# DSC College Guidelines for Course Guides Part B

## About Course Guides Part B

The course guide is an essential document and tool for students, in that it:

* Provides **an overview of the course**, explaining how learning activities and assessment tasks form a coherent learning experience to achieve the stated learning outcomes
* States clearly **what is expected** in assessment and for completion of the course
* Documents **a schedule for learning** that can be used for organising workloads over the duration of the course
* The Part A and Part B of Course Guides form an enrolment agreement with students. As such, it is critical that these are **well considered, accurate and current**. A student appeal will trigger a detailed analysis of course guide content.

When re-writing your Course Guide Part B each semester, it is important to update information to reflect changes in delivery. If courses that were previously delivered face to face are scheduled to be delivered online (or partially online) then Course Guide Part B needs to reflect this.

The DSC Part B Guidelines provide information on what is required for each of the key fields, with suggestions and aspects to consider as you re-write your Part B course guide. Recommended wordings and examples that align with university policy are provided.

It is important that each of the Course Guide Part B fields– and your teaching practice – aligns with the approved learning outcomes for your course and relevant program capabilities outlined in the published Part A course guide.

## RMIT sites and resources to assist with updating course guides.

Ready to update your Part B Course Guide? Access the Course and Program System (CAPS) via the [course guide editing page on Worklife](https://www.rmit.edu.au/staff/teaching-supporting-students/student-program-course-admin/program-course-admin/course-guide-editing).

For self-service materials on using the CAPS system, visit the [Course Guide Admin SharePoint](https://rmiteduau.sharepoint.com/sites/CourseProgramAdminPublicSharepoint/SitePages/Course-Guides-System-(CAPS)-Support-Documentation.aspx).

The DSC College [Course Guide Resource Folder](https://rmiteduau.sharepoint.com/:f:/s/DSCQualityEnhancement/Et7ojTyRHeRMjPo69q3mVbUBdcfWggFCxaw8_clRHoLMgg?e=fbJP4v) contains documents required for College approval (for Part As), the Course Guide Part B Guidelines as well as L&T resources.

For access to the current relevant policies, go to the [RMIT Policy Register](https://www.rmit.edu.au/about/governance-management/policies) and find the following:

* [Assessment and Assessment Flexibility Policy](https://www.rmit.edu.au/content/rmit-ui/en/about/governance-and-management/policies/assessment-policy.html)
* [Assessment Processes](https://www.rmit.edu.au/content/dam/rmit/documents/about/policy/assessment/assessment-processes.pdf)
* [Program and Course Approval Processes](https://www.rmit.edu.au/content/dam/rmit/documents/about/policy/program-course/program-and-course-approval-processes.pdf)
* [Program and Course Configuration Requirements](https://www.rmit.edu.au/content/dam/rmit/documents/about/policy/program-course/program-and-course-configuration-requirements.pdf)

## Guidelines and examples for completing Course Guides Part B

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| Additional Information | |
| **Primary Learning Mode** | Describe in a few words or a sentence the primary learning mode used in your offering of the course.  **Examples:** Online, Blended learning, Face to face, Studio-based  “Your learning experience in this course will be predominantly online, however, you will be expected to attend two face to face workshops”  “You will be learning in a structured online environment with weekly online lectures and tutorials” |
| **Teacher Guided Hours and Learner Directed Hours**  **Link*Link to Policy***  *Program and Course Configuration Requirements:*  *2.43 As a general guide for higher education courses, the student workload in each multiple of 12 credit points should be 120 hours.* | Course hours requirement. You are required to allocate the total hours required by the student for the following:  **Teacher Guided Hours:** Are established at the time the course is first approved and are typically up to 3 hours per week.  **Learner Guided Hours**: There should be a minimum of 1.5 hours self-directed study for every 1 hour of teacher guided contact  **Examples:** 12 CP course – 120 hours over the semester Teacher Guided Hours: 36 Learner Guide Hours: 84  24 CP course – 240 hours over the semester Teacher Guided Hours: 72 Learner Guide Hours: 168 |

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| Offering Coordinator information | |
| **Offering Coordinator details** | Enter contact details of the Coordinator for this location and study period taking the class. |
| **Additional Staff Contacts** | Enter staff contact details if required. (lab managers, tutors etc) |

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| Part A and B Course Information | |
| **Details of Learning Activities** | Explain to students what learning activities they will be involved in and the learning contexts used in the course. Update Details of Learning Activities to add online learning activities that will take place.  This section also highlights any special learning experiences (such as field trips, work placements, use of on-line learning resources etc).  **Example:** The learning contexts for this course include … eg. streamed and recorded lectures, online tutorials …  The main learning activities for this course are … eg. synchronous class meetings, group activities, online research, asynchronous discussion boards  *Note: The learning activities should be designed and developed to help your students achieve the Course Learning Outcomes described in the Part A Course overview.*  If your course is **co-delivered** explain this:  **Example:** This course is taught and assessed with Course XXX1234 |
| **Link***For further detail refer to the RMIT webpage* [*WIL guidance materials*](https://www.rmit.edu.au/about/governance-and-management/policies/program-course-policy/wil-guideline) *and your School WIL Champion.* | Information for WIL courses If your course includes **WIL or other practical placement,** give full details in *Details of Learning Activities*.   * First state the type of WIL ie. a WIL placement, an industry project, or WIL in a simulated workplace environment. * Provide a description of the WIL activity, for example, number of hours of practical placement.   **Workplace delivery and/or assessment**  Where any course is delivered and/or assessed in the workplace please include:   * a statement to this effect * details of any non-academic requirements such as immunisations, visas, working with children or police checks, and the cost of these. * the requirement for completion of [WIL agreements](https://www.rmit.edu.au/staff/teaching-supporting-students/student-employability/work-integrated-learning/important-requirements-for-wil/wil-agreements) that includes relevant information on IP, insurance, schedules and relevant insurance documentation before commencement of the WIL activity   **For courses with Industry Placements, following wording is suggested:**  The integration of work-based learning and academic learning, commonly referred to as Work Integrated Learning (WIL), will allow you to solve authentic industry problems or address real issues faced in organisations |
| **Teaching Schedule** | A table of the teaching schedule should be inserted and include a weekly outline of the content/topic and assessment tasks; or other schedule as relevant.  **The teaching schedule could be copy and pasted into your Canvas course shell as your Syllabus of Activity** |
| **Teaching Schedule - Continued** | **Example table format:**   |  |  |  | | --- | --- | --- | | **Topic / Week** | **Class content** | **Assessment due** | | Topic 1 / Week 1 | Offer a brief statement about the theme or topic of each class. | Assessment Task 1 due Friday | | Week 2 .. | … | … |   **Note:** While your [teacher/tutor/lecturer]will cover all the material in this schedule, the order is subject to change depending on class needs and availability of speakers and resources. |
| **Other Resources** | This section informs students in detail about resources they will need to access for this course. Describe other resources to students that will be required specifically for this course.  This includes prescribed texts, reference books and other resources such as articles, websites or information services.  Prescribed texts should be made available through Library online access. Contact the Library for assistance in making resources available to students. Note that assessment tasks must not require a student to purchase a textbook or any other resource in order for them to access, complete or submit assessment.  Consider using the [Canvas Reading lists](https://www.rmit.edu.au/library/teach/add-resources-to-your-course/reading-lists) and refer students to this.  Detailed references and ongoing updated information will be made available to students in Canvas. Include the following statement: **Library Resources** The [Library](https://www.rmit.edu.au/library.) offers extensive resources and study support services for students. These include:   * Subject guides tailored to your studies: [http://rmit.libguides.com/?b=s](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Frmit.libguides.com%2F%3Fb%3Ds&data=02%7C01%7Cnicole.martin%40rmit.edu.au%7Cfb764b00ded441680faf08d801f9c245%7Cd1323671cdbe4417b4d4bdb24b51316b%7C0%7C0%7C637261519535478905&sdata=j1pcX%2BtS7T8B3tzbSscht1z86Mu6K%2Fc4HdREcGhDt2s%3D&reserved=0) * Help with referencing, planning assignments and study support: https://www.rmit.edu.au/library/study. * Chat service *Ask The Library* and online study resources: <https://www.rmit.edu.au/library/help/ask-the-library>   Students should contact [Student Connect](https://www.rmit.edu.au/students/support-services/student-connect) for information about available learning support to enhance their academic success. |
| **Assessment Tasks** | This section provides the student with specific details about how they will be required to demonstrate their learning in this course. Assessment checklist:  * Each task is described in enough detail that students have a clear understanding of the nature of the task and what will be required of them. The assessment task description should elaborate on the basic information that is in Part A. * The weighting of each assessment task as a percentage of the total assessment is specified. * Tasks are linked to the course learning outcomes so that it is clear to the student how all learning outcomes are assessed. * Submission date is clearly stated. * Submission instruction is provided. For example: “Submission will be online - further details on submitting your work will be provided in Canvas’. * Students can easily find information about any specific requirements to pass the course. * Include a statement that detailed information about the assessment task and criteria will be available in Canvas (including rubrics for assessment tasks with 20% or more weighting).  Include the following statement: **Grading information:** RMIT grading information can be found here: <https://www.rmit.edu.au/students/student-essentials/assessment-and-exams/results/grading-information> |
|  | Information to include for specific course and assessment types **Group Assessment** If your course includes group assessment, provide students with a clear statement of how their group work will be assessed, including marking criteria for proportions allocated to the group processes and the outcomes; instructions on how group members verify/authorise the submitted work; individual feedback on their contribution to the group work.  **Hurdle Assessments** Hurdle assessments are used in a higher education courses **only** where they are required for the purposes of safety or professional accreditation, registration or licensing requirements.  If hurdle assessments are used, a statement should be present that the assessment must be passed in order to pass the course, regardless of the final marks received.  **Example:** This assessment is a hurdle assessment. in order to pass this course you must achieve at least xx% in this assessment.  **Co-assessment** If this course is taught with one or more others for assessment, explain to students how it works.  **Example:** This course is assessed with XXXX1234 WIL designated courses For courses where assessment takes place in the workplace, the following wording is suggested: This course includes a WIL experience in which your knowledge and skills will be applied and assessed in a workplace context.  As part of this course, you are required to undertake [number] hours of supervised learning/assessment in your chosen industry area, gaining invaluable experience and industry contacts. |
|  | **LinkPolicy considerations on assessment in course guides**  When writing your Course Guide Part B, please ensure to align with University policy. [The Program and Course Approval Policy](https://policies.rmit.edu.au/document/view.php?id=27) contains specific information regarding assessment in Course Guides including:   * **On assessments and purchasing textbooks or resources.** 6.17 Assessment tasks should not require a student to purchase a textbook or any other resource in order for them to access, complete or submit assessment. * **On early assessment task in introductory courses** 6.18 Courses for the first year of coursework programs must offer an early assessment task (formative or summative)   - in the first four weeks of teaching (where the course is offered over a standard 12 to 16 week teaching period)  - in the first third of the teaching period (where the course is delivered in intensive mode).   * **On assessment changes** 6.14 Where a change to assessment approved by the dean/head of school changes an assessment due date, students must be given at least five working days’ notice of the new due date. * **On linking to further details in LMS** 6.10 (Table 6A) - Where further detailed requirements for assessment tasks are stated in the course materials held within the learning management system, the course guide must inform students that this is the case. |
| **Other Information** | This section provides the student with any other course specific information that is relevant to a location or mode of delivery if not mentioned elsewhere in the Course Guide.  Schools and individual programs may have specific information they need to provide in this section.  Course Coordinators should ensure that information on the following aspects are covered in the course guide.   * Feedback (this should already be noted in the Course Guide Part A) * Equitable Learning Services (this should already be noted in the Course Guide Part A) * Extensions and Special Consideration (standard text below) * Late Penalties (standard text below) * Academic Integrity (standard text below)  Standard text (can be copied and pasted) **Extension of time and Special consideration**  **Applying for an Extension** Extension of time for assessment tasks may be granted where circumstances beyond your control prevent submission by the published due date. An application for extension of time must be lodged with the course coordinator as early as possible, and no later than one working day before the due date for submission.  You can apply for extension using the [Application for extension of time to submit assessable work form](https://www.rmit.edu.au/students/my-course/assessment-results/special-consideration-extensions/extensions). An extension of up to seven calendar days may be granted if good reason can be demonstrated. Include supporting evidence (such as medical certificates) with your application. See the [Extensions of time for submission of assessable work web page](https://www.rmit.edu.au/students/my-course/assessment-results/special-consideration-extensions/extensions) for further details.  Extensions beyond seven calendar days cannot be granted by course coordinators, tutors or the School. To apply for an extension of time greater than seven calendar days you must lodge an application for Special Consideration.  **Applying for Special Consideration** If you are seeking an extension of more than seven calendar days (from the original due date) you must lodge an Application for Special Consideration. In most cases you can apply for [special consideration online](https://specon.rmit.edu.au/specon/login.jsf), preferably prior to, but no later than five working days after the official due date. Late applications will only be accepted in exceptional circumstances. See the [special consideration](https://www.rmit.edu.au/students/student-essentials/assessment-and-exams/assessment/special-consideration) page on the RMIT Student website for further details.  **Penalties for Late Submission [enter School specific penalties here]** Example: Late submission or presentation of assessable work without an approved extension or special consideration will be penalised as follows:  **Penalties for Late Submission**  Late submission or presentation of assessable work without an approved extension or special consideration will be penalised as follows:   * Work submitted 1 to 7 days late (from the submission date/time indicated in Canvas) will incur a penalty of 5% per day on your awarded grade for the assessment task * Work submitted after day 7 will not be marked and receive an NN grade (0%)   **Academic Integrity**  **Academic Integrity** Academic integrity means honesty and responsibility in scholarship through respecting the work of others whilst having the freedom to build new insights, new knowledge and ideas. RMIT University upholds the values of academic integrity as fundamental to the scholarship undertaken by all members of its community. Whenever you refer to another person’s research or ideas (either by directly quoting or paraphrasing them) you must acknowledge your source. If you are even in doubt about how to properly cite a reference, consult your lecturer or for further information, please see the [academic integrity website](https://www.rmit.edu.au/students/student-essentials/rights-and-responsibilities/academic-integrity) and the [Student Conduct](https://policies.rmit.edu.au/document/view.php?id=35) and [Academic Integrity](https://policies.rmit.edu.au/document/view.php?id=168) Policies**.** |

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| Learning Resource Information |
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## Viewing your Course Guide Part B

Once your Course Guide Part B has been approved and published, you can view it by searching for it in the [RMIT Course Guide System](https://www.rmit.edu.au/students/my-course/program-course-information/course-guides), and selecting the relevant semester. If your Course Guide is for an offshore or Flex term delivery you may need to expand the “Flexible Terms” section just above the Course Corordinator details.