**Course Outlines – Information for Students**

**School/Department [insert academic unit that owns the course]**

**PART A**

**Alphanumeric Course Code**

**Course Title**

**Year and Semester**

**Points value**

**Prerequisites and Restrictions**

* include any prerequisites and/or restrictions listed in the Calendar

**Course coordinator / teaching staff**

* names of all teaching staff (including tutors) and contact details, including office hours

**Class contact hours**

* lectures, seminars, studios, tutorials, labs, field trips etc

**PART B**

**Course prescription**

* repeat the text that appears in the Calendar
* a more detailed description of the course and its design/delivery may also be added to supplement the Calendar text

**Course Content**

* course details, including schedule of lecture topics with dates, brief description of subject matter, required readings, etc
* any classes led by guest presenters should be identified

**Learning Objectives/Outcomes**

* a clear statement of the knowledge, competencies, skills etc students are expected to achieve
* if appropriate, relate these to detailed course content, and/or programme or graduate profiles

**Learning resources**

* readings (required and supplemental); items placed on short loan should be indicated
* materials
* software
* use of CECIL (e.g. posting of lecture material)
* other assistance / student support available

**Inclusive learning**

The following text must be included in all course outlines in consequence of an Education Committee decision (2011):

 Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

**Other information**

* Use this section to convey all other matters or special features relating to the conduct of the course or its administration, e.g., teaching approaches and rationales, responsibilities and expectations of students (such as attendance, preparation, participation), group work and email communication protocols, specific knowledge or skills students should have before starting the course, health and safety matters

**PART C**

**Assessment**

* List all graded work by due date, type of assignment and any details of requirements (e.g., word limit, standards expected), weighting and relation to learning outcome (if appropriate)
* Include examination weighting
* Include any considerations related to late submission of assignments, missed tests or other compulsory assessments, grading criteria

**Academic Integrity**

The following text must be included in all course outlines in consequence of an Education Committee decision (2005):

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

**PART D**

**Student feedback**

This section is to be used to:

* Describe any ways in which previous student feedback (e.g., from the previous year) has been used to shape or change the course
* Indicate to current students whether they will be asked to complete any evaluations (course, teaching, tutoring) at the end of the course, or formative mid-course evaluations/fast feedback