical considerations.* | | | |
| **CLO 2** | | *[Insert CLO here]* | | | |
| **CLO 3** | | *[Insert CLO here]* | | | |
| **CLO 4** | | [*Add additional rows as needed*] | | | |
| *The Government of Ontario mandates that all graduates with Certificate, Diploma, or Advanced Diploma, must be able to reliably demonstrate the following essential employability skills outcomes. Identify which EES skills will be taught and/or Assessed in the course. See* [***HERE***](https://loyalistcatl.ca/curriculum-planning/course-design/#1618455336484-00d40f2e-edd6) *for more information.*  *General Education courses* ***ONLY*** *are advised not to identify any ESS’s.*  ***Note:*** *In Banner, if identifying taught, the ESS will automatically populate into section 9. If identifying assessed, the EES will automatically populate into section 7 and 9.* | | | | | |
| **3. Essential Employability Skills Outcomes: This course will contribute to the achievement of the following essential employability skills: COMPLETED BY FACULTY** | | | | | |
| **Taught** | **Assessed** | **Essential Employability Skill** | | | |
| ☐ | ☐ | 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. | | | |
| ☐ | ☐ | 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication | | | |
| ☐ | ☐ | 3. Execute mathematical operations accurately | | | |
| ☐ | ☐ | 4. Apply a systematic approach to solve problems. | | | |
| ☐ | ☐ | 5. Use a variety of thinking skills to anticipate and solve problems | | | |
| ☐ | ☐ | 6. Locate, select, organize, and document information using appropriate technology and information systems. | | | |
| ☐ | ☐ | 7. Analyze, evaluate, and apply relevant information from a variety of sources. | | | |
| ☐ | ☐ | 8. Show respect for the diverse opinions, values, beliefs and contributions of others. | | | |
| ☐ | ☐ | 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. | | | |
| ☐ | ☐ | 10. Manage the use of time and other resources to complete projects. | | | |
| ☐ | ☐ | 11. Take responsibility for one’s own actions, decisions, and consequences. | | | |
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| **4. General Education IF A GEN ED COURSE PRE-POPULATED BY ACADEMIC DATA**  This course is identified as a General Education course. Theme: [ 1 of 5 themes identified here] | | | | | |
| *Prior Learning Assessment & Recognition (PLAR) focuses on the evaluation of prior learning rather than the formal educational courses used in the academic* [*transfer of credits*](https://www.loyalistcollege.com/future-students/credit-transfer/) *or* [*course exemptions*](https://www.loyalistcollege.com/future-students/credit-transfer/)*. See* [***HERE***](https://www.loyalistcollege.com/future-students/prior-learning-assessment-and-recognition/)*for more information.* | | | | | |
| **5. Prior Learning Assessment and Recognition: COMPLETED BY FACULTY**  Students may apply to receive credit by demonstrating achievement of the course learning outcomes through previous life and work experiences. This course is eligible for challenge through the following method(s) indicated  **SELECT WHICH METHODS ARE APPROPRIATE**  Challenge Exam-Written Challenge Exam-Oral Portfolio Skills Demonstration  ☐ ☐ ☐ ☐  PLAR Contact PLAR Advising 613-969-1913 ext.2330 pathways@loyalistcollege.com | | | | | |
| *If applicable, please include required and/or recommended books, course materials and supplies.* | | | | | |
| **6. Textbooks IF APPLICABLE, COMPLETED BY FACULTY**  *[Insert name of text book here]*  **Course Material and Supplies**  *[Insert course material/supplies here]* | | | | | |
| *In Banner, CLO’s from section 2, and EES’s from section 3 (identified as assessed) are automatically populated into the “Course Learning Outcomes/Essential Employability Skills” column in this section. For information on evaluations types that align with the outcomes see* [***HERE***](https://loyalistcatl.ca/curriculum-planning/assessments/)*. For information on assessment (evaluation) mapping to determine the weighting of CLO’s and EES’s in this section see* [***HERE***](https://loyalistcatl.ca/curriculum-planning/course-design/#1618416051042-1e29a708-87e4)*.* | | | | | |
| **7. Evaluation: Students will demonstrate learning in the following ways EVALUTATION TYPES & WEIGHTING (%) COMPLETED BY FACULTY** | | | | | |
| Course Learning Outcomes/Essential Employability Skills | | | **Evaluation Type(s)** | **Weighting (%)** Must add up to 100% | |
| *Example:*  *Examine the core concepts related to scope of professional practice within critical care including legal and ethical considerations* | | | *Example:*  *- Case Study*  *- Discussion Board*  *- Test* | *Example:*  *18%* | |
| *CLO 2 Description* | | | *[Insert type of assessment(s) here]* | *[Insert weighted value here]* | |
| *CLO 3 Description* | | | *[Insert type of assessment(s) here]* | *[Insert weighted value here]* | |
| *CLO 4 Description* | | | *[Insert type of assessment(s) here]* | *[Insert weighted value here]* | |
| *EES # Description (if identified as assessed)* | | | *[Insert type of assessment(s) here]* | *[Insert weighted value here]* | |
| *EES # Description (if identified as assessed)* | | | *[Insert type of assessment(s) here]* | *[Insert weighted value here]* | |
|  | | | | | |
| **8. Other: PRE-POPULATED BY ACADEMIC DATA**  While every effort will be made to adhere to approved outlines, please recognize that courses may be delivered alternatively, or differently during periods of extenuating circumstances, such as that of a health crisis (e.g., pandemic). During such periods, the college may face challenges in both the methods and timeline for delivery, necessitating changes to the outline to ensure the continued health and well-being of all concerned. Some hours may be captured via independent study and other modalities during these times. Methods of evaluation may also be adjusted. Your understanding and patience in the acceptance of any required changes is appreciated; be assured that such decisions will be made with course completion integrity in mind.  **Loyalist College has Violence Prevention policy:**  All College members have a responsibility to foster a climate of respect and safety, free from violent behavior and harassment.  - Violence (e.g. physical violence, threatening actions or harassment) is not, in any way, acceptable behavior.  - Weapons or replicas of weapons are not permitted on Loyalist College property.  - Unacceptable behavior will result in disciplinary action or appropriate sanctions.  - More information can be found in the “Student Manual”.  This document was prepared in accordance with AOP 204: Course Outlines and AOP 224: Evaluation and Student Performance. For more information please see the policy section at www.loyalistcollege.com.  **Attendance:**  Attendance contributes to student success. Students are encouraged to make all efforts to attend all classes and arrive at each class on time. If a student is late arriving, they should enter with minimal disruption. If a student needs to leave a class early, they should leave with minimal disruption. Loyalist College recognizes that as adult learners, students will make individual decisions regarding attending classes. Loyalist College expects that students understand and accept that there may be consequences resulting from their decision not to attend or to arrive late. Students are advised to review their individual course outlines and program manuals to be aware of faculty attendance expectation and inform faculty of known absences as required.  - Excerpt from AOP 209 Student Code of Conduct – Positive Learning & Living Environment  **All Human Rights Code related requests for accommodation will be given meaningful consideration.**  **IF APPLICABLE, COMPLETED BY FACULTY**  *[Insert program specific policies here]* | | | | | |
| *Course Learning Outcomes include a measurable, observable, and specific statement that clearly indicates what a student should know and be able to do as a result of learning. Elements of performance are the smaller steps that students will learn and demonstrate to be successful in the greater CLO. Therefore, a CLO will use a higher Bloom's Taxonomy verb than its element of performance. See* [***HERE***](https://loyalistcatl.ca/curriculum-planning/course-design/#1618416073564-7c058d7d-d586) *for more information.*  ***Note:*** *In Banner, All CLO’s and ESS’s (that have been identified) will automatically populate into the “Course Learning Outcomes/Essential Employability Skills” column in this section.* | | | | | |
| **9. Curriculum, Delivery, Learning Plan and Learning Outcomes: RELATED ELEMENTS OF PERFORMANCE & LEARNING ACTIVITIES/RESOURSES COMPLETED BY FACULTY** | | | | | |
| Course Learning Outcomes/Essential Employability Skills | | **Related Elements of Performance** | | | **Learning Activities/Resources** |
| *Example:*  *Examine the core concepts related to scope of professional practice within critical care including legal and ethical considerations.* | | *Example:*  *- Explain the role of critical care units and the inter disciplinary team.*  *- Discuss legislative requirements related to critical care (consent, SDM, privacy/confidentiality) and managing risk.*  *- Consider ethical decision-making frameworks in ethically complex situations* | | | *Example:*  *- Blackboard Discussion Board*  *- Course Material in week 5 and 6 lesson folders in Blackboard*  *- Role playing and problem exercises in class*  *- (Book title) chapter 4 & 5* |
| **CLO 2** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |
| **CLO 3** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |
| **CLO 4** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |
| **EES #** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |
| **EES #** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |
| **EES #** | | - *[Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Insert elements of performance here]*  *- [Add additional elements of performance as required]* | | |  |