



# Columbia College

Vancouver, Canada

Course Outline			
Term:	Course No:	Course Credits:	
Instructor:	Course Section No:	Total Hours:	Total Weeks:
Instructor Office: Room No. and Campus	Course Title:	Class Room No.	
Instructor Email:			
Class Meeting Days/Time:			
Instructor Office Hours:		Course Format:	
Course Prerequisites		Course Corequisites	
Transferability to:			

**Course Description:**

**Additional Course Details:**

**Required Texts/Readings/Learning Resources:**

**Course Learning Outcomes:** Upon successful completion of this course the student will be able to:

- 1.
  - 2.
  - 3.
- etc.*

**Course Content/Schedule\***

<b>Week</b>	<b>Topic(s)</b>	<b>Reading Texts/Readings/ Learning Resources by Week</b>	<b>List All Assessments: **ex. Quiz, Test, Exam, Written Assignment, Computer Assignment, Case Studies, Class Activity, Presentation, Project, Field Experience, External Experience, Essay, Reflection etc.</b>	<b>Briefly describe each listed Assessment and the Course Learning Outcome(s) being measured or assessed</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14	FINAL EXAM			

\*Timing subject to change

**Evaluation Criteria**

<b><u>Evaluation Methods **</u></b> Summarize the list in the Course Content/Schedule (column 4 above)	<b><u>%</u></b>	<b><u>Comments</u></b>
<b>Total</b>	<b>100%</b>	

**Classroom Code of Conduct:**

Students at Columbia College are expected to show respect for the rights of other students, in particular the right to study and learn. Any behaviour in a classroom that interferes with the instructor’s ability to conduct the class will be treated as disruptive; the penalties for disruptive behaviour are set out in the

College Calendar, and include suspension and even expulsion from the College. In general students are expected to be attentive and courteous during class and lab time, to complete assigned work and to accept responsibility for their own achievement. In particular:

1. students will aim to arrive at all classes early so as to be ready when the class begins – this means taking a seat and getting out paper, pens, necessary texts and so on before the class starts.
2. students will not expect to leave the class before the instructor has finished. On those rare occasions when a student must leave a class early he/she should seek the permission of the instructor before the class starts. If a student must excuse himself/herself during a class the student should request permission and leave as quietly as possible.
3. Cellphones (and similar electronic devices) will be turned off during classes, not simply switched to “vibrate” mode. They may be used during a class to source course material, etc., only if the instructor gives his/her explicit permission.
4. students will speak respectfully when asking a question or answering a question posed by the instructor.
5. students may not eat or drink during classes unless the instructor indicates that this is acceptable in his/her class

#### **Cheating and Plagiarism Policy:**

Columbia College expects all students to uphold the principle of academic honesty. Cheating and plagiarism (presenting another person’s words or ideas as one’s own) are not acceptable behaviour at any educational institution. Depending on the severity of the offense such acts can result in a grade of zero on the test or assignment, a failing grade (F) in the course, or expulsion from the college. In all cases, the circumstances and the penalty are recorded in the student’s file.

#### **College Policies:**

Please see the [college calendar](#) for more information and a complete list of academic policies.

#### **Indigenous Statement of Acknowledgement (optional)**

**Columbia College acknowledges that we gather, work, and study on the unceded territories of the Coast Salish Peoples, including xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlilwətaʔ/Selilwitulh (TsleilWaututh) Nations. We also want to acknowledge all non-status peoples and members of other tribes who live in Vancouver.**

#### **Course-Specific Policies: (If any, optional)**

#### **Grading System**

Grade Percentage	Grade Points	Rating
A+ 90-100	4.3	Excellent
A 85-89	4.0	

A -	80-84	3.7	Very Good
B+	76-79	3.3	
B	72-75	3.0	
B -	68-71	2.7	Good
C+	64-67	2.3	
C	60-63	2.0	Satisfactory
C-	55-59	1.7	
D	50-54	1.0	Marginal Pass
F	0-49	0.0	Fail
N	Below 50	0.0	Failure for non-completion or non-attendance

Please see the [college calendar](#) for more information about grading and related policies.