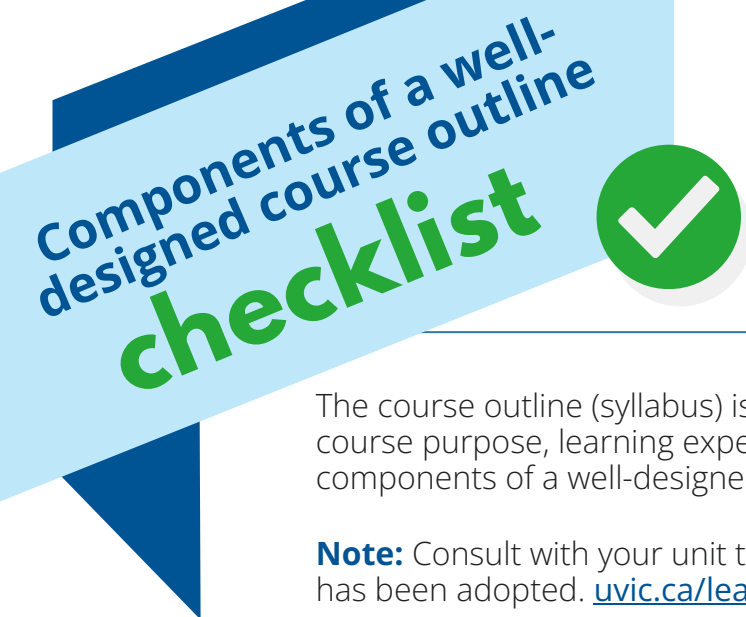




Build your course outline in 5 steps!

The course outline (syllabus) is a foundational teaching document that communicates course purpose, learning expectations & policies to students. Below are some components of a well-designed course outline.

Note: Consult with your unit to find out if the new Course Outline Management tool has been adopted. uvic.ca/learningandteaching/how-to/course-outline/index

1 General information

- ☐ course name, section, number
- ☐ course description
- ☐ department
- ☐ dates/times & location(s)
- ☐ office hours, locations, contact information
- ☐ website & Brightspace
- ☐ communication protocol
- ☐ prerequisites & how the course fits into university programs
- ☐ instructor bio & teaching statement (background, teaching & research experience)
- ☐ opportunities for students to provide feedback: early, mid-term & SEL

Other:

- ☐ _____
- ☐ _____

2 Intended learning outcomes (ILOs)

- ☐ clear, action-oriented ILOs
- uvic.ca/learningandteaching/iilos

3 Assessment

- ☐ grading information & scale
- ☐ rubrics for assignments
- ☐ study guides & other learning aids
- ☐ _____
- ☐ _____

4 Reading & materials

- ☐ citations
- ☐ costs
- ☐ access information
- ☐ study guides & other learning aids
- ☐ _____
- ☐ _____

5 Statements

- ☐ attendances & absences
- ☐ accessibility
- ☐ academic integrity
- ☐ generative artificial intelligence
- ☐ copyright
- ☐ class recordings & video capturing
- ☐ student conduct
- ☐ student supports
- ☐ _____

