

	AC-REG-POL-009
	COURSE MANAGEMENT POLICY
	AAC Approval Date: June 15, 2016
	Effective Date: September 6, 2016

Appendix A – Sample Course Outline

PROGRAM:	COURSE NUMBER:	
COURSE TITLE:	DATE:	
FACULTY:	REVISED:	
CHAIR SIGNATURE:		

Course Code and Course Name

Syllabus

Academic Semester and Year (e.g. 20xx-20xx)

Course Information

Organization

Course Number

Contact Hours

Course Credits

Number of Weeks

Course Start Date

Course Website

Faculty Name:

E-mail address, phone number, office location, office hours

Description

Policy Statement

Statement for Michener Courses: NOTE: Changes to course outlines are governed by the Course Management Policy

Statement for Medical Radiation Sciences Courses: Please refer to the MRS Student Handbook for the MRS Program Academic Policies located at: {insert link to current version of handbook location on Michener Intranet}
https://my.michener.ca/forms/MedRadSci_Student_Handbook.pdf#page=28

For items not covered in the MRS handbook please refer to Michener's Academic Policies located at:
<http://my.michener.ca/policies/index.php>

In instances where there is variation between the policies, those stated in the Medical Radiation Sciences Program Policies and Procedures Handbook supersedes The Michener Institute's academic policies.

Course Pre-requisites

Textbooks:

Title, Author, Publisher, Copyright, Edition, ISBN, Required

Learner Supplies:

Name, Manufacturer, Quantity, Required

Core Abilities

Program Outcomes



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External Standards

Competencies:

Learning objectives

Grading Information:

Grading Rationale, Grading Scale

Schedule

Date/Week/Session	Target Competencies	Notes
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Performance Assessment Tasks

Information:

Performance assessment task heading, performance assessment task title, target competency

Directions

Scoring Guides:

Scoring standard, Rating Scale, Scoring Guide Criteria & Rating