Course outline template

The Pro Vice-Chancellor (Students) and the University Education Committee, with the agreement of the College of Arts and Social Sciences Education Committee, have elected that students will be provided with a Course Outline containing common content, for all courses.

The purpose of these Course Outlines is to provide students with a standardised, accurate, complete and consistent set of course information to assist both students and staff with applying the ANU Code of Practice for Teaching and Learning.


These Course Outlines will also help to simplify the resolution of disagreements over course expectations, content, assessment and policy as well as to reduce the time spent by Academic Staff explaining administrative matters to students outside of teaching time.

Learning outcomes and assessment rubrics are essential for communicating to students what is expected of them and pivotal in helping them to improve their own learning.

The following template specifies the required structure and nomenclature of Course Outlines for courses offered by the College of Arts and Social Sciences. Course Outlines should be considered a public document which represents the College and the University. Consideration of presentation is important and this template specifies the required structure and is not simply a form to be filled-in.

Requirements:

1. The nomenclature and the order of sections of this template must be preserved.

2. Sections or subsections marked with an asterisk must be identical to the information provided about the course on the Study@ANU website.

   If required information is missing from Study@ANU, please update the site. For assistance, contact your local administrator or the Student Office.

3. Additional information should be included where appropriate.

4. General formatting, such as font and colour, may differ from this template but should be consistent throughout. Consider the ANU Visual Identity:

   http://www.anu.edu.au/mo/content/visual_identity

5. A copy of every Course Outline must be sent to your School administration office.

6. A Course Outline must be made available to students through the Learning Management System (Wattle) at the beginning of the course. Distribution of a hard copy to students is optional.

Answers to frequently asked questions can be found at:

http://cass.anu.edu.au/education/course-outlines-faq

For further assistance with completing Course Outlines, contact Jake Francis, Education Project Officer. E: jake.francis@anu.edu.au T: x56808
Course title *

Course code *

Course description *

Teaching staff

Lecturer/Academic Contact *
  • Name
  • Research interests and photo (optional)
  • Contact details
  • Office hour/s

Other staff (lecturers, tutors, etc.)
  • Name
  • Research interests and photos (optional)
  • Contact details
  • Office hour/s

Course website

Wattle or other website’s URL and any important information about how it will be used.

Mode of delivery * and Workload *

Give details of how and when the course is taught, such as listing lecture times and locations. Specify if the course is exempt from Digital Lecture Delivery and where to find course notes or lecture slides. Where possible, include expected workload outside of teaching time.

Learning outcomes *

Learning outcomes help students to focus their learning and engage with course materials more productively by informing them of the specific outcomes which they should be working towards.

Please refer to ‘Writing learning outcomes’:
Course schedule

Give a Week-by-week calendar or project-by-project schedule. A table similar to the example below is appropriate. Note: Accompanying lengthy details of weekly activities and reading lists may be included at the end of the Course Outline.

<table>
<thead>
<tr>
<th>Lecture A Topic</th>
<th>Lecture B Topic</th>
<th>Tutorial Topic</th>
<th>Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction</td>
<td>&quot;Voodoo&quot; Economics</td>
<td>No Tutorial</td>
</tr>
<tr>
<td>Week …</td>
<td>…</td>
<td>…</td>
<td>…</td>
</tr>
<tr>
<td>Week n</td>
<td>The Laffer Curve</td>
<td>Conclusion and evaluation</td>
<td>Revision Q&amp;A</td>
</tr>
</tbody>
</table>

Assessment details

Include:

- Assignment title or number
- Description *
  e.g., essay, tutorial attendance and participation, e-portfolio, reflective blog, group wiki, seminar
- Length *
  i.e., word limit, time limit, number and length of web pages, number and length of blog posts or comments
- Links to learning outcomes, e.g., ‘This assignment addresses learning outcomes 1 and 3.’
- Assessment criteria
  o an assessment rubric;
  o a reference to existing assessment criteria or rubric, or;
  o a statement such as ‘Your work will be judged on: …’.

These criteria should be detailed, task-specific and transparent enough to inform students of assessment expectations. When detailed assignment instructions are issued to students separately during the course, assessment criteria may instead be issued at that time.

- Value/weighting *
- Due date
- Other requirements:
  o referencing style,
  o submission information, etc.
Penalties and extensions

Include the appropriate late submission policy for your area or refer students to the Faculty of Arts policy (http://cass.anu.edu.au/current-students/rules-and-policies/late-submission) as the default policy.

Also include information regarding applications for extension.

Learning resources, prescribed texts and readings

Include:
- Prescribed texts *
- Reading brick details, if relevant.
- Further texts, papers, journals, websites, library materials, audios, videos or other relevant media.

Generic skills

List the generic skills that this course will develop in students, e.g., critical thinking, written and oral communication, research, teamwork.

General information

Include information about:
- Policy and procedures regarding academic honesty and plagiarism, and appeals: http://cass.anu.edu.au/current-students/rules-and-policies
- The Academic Skills and Learning Centre: https://academicskills.anu.edu.au

Including additional information is highly recommended. Prepared information about important policies and services can be found at: http://cass.anu.edu.au/education/course-outlines-faq#generalinfo

Academic Honesty and Plagiarism

Academic misconduct can seriously jeopardize your academic career, your future, and, if you are an international student, your ability to stay in Australia to study. It is the responsibility of each individual student to ensure that:

- they are familiar with the expectations for academic honesty both in general, and in the specific context of particular disciplines or courses
- work submitted for assessment is genuine and original
- appropriate acknowledgement and citation is given to the work of others
• they do not knowingly assist other students in academically dishonest practice.

When in doubt about anything, ASK...and.... ask EARLY - don't leave it until the assignment due date. Your lecturers, tutors and College administration staff are here to help you.
It is the responsibility of everyone at the ANU to uphold and promote fundamental principles of quality and integrity in scholarly work.

Academic Skills and Learning Centre
https://academicskills.anu.edu.au/
The Academic Skills and Learning Centre (ASLC) offers ANU students free and confidential help with their academic work through individual consultations, workshops, courses, podcasts and handouts. Our aim is to assist students to develop the academic, critical thinking and communication strategies that are foundational to all scholarly activity. For ANU students, the ASLC offers:
• individual consultations
• workshops/courses
• online and print materials and publications
• the Language Exchange Program
• podcasts
• the Essay and Report Writing File
The ASLC is located on the lower ground floor of the Pauline Griffin Building and is only closed on weekends and public holidays.

Appeals Procedure
If you genuinely believe you have received an inappropriate or incorrect result, there are steps you can take to have that result reviewed. This must be done within 30 working days of the formal notification of results. Your first point of contact should always be your tutor or the course convenor.