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INTER-OFFICE MEMORANDUM

To: All Faculty
Departmental Secretaries

From: Dr M Brook Taylor *M. Brook Taylor*
Acting Dean of Arts & Science

Subject: Course Outlines

Dr Mary Lyon *M.E.L.*
Dean of Professional Studies

Dr Jim Sharpe *J. Sharpe*
Dean, Faculty of Education

Please submit **electronic versions only*** of course outlines for the courses you are teaching during the academic year.

Education Faculty email: colleen.blacker@msvu.ca

Arts & Science and Professional Studies Faculty email: deanoff@msvu.ca

Please ensure you have **a)** 4-letter department code, **b)** course number and section number, in the file name. Name the file according to the course number being taught (for example: **HIST 1100 01.doc**). In each case the course outline should include:

- 1) Syllabus: General description of the course, topics covered, reading list and other references should also be given to the students.
- 2) Method of evaluation.
- 3) Statement on Plagiarism and Cheating: "University regulations on Plagiarism and Cheating and other academic offenses will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Calendar and are posted on Department notice boards and on the website at www.msvu.ca on the Current Student's page under Academic Offenses."
- 4) Statement on correct use of language: "Correct use of language is one of the criteria included in the evaluation of all written assignments."
- 5) Statement on penalties, where applicable: Your policy and penalties for missed tests, late assignments, enrolling without prerequisites, etc. should be detailed.
- 6) The following statement should be on all relevant course syllabi: "Students who conduct research involving human participants must have their research reviewed in accordance with the *MSVU Policies and Procedures for Ethics Review of Research* before starting the research. Check with your course professor or Chair of the Department about proper procedure."

*PLEASE NOTE

Hard copies of **Directed Studies** are still required to be submitted to your respective Dean as they are processed separately. The Accumulated Course Relief Notification Form is available on the intranet at: <http://intranet.msvu.ca/deansoffice/forms.htm>

All course outlines are filed at: <s:\Dean-Off\Course Outlines>. Faculty and staff have "read only" access to this directory.