Dalhousie University - School of Architecture
Content for Course Outlines, Based on the Dalhousie University Syllabus Policy

Instructors must include these items in a course outline. An item may be omitted if it is not applicable to the course.

Administrative
- University and department (Dalhousie University, School of Architecture)
- Course number, credit hours, and title
- Term (fall/winter/summer) and year
- Meeting times and locations for classes
- Instructor name(s), office room number, office phone, email address, preferred method of contact, availability
- Identity and contact information for any teaching assistants who are directly involved in student support
- Brightspace site

Academic
- Course description from the university calendar (including any prerequisites for non-BEDS/MArch students)
- Additional course description by the instructor
- Learning objectives (understanding and/or abilities that a student will gain)
- Description of integration with other courses
- Class format(s): lectures, studios, seminars, tutorials, reviews, site visits, etc.
- Hours expected during an average week for all course-related activities (normally, credit-hours x 3)
- Schedule of classes and their topics/events, including holidays
- Required textbooks, readings, or electronic resources
- Required equipment or software
- Additional expenses for students
- SRI date (when 15 minutes of class time during the last two weeks of classes will be reserved for students to complete SRIs)

Assessment
- Short description of components that will count toward the final grade (a detailed description should be provided elsewhere)
- Percentage weights of components
- Formats and due dates for assignments
- Formats and dates of tests
- Date when each student will receive a mid-term progress grade (if the course does not include previous graded components)
- Attendance or participation requirements
- Any other components that are required but not assessed (e.g., field trips, safety modules, skill modules)
- Guidelines for citing sources (tinyurl.com/dal-arch-writing)
- Guidelines for formatting assignments
- Instructions for where and how to submit assignments
- Criteria and standards for assessment (preferably in a rubric), including passing standard and any components that must be passed

- University grade standards and scale for converting numerical to letter grades (tinyurl.com/dal-grading)
- By whom the components will be graded; and the format of responses to students (written or oral)
- For group assignments: the type of collaboration; and whether all students in a group will receive the same grade

Course-specific Policies
- Policy on late assignments and missed tests (e.g., accepted or not; grade deduction per weekday; documentation required)
- Whether plagiarism detection software is being used
- Whether lecture notes will be provided; and whether students may record lectures

University Policies and Resources
"This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate. See the School's 'Academic Regulations' page (tinyurl.com/dal-arch-regulations) for links to university policies and resources:
- Academic integrity
- Accessibility
- Code of student conduct
- Diversity and inclusion; culture of respect
- Student declaration of absence
- Recognition of Mi'kmaq territory
- Work safety
- Services available to students, including writing support
- Fair dealing guidelines (copyright)
- Dalhousie University Library"

30 April 2018