

TITLE: COURSE OUTLINE**POLICY STATEMENT:**

Instructors distribute Course Outlines to students at the commencement of every credit course offered by Red Deer College.

PURPOSE:

This policy ensures students receive clear and critical course information to assist them in planning for academic success; and that permanent electronic records of Course Outlines are maintained.

SCOPE:

This policy applies to all credit courses at Red Deer College.

PRINCIPLES:

The Course Outline is an agreement between the instructor and the students.

Procedures and decisions at Red Deer College:

- Are nondiscriminatory, respectful, dignified.
- Are made in a timely manner.
- Treat all learners fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Meet accreditation standards.
- Maintain a high standard of administration and instruction, clearly stated in College practices and policies, in all areas of educational programs and services,

GUIDELINES:

1. The Course Outline is distributed and an opportunity for discussion takes place at the commencement of the course. If a student is absent, the student is responsible for obtaining the Course Outline.
2. The Chairperson or designate is responsible for reviewing the department's Course Outlines to ensure they are complete and consistent with all College and Departmental policies.
3. Changes to the Course Outline may be made providing this is done in consultation with the students and reviewed by the Chairperson or designate for completeness and consistency with all College and Departmental policies.
4. For each credit course, the course instructor is responsible for preparing a Course Outline which includes, at least, the following critical elements (see Appendix A):
 - a. The academic term and year of the course offering.
 - b. Names, office numbers, office phone numbers, RDC email addresses, office hours (and/or other arrangements students can make to see the instructors) of all instructors involved in the section of the course.

- c. Class meeting times and room numbers, which may include required seminars, labs, field trips, online sessions, work experience, or alternate learning experiences.
- d. Academic calendar entry from the Red Deer College Calendar, including prerequisite and/or co-requisites (if any), and credit hours.
- e. Learning outcomes.
- f. Course topics, if applicable.
- g. Learning activities, which may include lectures, discussions, field trips, activity-based learning, group work, web enhanced instructions.
- h. Prerequisites and/or co-requisites, and a list of required textbooks, supplementary readings, required and recommended equipment and materials.
- i. Assessment of student performance with as much detail as feasible:
 - i. The methods of assessment. This information may include class attendance, class participation, group project requirements, type of examinations (essay, multiple choice, true/false, short answer), number and length of essays, participation.
 - ii. The weight of each assessment as it relates to the calculation of the final grade.
 - iii. An indication, with as much specificity as possible, of the expectations as they relate to the grading criteria for each assessment.
- j. Anticipated timelines (indicated by the “week of”) for graded assessments.
- k. A statement indicating that the Final Examinations Policy is followed with respect to final exams.
- l. A clear statement of penalties and procedures for late or missed graded assessments.
- m. A statement of requirements for attendance and participation, if applicable. Attendance may take many forms including web enhanced learning, blended learning, online synchronous, online asynchronous, field trips, guest speakers. Lack of attendance may impact the students’ ability to successfully complete the course.
- n. A statement informing students that the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy are in effect.
- o. A clear statement of procedures for making changes in the Course Outline.
- p. The date to drop/add this course.
- q. The date to withdraw from this course without academic penalty.
- r. A statement that says: “This course may be eligible for Prior Learning Assessment. Students should refer to the RDC College Calendar for a list of excluded courses”.
- s. If applicable, a statement informing students if a plagiarism detection tool is used in this course.
- t. A statement informing students that classroom learning resources may be available to students in alternative formats
- u. A statement informing students that Personal Counseling, Career, Learning and Disability Services are provided by RDC; and that it is the students’ responsibility to discuss their specific learning needs with the appropriate service provider.

- v. A statement informing students that it is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.
- w. A statement referring students to the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy should questions or concerns about the Course Outline not be resolved with the instructor.

PROCEDURE:

1. The instructor sends an electronic copy to the Chairperson or designate for review and approval before the first day of classes.
2. The Chairperson or designate reviews and signs the electronic version of all Course Outlines prior to the first day of class to indicate completeness and consistency with College and Departmental policies.
3. The Chairperson or designate forwards the signed electronic copy of the Course Outline to the instructor and to the holder of the department's files in pdf format; and by the end of the first week of classes to the Records Coordinator in the Registrar's Office.
4. The instructor presents and explains the signed Course Outline on the first day of class and provides an opportunity for the student(s) to discuss it. On the first day of class, the instructor also distributes printed copies of the Course Outline and/or distributes it electronically to all registered students. Courses that are provided in alternative forms of delivery must provide an opportunity for discussion of the Course Outline at the commencement of course(s).
5. The Registrar's Office maintains a database of all Course Outlines, sorted by term and course section.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Students, Faculty, Academic Policy Committee

POLICY REVIEW DATE: January 2015

EFFECTIVE DATE: July 1, 2010

REVISION HISTORY: July 1, 1995 (Course Outline Policy)
 (Course Outline Standard Practice)
 January 1, 2003
 July 1, 2010 Standard Practice rescinded/incorporated into revised Course Outline Policy

RELATED POLICIES:

- [EL-A4 Participation and Treatment of Learners](#)
- [EL-D1 Curriculum and Instruction](#)
- [Academic Credit Assignment to Courses](#)
- [Academic Calendar](#)
- [Academic Standing](#)
- [Acceptable Use of Computers and Networks](#)
- [Admission of Students to Credit Programs](#)
- [Appeals: Formal](#)
- [Appeals: Informal Resolution](#)
- [Dropping and Withdrawal from Courses by Students](#)
- [Final Examinations](#)
- [Grading](#)
- [Graduation, Certification and Completion](#)
- [Recognition of Prior Learning](#)
- [Student Misconduct: Academic and Non-Academic](#)
- [Student Rights and Responsibilities](#)
- [Timetable Development for Programs at Red Deer College](#)

Appendix A - Course Outline Policy Checklist

Critical Elements to be included on all course outlines:

- The academic term and year of the course offering.
- Instructor names, office phone numbers, RDC email address, office hours.
- All class meeting times and room numbers, which may include required seminars, labs, field trips, online sessions, work experience, or alternative learning experiences.
- Academic calendar entry from the Red Deer College Calendar including credit hours and prerequisites.
- Learning outcomes.
- Course topics.
- The proposed learning activities, which may include lectures, discussions, field trips, activity-based learning, group work, web enhanced instructions.
- A list of all required textbooks, supplementary readings, required/recommended equipment and materials.
- Assessment of student performance with as much detail as possible:
 - the methods of assessment;
 - the weight of each assessment as it relates to the calculation of the final grade;
 - an indication, with as much specificity as possible, of the expectations as they relate to the grading criteria for each assessment.
- Anticipated timelines (indicated by the “week of”) for graded assessments.
- A statement that the Final Examinations Policy will be followed with respect to final exams.
- A clear statement of penalties and procedures for late or missed graded assessments.
- A statement of requirements for attendance and participation, if applicable. Include, **“Attendance may take many forms. Lack of attendance may impact the students’ ability to successfully complete the course.”**
- A statement informing students that the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy are in effect, such as **“Please be familiar with what constitutes academic misconduct, as well as the consequences. Plagiarism involves submitting work in a course as if it were the student’s own work. Plagiarism may involve the act of submitting work in which some or all of the phrasing, ideas, or line of reasoning are alleged to be the submitter’s own but in fact were created by someone else. The complete policies are available on the RDC Policies web site: [Appeals: Formal Policy](#), [Appeals: Informal Resolution Policy](#) and [Student Misconduct: Academic and Non-Academic Policy](#).”**
- A clear statement of the procedures for making changes to the Course Outline.
- The date to drop/add the course.

- The date to withdraw from the course without academic penalty.
- A statement that indicates, **“This course may be eligible for Prior Learning Assessment. Students should refer to the RDC College Calendar for a list of excluded courses.”**
- If applicable, a statement informing students that **“A plagiarism detection tool is used in this course.”**
- A statement informing students that, **“Classroom Learning Resources may be available to students in alternative formats.”**
- A statement regarding availability of student services such as, **“Students should be aware that Personal Counseling, Career, Learning and Disability Services are provided by RDC. Inquire about locations at Information Desk. It is the student’s responsibility to discuss their specific learning needs with the appropriate service provider.”**
- A statement informing students that **“It is the student’s responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor.”**
- A statement indicating that **“Students should refer to the Appeals: Formal Policy, Appeals: Informal Resolution Policy and Student Misconduct: Academic and Non-Academic Policy should they have questions or concerns about the Course Outline that cannot be resolved with the instructor.”**

Note:

- Instructors are to send an electronic copy to the Chairperson or designate in adequate time for it to be reviewed and approved before the first day of classes.
- Instructors are to present and explain the signed Course Outline of the first day of class and provide an opportunity for discussion of it.
- On the first day of class the instructor will distribute printed copies of the Course Outline and/or distribute it electronically to all registered students.
- If SafeAssign is to be used in this course, instructors must ensure that they have checked (√) the box providing students with a copy of the report that is generated.

Checklist for Chairpersons or their designate:

- Review the electronic copy of the Course Outline for completeness and consistency with associated College policies and Departmental policies, and sign it electronically if compliance has been achieved.
- Ensure that the Final Exam Policy is being followed.
- Forward the signed electronic copy of the Course Outline in pdf format to:
 - the instructor
 - the holder of the department’s files
 - to the Records Coordinator in the Registrar’s Office **by the end of the first week of classes.**

Appendix B – Course Outline

Red Deer College

PHARM XXX

Course Outline

Fall 2009

Instructor Jane Doe **Office:** 1512 **Phone:** 403 342-1234 **Email:** jane.doe@rdc.ab.ca

Office Hours: Mondays and Thursdays 10:00 – 12:00; Wednesday 2:30 – 4:00

Class Time: Monday, Wednesday, & Friday 8:00 – 9:00 AM

Room 1544 (subject to change – please check RDC online timetable information)

Lab Time: Tuesday 1:00 – 3:00 PM

Room 1330

Seminar Time: Students will engage in interactive discussions/activities via Blackboard weekly, with an expectation of at least one hour per week of contact time; a field trip to a pharmaceutical facility may be included in the last 4 weeks of the course.

Credit hours: 3

Prerequisite: PHARM 101

Academic Calendar Entry:

An introduction to the use of pharmaceuticals in the nursing context exploring drug classifications, pharmacokinetics, pharmacotherapeutics, pharmacotherapeutics and associated nursing interventions.

Learning Outcomes:

Students who successfully complete this course will demonstrate;

- Knowledge of the drug classifications used in prevention or treatment of common pathological conditions in the major systems i.e. cardiovascular system drugs used for hypertension, cardiac arrhythmias, etc.
- Knowledge of the pharmacokinetics and pharmacotherapeutics of medications
- Knowledge of the appropriate nursing assessments & interventions when administering medications from the various drug classifications

Course Topics:

- Core Drug Knowledge: pharmacotherapeutics; pharmacokinetics, and pharmacodynamics
- Core patient variables
- Classifications for: peripheral and central nervous system drugs, analgesic and anti-inflammatory drugs, cardiovascular and renal drugs, hematopoietic and immune system drugs
- Nursing assessments and Interventions when administering medications from the above named drug classifications

Learning Activities:

Teaching in this course is comprised of lectures, laboratory experiences and a weekly on-line discussion/assignment. Students can expect to engage in small group work at times during all components of the course.

Required Textbooks and Equipment:

Keeper, I.A., (2009). Drugs in nursing. Red Deer, AB. Wonky Learning

Stethoscope

Non-scientific calculator

Recommended Readings and Resources:

Black, R. K. (2009). Medication management in hospital. *Holistic Medication*, 13(12), 692-697

Red, R. K. (2006). What do these drugs do? *Pharmacology Today*, 23(10), 492-507

<http://www.youtube.com/watch?v=WOrjcLJ2IE0>

Consumable lab supplies for use in lab class as well as for practice.

* Note: students will be expected to attend a one day presentation on October 23, 2010 in Innisfail, AB by Phantastic Pharmaceutical.

Assessment of Student Performance: The final grade in this course will be computed based on the following elements. At all times the Red Deer College final examinations policy will be adhered to.

1. **Mid-term Examination** – 6th week of term - 30 marks
 - a. Consisting of primarily multiple choice and short answer questions.
2. **Final examination – during final exam week – 40 marks**
 - a. Consisting of primarily multiple choice and short answer questions.
3. **Small group presentation – during the 10th week of the course – 15 marks**
 - a. In a small group students will research and present a ten minute presentation of the appropriate nursing interventions of a particular classification of drugs.
4. **On line Assignments** – 3 assignments – each worth 5 marks - during weeks 2, 4 and 8 – 15 marks total.
 - a. Group and individual on line discussion and assignments as part of the weekly on line seminars – discussion entries or assignments received after the indicated time will be docked 1 mark for each 5 minutes past the designated time unless prior arrangements have been made with the instructor.

Midterm Feedback: Midterm feedback for this course will be available from the instructor following marking of the midterm examination. After reviewing their marks to this point, students should make an appointment with the instructor to discuss their progress and concerns if the cumulative total to this point is less than 20 marks. The instructor is also available prior to this in designated office hours if students have any concerns.

The RDC Final Examination Policy will be followed with respect to Final Examinations. Please review this document to ensure you understand the contents and implications of the policy. [Click here to see the Final Examinations Policy](#)

Attendance requirements: The faculty of the Department believe that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent from those experiences. Any absence can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives.

Attendance is **required** in all labs. Any student who, due to extenuating circumstances, will be late or absent for a lab must notify the instructor at least one hour prior to the beginning of the lab. Arrangements will be made between the instructor and the student as to how this lab time will be made up. Failure to notify the instructor indicates a serious breach of professional and ethical conduct.

